



John A. Boris, Chairman
Frank J. Milo, Vice Chairman
Peter K. Strout, Second Vice Chairman
Maureen Call, Treasurer

Carol A. MacGown, Executive Director

**MINUTES OF THE
REGULAR MEETING
WEDNESDAY, JULY 11, 2018
6:00 p.m.**

I. Called Meeting to Order at 6:00 p.m.

II. Roll Call

Present

Maureen Call
Frank J. Milo
Peter K. Strout
John A. Boris

Absent

(Vacant Seat)

Also Present: Carol MacGown and Anne Cameron

III. Minutes of Previous Meeting(s)

Peter K. Strout moved to accept the Minutes of the Regular Meeting held on Wednesday, July 11, 2018. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

4

Nays

0

IV. Communications

There were no communications.

V. Reports of the Committees

There were no reports of committees.

VI. Report of the Executive Director

1 | Page Regular Board Meeting of July 11, 2018



- The Department of Housing and Community Development approved SHA's Budget for Fiscal Year Ending September 30, 2018.
- Interviews for the position of Public Housing Office Assistant will be held on July 12, 2018. Lorri DeFrancesco and I will hold the interviews.
- The SHA sent a donation on behalf of the Board of Directors and the SHA Staff to the Brookehouse Rest Home, Salem, MA in memory of June A. (Gonet) Milo.

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 June 5, 2018 through June 26, 2018 as presented. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
Peter K. Strout
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 eight (8) months ending May 31, 2018. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
Peter K. Strout
John A. Boris

Nays

X. New Business

New Hire – Federal Housing Assistant

Eleven (11) Applications for the Federal Housing Assistant's position were received. Carol A. MacGown and Jacqueline Guzman interviewed 8 applicants on June 27, 2018 and June 28, 2018. Carol presented Cynthia Carr to the Board to interview.

Carol introduced Cynthia Carr to the Board. She informed them that Cynthia had previously worked for the SHA from 2012-2015 in the Section 8 Department as a Federal Housing Assistant. Unfortunately, there is no funding for her position. Carol said that she is pleased to have Cynthia back. The staff is as well. Cynthia is professional and hard working.

Peter K. Strout moved to make a conditional offer of employment to Cynthia Carr with a six (6) month probationary period for a full time position as Federal Housing Assistant at an hourly wage of Twenty-three and 91/100 Dollars (\$23.91) with a start date to be determined by the Executive Director. Employment is also conditioned upon receipt of a passed SHA paid physical examination, a favorable Criminal Offense Record Information (CORI) check, and a favorable driving record prior to employment. Maureen Call seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
Peter K. Strout
John A. Boris

Nays

Budget Revision #1 for Fiscal Year Ending September 30, 2018

The Director presented and discussed with the Board Members the Budget Revision #1 for Fiscal Year Ending September 30, 2018.

Maureen Call moved that the proposed Operating Budget Revision #1 for State-Aided Housing of the Salem Housing Authority, Program 400-1 for fiscal year ending 9/30/2018 showing total revenue of \$4,055,895 and total expenses of \$3,877,656 there requesting a subsidy of \$953,207 be submitted to the Department of Housing and

Community Development for its review and approval. Peter K. Strout seconded the motion which, upon **roll call**, was passed by a vote of 4 to 0.

Ayes

Nays

Maureen Call
Frank J. Milo
Peter K. Strout
John A. Boris

Maureen Call moved that the proposed Operating Budget Revision #1 for State-Aided Housing of the Salem Housing Authority, Program MRVP for fiscal year ending 9/30/2018 showing total revenue of \$10,240 and total expenses of \$8,191 there requesting a subsidy of \$0 be submitted to the Department of Housing and Community Development for its review and approval. Peter K. Strout seconded the motion which, upon **roll call**, was passed by a vote of 4 to 0.

Ayes

Nays

Maureen Call
Frank J. Milo
Peter K. Strout
John A. Boris

Revised Contract for Insurance Services – Salem Housing Authority Acting Authority, Acting on Behalf of all Massachusetts Local Housing Authorities

The Director discussed in detail with the Board of Directors the **revised** Contract for Insurance Services between Salem Housing Authority Acting Authority (SHA), Acting on Behalf of all Massachusetts Local Housing Authorities and Hays Insurance “Broker of Record” for Insurance Services. Carol discussed the changes made to said agreement with the Board and said she was comfortable with the changes and discussed them with Attorney Chris Casey who was also comfortable with the changes.

Maureen Call moved to approve the **revised** Contract for Insurance Services between Salem Housing Authority Acting Authority (SHA), Acting on Behalf of all Massachusetts Local Housing Authorities and Hays Insurance “Broker of Record” for Insurance Services and authorized Chairman John A. Boris to execute the same. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call
Frank J. Milo
Peter K. Strout
John A. Boris

The Director discussed in detail with the Board of Directors the **revised** Contract for Insurance Services between Salem Housing Authority Acting Authority (SHA), Acting on Behalf of all Massachusetts Local Housing Authorities and York Risk Services Group, Inc. “Claims Administration” for Insurance Services.

Maureen Call moved to approve the **revised** Contract for Insurance Services between Salem Housing Authority Acting Authority (SHA), Acting on Behalf of all Massachusetts Local Housing Authorities and York Risk Services Group, Inc. “ Claims Administration” for Insurance Services and authorized Chairman, John A. Boris to execute the same. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call
Frank J. Milo
Peter K. Strout
John A. Boris

The Director presented and discussed with the Board of Directors the Memorandum of Understanding between DHCD and Salem Housing Authority Regarding the Massachusetts Local Housing Authorities Insurance Program for State –Aided Housing Properties.

Maureen Call moved to approve the Memorandum of Understanding between DHCD and Salem Housing Authority Regarding the Massachusetts Local Housing Authorities Insurance Program for State –Aided Housing Properties and authorized Chairman John A. Boris to execute the same. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call
Frank J. Milo
Peter K. Strout
John A. Boris

Public Housing Authority (PHA) Streamlined Agency Plan

Carol A. MacGown presented and submitted to the Board for review and approval Year 4 of the Fourth 5 Year Annual Public Housing Agency Plan (PHA) Streamlined Agency Plan for fiscal year 2018. Carol informed the Board that the only change made to the plan was to give preference to Veterans. The Board was elated with the change. Peter Strout asked if the SHA had the right to do that. Carol said “yes”. Carol said the Plan will be submitted to HUD for review and approval,

Maureen Call moved to approve Year 4 of the Fourth 5-Year Annual Public Housing Agency Plan (PHA) Streamlined Agency Plan for Fiscal Year 2018 and authorize Chairman John A. Boris to execute the Civil Rights Certification, Certification of Compliance with PHA Plans and Related Regulations including required Civil Rights Certifications and Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan. Peter K. Strout seconded the motion and the vote was as follows:

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

Capitalization Policy

The Director presented the revised Capitalization Policy to the Board of Directors. Peter K. Strout moved to approve the revised Capitalization Policy as presented. Frank J. Milo seconded the motion and the vote was as follows:

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

Certificate of Final Completion as of July 2, 2018 for DHCD Project #258099 Window and Bulkhead Replacement at 33 Park Street/26 Prince Street (705-2A)

The Director presented the Certificate of Final Completion as of July 2, 2018 for DHCD Project #258099 Window and Bulkhead Replacement at 33 Park Street/26 Prince Street (705-2A).

Peter K. Strout moved to approve the Certificate of Final Completion as of July 2, 2018 in the amount of \$5,951.18 for DHCD project #258099 Window and Bulkhead replacement at 33 Park Street/26 Prince Street (705-2A) as submitted by Environmental Abatement, Inc. and approved by Arnold Jacobsen Associates, Inc. Maureen Call seconded the motion and the **roll call** vote was as follows:

<u>Ayes</u>	<u>Nays</u>
Maureen Call	
Frank J. Milo	
Peter K. Strout	
John A. Boris	

Application and Certificate of Payment #4 (final) for DHCD Project #258099 Window and Bulkhead Replacement at 33 Park Street/26 Prince Street (705-2A)

The Director presented to the Board Application and Certificate of Payment #4 (final) for

DHCD Project #258099 Window and Bulkhead Replacement at 33 Park Street/26 Prince Street (705-2A).

Peter K. Strout moved to approve Application and Certificate of Payment #4 (final) in the amount of \$5,951.18 for DHCD project #258099 Window and Bulkhead replacement at 33 Park Street/26 Prince Street (705-2A) as submitted by Environmental Abatement, Inc. and approved by Arnold Jacobsen Associates, Inc. Maureen Call seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
Peter K. Strout
John A. Boris

Nays

XI. Other Business/Late Communications

Chairman John Boris opened the discussion to the attendees.

Kathleen Burke, 305 Bridge Street

Ms. Burke's comments were as follows:

The parking situation at the Dalton Building is still an ongoing issue and she is requesting that it be addressed and that there be a final solution to the parking issues. Calvin Young, President of CSTA said that he supported Kathleen in raising the parking issue.

Kathleen said that there is a light out in the parking lot. Carol asked her to report it to the Maintenance Department.

Kathleen raised the issue of the bullying going on at the Dalton Building. Kathleen also inquired about the refrigerator in the community room. The Director informed her that there will be no more refrigerator. The Director also informed Ms. Burke of all of the improvements in the pipeline for the Dalton Building.

Calvin Young, CSTA President, 27 Charter Street, Unit 307, Salem, MA

Calvin informed the Board that he should have a response relative to the Capital Improvement Plan at the Regular Board Meeting to be held on August 8, 2018.

Inar Ragnar, 28 Leefort Terrace, Salem, MA

Mr. Ragnar apologized for not be able to attend the tenant Capital Improvement Plan meeting held on June 20, 2018 as he was ill. The Director said “not to worry”.

Mr. Ragnar handed out a copy of the Salem Gazette to each Board Member and the Director to read the article surrounding the Mayor’s appointment.

XII. Adjournment

Peter K. Strout moved that the Board adjourn the Regular Meeting of July 11, 2018 at 6:40 p.m. Frank J. Milo 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



John A. Boris, Chairman
Frank J. Milo, Vice Chairman
Peter K. Strout, Second Vice Chairman
Maureen Call, Treasurer
Carol A. MacGown, Executive Director

**MINUTES OF THE
SPECIAL MEETING
THURSDAY, JULY 26, 2018
6:00 p.m.**

I. Called Meeting to Order at 6:00 p.m.

II. Roll Call

Present

Maureen Call
Frank J. Milo
Peter K. Strout
John A. Boris

Absent

(Vacant Seat)

Also Present: Carol MacGown and Anne Cameron

III. New Business

New Hire – Public Housing Office Assistant

Applications for the Public Housing Office Assistant's position were received. Carol A. MacGown and Lorri DeFrancesco interviewed 5 applicants on July 12, 2018. Carol presented Mary Valle to the Board for a final interview. Carol told the Board that she thought Mary was a good fit for the Authority and that she is bilingual which is a plus. Carol said that she has a good attitude, was professional, willing to learn and do her best. The Board had no questions for Mary. Mary thanked the Board for giving her the opportunity to work for Salem Housing Authority.

Frank J. Milo moved to make a conditional offer of employment to Mary Valle with a six (6) month probationary period for a full time position as Public Housing Office Assistant at an hourly wage of Sixteen and 00/100 Dollars (\$16.00) with a start date to be determined by the Executive Director. Employment is also conditioned upon receipt of a

