



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, APRIL 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 A. MacGown and Anne M. Cameron

III. Minutes of Previous Meeting(s)

Maureen Call moved to accept the Minutes of the Special Meeting held on Tuesday, March 20, 2018. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

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Nays

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IV. Communications

- April 2018 MassNAHRO Newsletter – The Director informed the Board that the Budget for FY2019 includes \$65.5 million in subsidies for Public Housing Authorities which is \$1 million more than the Governor’s FY19 request.
- The Salem News Article (Tues. March 27, 2018) re: Pioneer Terrace asbestos violations

V. Reports of the Committees

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There were no reports of the committees.

VI. Report of the Executive Director

- The Budget has been submitted.
- The Audit has been received.
- Carol along with Debra Tucker and Randy Comito will be attending the Massachusetts NAHRO Spring Conference in North Falmouth, MA from Sunday, May 20, 2018 to Wednesday, May 23, 2018.
- Legislative Day will take place on April 30, 2018 at the State Housing in Boston. Please let Anne know if you would be interested in attending and she would be happy to register you.
- The State Public Housing Department is updating the Waitlist.

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 March 10, 2018 through April 5, 2018 as presented. Peter K. Strout seconded the motion and the **roll call** vote is 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 five (5) months ending February 28, 2018. Peter K. Strout seconded the motion and the **roll call** vote is as follows:

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

Nays

X. New Business

Financial Statements for the Fiscal Year Ended September 30, 2017 Submitted by Independent Auditor, Guyder Hurley, P.C.

The Director presented to the Board of Directors the audited Financial Statements for the Fiscal Year Ended September 30, 2017 submitted by Independent Auditor, Guyder Hurley, P.C. The Director informed the Board that there were no findings.

Maureen Call moved to accept the audited Financial Statements for the Fiscal Year Ended September 30, 2017 submitted by Independent Auditor, Guyder Hurley, P.C. 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

Report on Agreed-Upon Procedures for the Fiscal Year Ended September 30, 2017 submitted by Independent Auditor, Guyder Hurley, P.C.

The Director presented the Report on Agree-Upon Procedures for the Fiscal Year Ended September 30, 2017 submitted by Independent Auditor, Guyder Hurley, P.C. The Director informed the Board that there were no findings.

Maureen Call moved to accept the Report on Agreed-Upon Procedures for the Fiscal Year Ended September 30, 2017 submitted by Independent Auditor, Guyder Hurley, P.C. 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

Local Housing Authority Executive Director Salary Calculation Sheet

The Director presented the **revised** Local Housing Authority Executive Director Salary Calculation Sheet as corrected by Department of Housing and Community Development (DHCD).

Maureen Call moved to approve the **revised** Department of Housing and Community Development (DHCD) Local Housing Authority Executive Director Salary Calculation Worksheet as corrected by DHCD and authorize Chairman John A. Boris to execute said Department of Housing and Community Development **revised** Local Housing Authority Executive Director Salary Calculation Worksheet as corrected by DHCD. Maureen Call seconded the Motion and the **roll call** vote was as follows:

Ayes

Nays

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

Commonwealth of Massachusetts Standard Contract Form Amendment for the Administration of State Rental Assistance (i.e. MRVP, AHVP, and or DMH)

The Director presented the Commonwealth of Massachusetts Standard Contract Form Amendment for the Administration of State Rental Assistance (i.e. MRVP, AHVP, and or DMH).

Maureen Call moved to execute the Commonwealth of Massachusetts Standard Contract Form Amendment for the Administration of State Rental Assistance (i.e. MRVP, AHVP, and or DMH), either all or any combination thereof in accordance with the annual legislative appropriations for each rental assistance program and in compliance with the duties contained in the attached scope of services. The Contract it is effective from July 1, 2018 through June 30, 2023. 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

Amendment #13 to the Contract for Financial Assistance (CFA) between the Salem Housing Authority and the Commonwealth of Massachusetts

The Director presented Amendment #13 to the Contract for Financial Assistance (CFA) between the Salem Housing Authority and the Commonwealth of Massachusetts.

Peter K. Strout moved to approve the Amendment #13 to the Contract For Financial Assistance (CFA) between the Salem Housing Authority and the Commonwealth of Massachusetts and to authorize that John A. Boris, Chairman, execute the Commonwealth of Massachusetts, Standard Contract Form. This Amendment increases the CFA by \$106,564.00 to \$7,345,542.84 and will terminate on June 30, 2020. The increase is for Public Housing Compliance Reserve Awards to FISH #258110 asbestos removal related to flooring and painting project (\$77,064.00) and FISH #258094 asbestos removal related to window replacement at 705-2(\$29,500.00) and authorize Chairman John A. Boris to execute the same. 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

Change Order #2 for DHCD FISH #258099 Window Replacement and Related Work at 33 Park Street/26 Prince Street (705-2A)

The Director presented Change Order #2 for DHCD FISH #258099 Window Replacement and Related Work at 33 Park Street/26 Prince Street (705-2A)

Maureen Call moved to approve Change Order #2 in the amount of \$6,987.21 for DHCD FISH #258099 Window Replacement and Related Work at 33 Park Street/26 Prince Street (705-2A). This change order represents replacement of rotted wood blocking and sills, change in method of exterior caulking (from the interior due to wires), and temporary repair of window header. This change order adds sixty (60) calendar days due to weather. 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

XI. Other Business/Late Communications

Chairman John A. Boris opened up the floor to the attendees.

Calvin Young, President of CSTA, 27 Charter Street, Apt. #307 together with 7 members of the CSTA Board to wit:

Richard Greeves
Carol Lemieux
Pat Bresnahan
Paul Carideo
Thomas McDougall
Frank Tower
Donna Twohig

Calvin Young spoke about the following topics and lengthy discussion was had between the CSTA and the SHA Board Members about the following topics:

1. Smoking in the building
2. Homeless being let into the building

John A. Boris, Chairman informed Mr. Young that normally smoking issues would be brought before the Executive Director as the Housing Authority has a no-smoking policy in place. Mr. Boris allowed Mr. Young to proceed.

Mr. Young requested that a letter be sent to all residents reinforcing the no smoking policy.

Mr. Young also requested the following signs be put in place:

1. This Area Under Tenant Watch;
2. Resident Entrance Only; and
3. CSTA Office

The Director said that she would take care of having signs made and having maintenance hanging the signs.

When Mr. Young finished speaking, the Director said that she would be happy to address all of the CSTA's concerns and that he should contact Anne in the administrative office to set up a time to meet and discuss the concerns at hand.

Mr. Boris thanked the CSTA for attending the meeting.

Inar Ragnar, 28 Leefort Terrace made the following comments:

Mr. Ragnar commented on how to help keep the homeless from entering the building.

Mr. Ragnar thanked the Board and Anne Cameron for calling and showing their concern as they hadn't seen him at a board meeting in awhile.

XII. Adjournment

Maureen Call moved that the Board adjourn the Regular Meeting of April 11, 2018 at 6:48 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,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary