



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, MAY 9, 2018  
6:00 p.m.**

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**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 A. MacGown and Anne M. Cameron

**III. Minutes of Previous Meeting(s)**

Maureen Call moved to accept the Minutes of the Regular Meeting held on Wednesday, April 11, 2018. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

4

Nays

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**IV. Communications**

- May 2018 MassNAHRO Newsletter

**V. Reports of the Committees**

There were no reports of the Committees.

**VI. Report of the Executive Director**

The Director informed the Board of the following matters:

- A maintenance man returned this date after having been out for an



extended period of time.

- Carol, Debbie Tucker and Randy Comito will attend the Mass NAHRO Spring Conference from Sunday, May 20, 2018 through Wednesday, May 23, 2018 and return to the office on Thursday, May 24, 2018. If any Board Member is interest in attending, please let Anne Cameron know and she will be happy to make arrangements.
- Carol and John Boris will be meeting with the Mayor on May 17, 2018 regarding Social Service Providers, Council on Aging and Resident Service Programs. The Board agreed that it is fine for them to attend the meeting and gather information but they are not authorized to make any commitments without Board approval.
- Spring Clean-Ups are underway at all developments.

## **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 April 6, 2018 through May 3, 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 six (6)

months ending March 31, 2018. Frank J. Milo 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**

Certificate of Substantial Completion for DHCD #258099 Window Replacement at 33 Park Street/26 Prince Street (705-2A)

The Director presented Certificate of Substantial Completion effective March 28, 2018 for DHCD #258099 Window Replacement at 33 Park Street/26 Prince Street (705-2A).

Peter K. Strout moved to approve the Certificate of Substantial Completion effective March 28, 2018 for DHCD #258099 Window Replacement at 33 Park Street/26 Prince Street (705-2A) and authorize Carol A. MacGown, contract officer to execute the same. Maureen Call seconded the motion and the vote was as follows:

Ayes

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Nays

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ACH Direct Deposit Policy

The Director presented to the Board of Directors the ACH Director Deposit Policy dated April 17, 2018. Carol informed the Board that she thought that it would be prudent to have an ACH Direct Deposit Policy. She also informed the Board that John Boris and she approve all ACH payment before they are made.

Peter Strout asked if he could be removed from seeing any balances on the SHA's accounts at Beverly Bank. Carol said she would take care of this matter.

Maureen Call moved to approve the ACH Direct Deposit Policy dated April 17, 2018 as presented. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

4

Nays

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T-Mobile Lease Amendment

The Director discussed with the Board of Directors the correction to the minutes of December 13, 2017. Carol informed the Board that there was a scrivener's error and

that she wanted to correct it so that the terms of the lease amendment were recorded correctly.

Peter K. Strout moved to amend the minutes of the meeting of December 13, 2017 to read as follows: The term is a 5 year lease, \$3,000.00 per year with a 1% annual escalation clause with one (1) option to renew. 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

Employee Check Signing Security Agreement

The Director presented to the Board of Director the Employee Check Signing Security Agreement. Carol informed the Board that a housekeeping change was made by adding Elizabeth Goyette to said Agreement as a check preparer.

Peter K. Strout moved to approve the Employee Check Signing Security Agreement wherein Elizabeth Goyette, Accounting Manager has been added as a check preparer. seconds the motion and the vote was as follows:

Ayes

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

Nays

Revision to SHA Personnel Policy

The Director presented to the Board of Directors the revision to the SHA Personnel Policy. Carol informed the Board that when Attorney Kulak and Attorney Granese were reviewing the SHA's Personnel Policy they came across language in the policy that needed to be amended.

Peter K. Strout moved to approve the revision to the SHA Personnel Policy wherein the word "Transfer" on page 19 was removed and replaced with "Re-Assignment". Frank J. Milo seconded the motion and the vote was as follows:

Ayes

4

Nays

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Authorize the Use of An Additional One Hundred Thousand (\$100,000.00) Dollars to be taken from Section 8 “Pre-2004” Reserve Account to Fund the Window Replacement Project at the Zisson Building, 292 Essex Street, Salem, MA

The Director explained in detail to the Board of Directors why she was requesting for them to authorize the Use of an Additional One Hundred Thousand (\$100,000.00) Dollars Dollars to be taken from Section 8 “Pre-2004” Reserve Account to Fund the Window Replacement Project at the Zisson Building, 292 Essex Street, Salem, MA.

Peter Strout said that he doesn’t think that Rhino Shield was the best product to be used for this project. Carol said that she would discuss this with the Architect and see if there was a better product.

Peter K. Strout moved to authorize that an additional One Hundred Thousand (\$100,000.00) Dollars be taken from the Section 8 “Pre-2004” Reserve Account in order to fund the window replacement project at the Zisson Building, 292 Essex Street, Salem, MA. Such funds will compliment the \$250,000.00 previously granted on March 8, 2017 by Board Vote. 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

Low Bid of Environmental Restorations, Inc. for the Window Replacement Project at the Zisson Building

The Director presented the Low Bid of Environmental Restorations, Inc. for the Window Replacement Project at the Zisson Building.

Maureen Call moved to accept the lowest, responsive and responsible bid of Environmental Restorations, Inc. in the amount of \$296,250.00 which includes Alternate #1 for the window replacement project at the Zisson Building and authorize John A. Boris, Chairman to execute the contract. 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

**XI. Other Business/Late Communications**

Bid of Environmental Restoration, Inc. for DHCD Fish #258110 Flooring Replacement and Related Work at various developments (667-2,667-3A, 667-3B,667-4, 667-5, 667-7B and 689-1.

The Director presented and discussed with the Board the low bid of Environmental Restoration, Inc. for DHCD Fish #258110 Flooring Replacement and Related Work at various developments (667-2,667-3A, 667-3B, 667-4, 667-5, 667-7B and 689-1.

Peter K. Strout moved to accept the lowest, responsive and responsible base bid of \$596,864.00 from Environmental Restoration, Inc. for DHCD Fish #258110 Flooring Replacement and Related Work at various developments (667-2,667-3A, 667-3B, 667-4, 667-5, 667-7B and 689-1 pending the approval of the Department of Housing and Community Development and to authorize that John Boris, Chairman, execute the contract. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

Kathleen Burke, 205 Bridge Street, Apt. 306 made the following comments:

1. Ms. Burke inquired as to if the YMCA was under the Historical Commission re: window replacement. The Director said that the Architect did research and found that the building was not under the Historical Society and therefore would not need their approval for window replacement at the YMCA building.
2. Ms. Burke informed the Board that she is going to Washington D.C. at the end of June 2018 with the Mass Alliance of Tenants for a convention and was asking the Board to make a donation to help pay for her expenses for her trip.
3. Ms. Burke inquired as to what was going on with Mayor's appointment. The Chairman responded that the matter was pending in the Committee with the City Council.

Inar Ragnar, 28 Leefort Terrace made the following comment:

1. Mr. Ragnar said that he is still in the process of updating his emergency contact list and will submit it to Lorri DeFrancesco when completed.

## **XII. Adjournment**

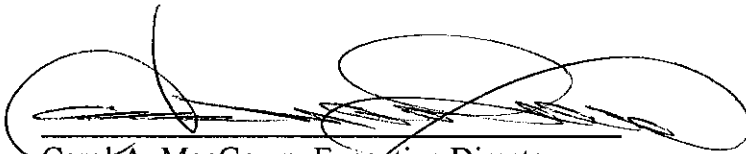
Peter K. Strout moved that it was determined that it was not necessary for the Board to convene into Executive Session to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. The Board adjourned the meeting from Open Session at 6:38 p.m. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary