



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, JUNE 13, 2018
6:00 p.m.**

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

II. Roll Call

Present

Maureen Call
Frank J. Milo
John A. Boris

Absent

Peter K. Strout
(Vacant Seat)

Also Present: Carol MacGown and Anne Cameron

III. Minutes of Previous Meeting(s)

Maureen Call moved to accept the Minutes of the Regular Meeting held on Wednesday, May 9, 2018. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

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Nays

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IV. Communications

- June 2018 MassNAHRO Newsletter
- Email from Barry Buchinski to Carol MacGown dated May 25, 2018 re: Zisson Window Replacement – Ceramic based paint system
The Director said that she was addressing the concerns of Peter Strout. She advised that Board that the Architect feels confident with the product.
- Salem News Article (May 25, 2018) re: Mayor Driscoll's Appointment



on SHA Board of Directors and email dated May 25, 2018 from Frances Grace to Lorri DeFrancesco re: comments made on Face Book relative to Mayor Driscoll's appointment on SHA Board
Mr. Boris said that the accusations being made were untrue.

V. Reports of the Committees

There were no reports of the committees.

VI. Report of the Executive Director

- State and Federal Public Housing waitlist updates have been completed. Cut applicants by fifty (50%) percent. The wait remains the same.
- DHCD has not approved the budget as of this date.
- DHCD Insurance Procurement. The two agencies that have been chosen by the Selection Committee are Hayes and York. The Director said she would discuss those contracts under new business.
- The Authority is advertising for two positions Federal Housing Assistant which applications closed on June 18, 2018 at 3:00 and Public Housing Office Assistant which applications close on July 2, 2018 at 3:00 p.m.

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 May 4, 2018 through June 4, 2018 as presented. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
Maureen Call

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 seven (7) months ending April 30, 2018. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

<u>Ayes</u>	<u>Nays</u>
Maureen Call	
Frank J. Milo	
Maureen Call	

X. New Business

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

The Director discussed with the Board of Directors the 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.

Maureen Call moved to approve the 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. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

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

The Director discussed with the Board of Directors the 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 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. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
John A. Boris

Nays

Collection of Losses - Write Offs through April 30, 2018 for State Developments 200, 667 and 689

Carol A. MacGown requested Board approval to write off accounts per Public Housing Notice 2017-17. Carol said that annually DHCD requires the Housing Authority to write-off accounts. Mr. Boris asked how stringent the Authority was in collecting rents. The Director informed the Board that Lorri DeFrancesco is in court every Wednesday with Attorney Christopher Casey.

Maureen Call moved to approve write offs through April 30, 2018 for State Development 200 in the amount of \$13,187.34, State Development 667 in the amount of \$8,811.00 and 689 in the amount of \$1,916.31 per Public Housing Notice 2017-17.

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

Ayes

Maureen Call
Frank J. Milo
John A. Boris

Nays

Collection of Losses - Write Offs through April 30, 2018 for Federal Public Housing

Maureen Call moved to approve write offs through April 30, 2018 for Federal Public Housing in the amount of \$700.00. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
John A. Boris

Nays

Quote for Carpet Replacement at Vacant Units as they become vacant or other units as necessary at various developments

The Director presented the Quote for Carpet Replacement at Vacant Units as they become vacant or other units as necessary at various developments.

Maureen Call moved to accept the lowest, responsive and responsible price quote of \$36.24 from EdgePro Flooring, Inc. Carpet Replacement at Vacant Units as they become

vacant or Other units as necessary at various developments for one (1) year or the completion of \$30,000.00 whichever occurs first 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
John A. Boris

Nays

XI. Other Business/Late Communications

The Director discussed the Capital Fund Program - Five (5) Year Action Plan with the Board of Directors. The Director informed the Board that HUD requires SHA to prepare and submit for approval a 5 year action plan. Jacqueline Guzman prepares said plan. Public meetings are held. HUD gave the SHA \$69,865.00 for capital improvements for Federal Public Housing.

Maureen Call moved to approve the Capital Fund Program - Five (5) Year Action Plan as presented. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

Maureen Call
Frank J. Milo
John A. Boris

Nays

Chairman Boris opened the discussion to attendees.

Calvin Young, President, Charter Street Tenants Association, 27 Charter Street, Unit Number 307. Mr. Young passed out the Charter Street Tenants Association News Letter to the Board.

Inar Ragnar, 28 Leefort Terrace commented on Mayor Driscoll's appointment to the Salem Housing Authority Board of Directors which went before the City Council, however the council did not vote on it as 2 council members feel it is a conflict of interest. Chairman Boris responded: "it is out of our hands".

XII. Adjournment

Maureen Call moved that the Board adjourn the Regular Meeting of June 13, 2018 at 6:20 p.m. Frank J. Milo seconded the motion and the vote was as follows:

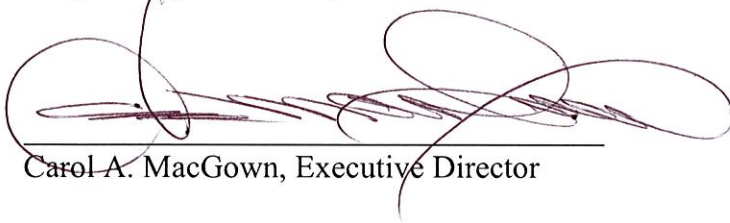
Ayes

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Nays

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Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "Carol A. MacGown". The signature is highly stylized with large, sweeping loops and flourishes. It is positioned above a horizontal line.

Carol A. MacGown, Executive Director

A handwritten signature in dark ink, appearing to read "Anne M. Cameron". The signature is written in a cursive style with a prominent initial "A". It is positioned above a horizontal line.

Anne M. Cameron, Executive Secretary