



John A. Boris, Chairman
Frank J. Milo, Vice Chairman
Maureen Call, Treasurer
Kimberley Driscoll
Claudia F. Chuber

Carol A. MacGown, Executive Director

**DISCUSSIONS FOR THE
REGULAR MEETING
WEDNESDAY, DECEMBER 12, 2018
6:00 p.m.**

I. Call Meeting to Order

II. Roll Call

Present

Absent

Also Present:

III. Minutes of Previous Meeting(s)

() moves to accept the Minutes of the Special Meeting held on Wednesday, November 28, 2018. () seconds the motion and the vote is as follows:

Ayes

Nays

IV. Communications

- December 2018 Mass NAHRO Newsletter
- Letter of Resignation of Claudia Chuber dated December 4, 2018

V. Reports of the Committees

VI. Report of the Executive Director

VII. Unfinished Business

VIII. Recommendations of the Chairman



IX. Report of the Treasurer

Bills and Transfers

() moves to approve the bills and transfers for the period November 9, 2018 through December 4, 2018 as presented. () seconds the motion and the **roll call** vote is as follows:

Ayes

Nays

X. New Business

Amendment #14 to the DHCD Contract for Financial Assistance 5001

The Director will present and discuss the Amendment #14 to the DHCD Contract for Financial Assistant 5001.

() moves to approve Amendment #14 to the DHCD Contract for Financial Assistance 5001. Amendment #14 increases the contract by \$658,353.62 to \$8,003,896.46 and extends the contract dates of service through June 30, 2021. This Amendment #14 funds the following FISH projects: 258061: FY2021 Formula Funding award \$654,048.00, 258102: ebidding/ehosting rebate \$877.25, 258103: Ebidding/ehosting rebate \$505.00, 258106: ebidding/ehosting rebate \$1,751.30 and 258112: ebidding/ehosting rebate \$1,172.07 and authorize John A. Boris, Chairman to execute said Amendment #14. () seconds the motion and the **roll call** vote is as follows:

Ayes

Nays

Section 8 Administrative Plan

The Director will present and discuss the Section 8 Administrative Plan with the Board of Directors.

() moves to approve the updated Section 8 Administrative Plan as presented. () seconds the motion and the vote is as follows:

Ayes

Nays

Collection of Losses – Write Offs Through 11/30/18 per Public Housing Notice 2017-17.

Carol A. MacGown will request Board approval to write off accounts per Public Housing Notice 2017-17.

() moves to approve write offs through November 30, 2018 for State Development 667 in the amount of \$2,703.52 per Public Housing Notice 2017-17. () seconds the motion and the **roll call** vote is as follows:

Ayes

Nays

The regularly scheduled meetings of the Board of Directors for 2019 are as follows:

Wednesday, January 9, 2019

Wednesday, February 13, 2019

Wednesday, March 13, 2019

Wednesday, April 10, 2019

Wednesday, May 8, 2019

Wednesday, June 12, 2019

Wednesday, July 10, 2019

Wednesday, August 14, 2019

Wednesday, September 11, 2019

Wednesday, October 9, 2019

Wednesday, November 13, 2019

Wednesday, December 11, 2019

XI. Other Business/Late Communications

XII. Adjournment

() moves that the Board convene into Executive Session at () p.m. to conduct strategy sessions in preparation for negotiations with nonunion personnel and to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. The Board will reconvene into Open Session at the conclusion of Executive Session and will adjourn the meeting from Open Session. () seconds the motion and the **roll call** vote is as follows:

Ayes

Nays

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary



John A. Boris, Chairman
Frank J. Milo, Vice Chairman
Maureen Call, Treasurer
Kimberley Driscoll
Claudia F. Chuber

Carol A. MacGown, Executive Director

**MINUTES OF THE
SPECIAL MEETING
WEDNESDAY, NOVEMBER 28, 2018
6:00 p.m.**

I. Called Meeting to Order at 6:02 p.m.

II. Roll Call

Present

Maureen Call
Frank J. Milo
Claudia F. Chuber
John A. Boris

Absent

Kimberley Driscoll

Also Present: Carol A. MacGown, Anne Cameron and Richard Fenton, CPA

III. Minutes of Previous Meeting(s)

Claudia F. Chuber moved to accept the Minutes of the Regular Meeting held on Wednesday, October 10, 2018. Maureen Call seconded the motion and the vote was as follows:

Ayes

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Nays

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IV. Communications

- November 2018 Mass NAHRO Newsletter

V. Reports of the Committees

VI. Report of the Executive Director

There was no report of the Executive Director.

VII. Unfinished Business



There was no unfinished business.

VIII. Recommendations of the Chairman

There were no recommendations of the Chairman.

IX. Report of the Treasurer

Bills and Transfers

Maureen Call moved to approve the bills and transfers for the period October 3, 2018 through November 8, 2018 as presented. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
Claudia F. Chuber
John A. Boris

Nays

Balance Sheet and Statements of Revenues and Expenses

Maureen Call moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Rick Fenton of Fenton, Ewald & Associates, P.C. for twelve (12) months ending September 30, 2018. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
Claudia F. Chuber
John A. Boris

Nays

X. New Business

Budget Presentation

Rick Fenton, Certified Public Accountant, from Fenton, Ewald & Associates, P.C. presented in detail the State 4001 and MRVP/DMH budgets for fiscal year ending September 30, 2019. Mr. Fenton answered all questions of the Board. See attached Budget Narrative.

Maureen Call moved to approve the **MRVP/DMH** Budget for fiscal year ending September 30, 2019. Frank J. Milo seconds the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
Claudia F. Chuber
John A. Boris

Nays

Maureen Call moved to approve the **Program 4001** Budget for fiscal year ending September 30, 2019. Claudia F. Chuber seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
Claudia F. Chuber
John A. Boris

Nays

Accounting Services Contracts

The Executive Director presented the contracts for accounting services to the Board.

Maureen Call moved to approve the contract for Accounting Services between the Salem Housing Authority and Fenton, Ewald & Associates, P.C. for **state programs** for the period October 1, 2018 through September 30, 2019 and authorize Chairman John A. Boris to execute said contract. Frank J. Milo seconded the motion and the **roll call** vote is as follows:

Ayes

Maureen Call
Frank J. Milo
Claudia F. Chuber
John A. Boris

Nays

Maureen Call moved to approve the contract for Accounting Services between the Salem Housing Authority and Fenton, Ewald & Associates, P.C. for **federal programs** for the period October 1, 2018 through September 30, 2019 and authorize Chairman John A. Boris to execute said contract. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
Claudia F. Chuber
John A. Boris

Nays

Legal Services Agreements

The Director presented the Agreement for Legal Services between the Salem Housing Authority and the Law Office of Casey & Lundregan, P.C. for the period October 1, 2018 through September 30, 2019.

Maureen Call moved to approve the Agreement for Legal Services between the Salem Housing Authority and the Law Office of Casey & Lundregan, P.C. for the period October 1, 2018 through September 30, 2019 for an amount not to exceed \$70,000.00 at an hourly rate of \$160.00 and authorize Chairman John A. Boris to execute said agreement. Claudia F. Chuber seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
Claudia F. Chuber
John A. Boris

Nays

The Director presented the Agreement for Legal Services between the Salem Housing Authority and Tinti, Quinn, Grover & Frey, P.C. for the period October 1, 2018 through September 30, 2019.

Maureen Call moved to approve the Agreement for Legal Services between the Salem Housing Authority and Tinti, Quinn, Grover & Frey, P.C. for the period October 1, 2018 through September 30, 2019 for an amount not to exceed \$20,000.00 at an hourly rate of \$200.00 and authorize Chairman John A. Boris to execute said agreement. Claudia F. Chuber seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
Claudia F. Chuber
John A. Boris

Nays

Year End Submissions

Quarterly Operating Statements (Quarter Ending 9/30/18) and Year End Financial Statements (FYE 9/30/18) for Programs 4001 and MRVP

Carol A. MacGown presented the Quarterly Operating Statements (Quarter Ending 9/30/18) and Year End Financial Statements (FYE 9/30/18) for Programs 4001 and MRVP and requested signatures for same.

Maureen Call moved to accept the Quarterly Operating Statements (Quarter Ending 9/30/18) and Year End Financial Statements for Fiscal Year Ending 9/30/18 for Programs

Programs 4001 and MRVP. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call
Frank J. Milo
Claudia F. Chuber
John A. Boris

Fiscal Year End 9/30/2018 Certification of Top 5 Compensation Form

Carol A. MacGown submitted the Top 5 Compensation Form to DHCD together with said Certifications as per DHCD's Guidelines.

Maureen Call moved to certify and execute Fiscal Year End 9/30/2018 Top 5 Compensation Form as submitted by Carol A. MacGown for the Salem Housing Authority to be submitted with year end documentation. Claudia F. Chuber seconded the motion and the vote was as follows:

Ayes

Nays

Maureen Call
Frank J. Milo
Claudia F. Chuber
John A. Boris

Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws,

The Director presented the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws.

Maureen Call moved to certify and execute the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws as submitted by Carol A. MacGown for the Salem Housing Authority to be submitted with year end documentation. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call
Frank J. Milo
Claudia F. Chuber
John A. Boris

Procurement Policy

The Director presented and discussed the revisions made to the Procurement Policy.

Maureen Call moved to approve the Procurement Policy as presented. Frank J. Milo seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Section 8 Management Assessment Plan (SEMAP)

The Director presented and discussed the Section 8 Management Assessment Plan (SEMAP) to the Board.

Maureen Call moved to approve the Section 8 Management Assessment Plan (SEMAP) as submitted and to authorize Carol A. MacGown to submit said report to the Department of Housing and Urban Development (HUD). Frank J. Milo seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Admissions and Continued Occupancy Plan (ACOP)

The Director presented and discussed the revisions made to the Admissions and Continued Occupancy Plan.

Maureen Call moved to approve the Admissions and Continued Occupancy Plan (ACOP) as presented. Claudia F. Chuber seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Wage Match Guidelines

The Director presented and discussed the Wage Match Acknowledgement Regarding Confidentiality of Information and DOR Disclosure and Security Training for SafeGuarding Information as per Public Housing Notice 2018-05.

Maureen Call moved to approve the Wage Acknowledgement Regarding Confidentiality of Information and DOR Disclosure and Security Training for SafeGuarding Information as per Public Housing Notice 2018-05 and to authorize Carol A. MacGown, Executive Director and John A. Boris, Chairman, execute the same. Claudia Chuber seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

The Director also presented the Wage Match Guidelines as amended.

Frank J. Milo moved to approve the Wage Match Guidelines as presented. Claudia F. Chuber seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

XI. Other Business/Late Communications

The Chairman opened the discussion up to the attendees.

Calvin Young, 27 Charter Street, Unit 307, Salem, MA requested to have a copy of the SHA Budget and said that he would schedule a meeting with the Executive Director.

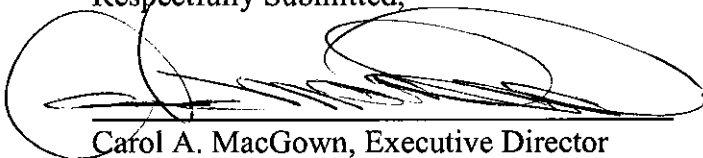
Inar Ragnar, 28 Leefort Terrace, Salem, MA apologized to the Board for his absence at the last few minutes as he was ill.

XII. Adjournment


Frank J. Milo moved that the Board adjourn the Special Meeting of November 28, 2018 at 6:55 p.m. Claudia F. Chuber seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary