



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

Carol A. MacGown, Executive Director

**MINUTES FOR THE
REGULAR MEETING
WEDNESDAY, FEBRUARY 14, 2018
6:06 p.m.**

I. Called Meeting to Order at 6:06 p.m.

II. Roll Call

Present

Maureen Call
Peter K. Strout
John A. Boris

Absent

Frank J. Milo
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, January 10, 2018. Maureen Call seconded the motion and the vote was as follows:

Ayes

3

Nays

0

IV. Communications

- February 2018 MassNAHRO Newsletter

V. Reports of the Committees

There were no reports of the Committees.



Ayes

Maureen Call
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 Fenton, Ewald & Associates, P.C. for three (3) months ending December 31, 2017. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Peter K. Strout
John A. Boris

Nays

X. New Business

Pre-2004 Section 8 Reserve Money

On August 8, 2012 the Board of Directors authorized Carol A. MacGown to spend Pre-2004 Section 8 Reserve Monies up to Five Thousand (\$5,000.00) Dollars without further Board approval. Carol requested the Board to restore the Five Thousand (\$5,000.00) Dollars using the same guidelines as the Board authorized on August 8, 2012.

Peter K. Strout moved to authorize Carol A. MacGown to restore the Five Thousand (\$5,000.00) Dollars from the Section 8 Reserve Monies using the same guidelines as authorized by the Board on August 8, 2012. Maureen Call seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Peter K. Strout
John A. Boris

Nays

Appointment of Carol A. MacGown, Executive Director and Chief Executive Officer as Records Access Officer for the Salem Housing Authority

Maureen Call moved to appoint Carol A. MacGown, Executive Director and Chief Executive Officer as the Records Access Officer for the Salem Housing Authority. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

Nays

Change Order #3 for DHCD Project #258102 Exterior Brick Masonry Repointing at the Ruane Building (667-3A) and 117 Congress Street (705-2B)

The Director presented Change Order #3 for DHCD Project #258102 Exterior Brick Masonry Repointing at the Ruane Building (667-3A) and 117 Congress Street (705-2B).

Peter K. Strout moved to approve no cost Change Order #3 for DHCD Project #258102 Exterior Brick Masonry Repointing at the Ruane Building (667-3A) and 117 Congress Street (705-2B) as presented by APC Development Group, Inc. and approved by Luna Design Group. This Change Order extends the project by 115 calendar days. Maureen Call seconded the motion and the vote was as follows:

Ayes

3

Nays

0

Certificate of Final Completion for DHCD Project #258102 Exterior Brick Masonry Repointing at the Ruane Building (667-3A) and 117 Congress Street (705-2B)

The Director presented Certificate of Final Completion for Project #258102 Exterior Brick Masonry Repointing at the Ruane Building (667-3A) and 117 Congress Street (705-2B).

Peter K. Strout moved to approve the Certificate of Final Completion in the amount of \$7,248.65 effective January 9, 2018 for DHCD Project #258102 Exterior Brick Masonry Repointing at the Ruane Building (667-3A) and 117 Congress Street (705-2B) as presented by APC Development Group, Inc. and approved by Luna Design Group. Maureen Call seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Peter K. Strout
John A. Boris

Nays

Application and Certificate for Payment #4 (Final) for DHCD Project #258102 Exterior Brick Masonry Repointing at the Ruane Building (667-3A) and 117 Congress Street (705-2B)

The Director presented Application and Certificate for Payment #4 (Final) for DHCD Project #258102 Exterior Brick Masonry Repointing at the Ruane Building (667-3A) and 117 Congress Street (705-2B).

Peter K. Strout moved to approve Application and Certificate for Payment #4 (Final) in the amount of \$7,248.65 for DHCD Project #258102 Exterior Brick Masonry Repointing at the Ruane Building (667-3A) and 117 Congress Street (705-2B) as presented by APC Development Group, Inc. and approved by Luna Design Group. Maureen Call seconded the motion and the **roll call** vote was as follows:

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

Certificate of Final Completion for DHCD Project #258112 Plumbing Line Replacement at 33 Park St./26 Prince St. (705-2A)

The Director presented Certificate of final Completion for DHCD Project #258112 Plumbing Line Replacement at 33 Park St./26 Prince St. (705-2A).

Peter K. Strout moved to approve the Certificate of Final Completion in the amount of \$7,827.00 and effective February 5, 2018 for DHCD Project 258112 Plumbing Line Replacement at 33 Park St./26 Prince St. (705-2A) as submitted by L & H Construction, Inc. and approved by Seaman Engineering Corp. Maureen Call seconded the motion and the **roll call** vote was as follows:

<u>Ayes</u>	<u>Nays</u>
3	0

Application and Certificate for Payment #2 (Final) for DHCD Project #258112 Plumbing Line Replacement at 33 Park St./26 Prince St. (705-2A)

The Director presented Application and Certificate for Payment #2 (Final) for DHCD Project #258112 Plumbing Line Replacement at 33 Park St./26 Prince St. (705-2A).

Peter K. Strout moved to approve Application and Certificate for Payment #2 (Final) in the amount of \$7,827.00 for DHCD Project #258112 Plumbing Line Replacement at 33 Park St./26 Prince St. (705-2A) as submitted by L&H Construction, Inc. and approved by Seaman Engineering Corp. Maureen Call seconded the motion and the **roll call** vote was as follows:

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

Change Order #1 for DHCD Project #258113 Roof Replacement at the Leefort Terrace (667-1).

The Director presented Change Order #1 for DHCD Project #258113 Roof Replacement at the Leefort Terrace (667-1).

Peter K. Strout moved to approve Change Order #1 in the amount of \$1,200.00 for DHCD Project #258113 Roof Replacement at the Leefort Terrace (667-1) as presented by WPI Construction, Inc. and approved by John Giubilo, DHCD Architect. Maureen Call seconded the motion and the **roll call** vote was as follows:

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

Certificate of Final Completion for DHCD Project #258113 Roof Replacement at the Leefort Terrace (667-1).

The Director presented Certificate of Final Completion for DHCD Project #258113 Roof Replacement at the Leefort Terrace (667-1).

Peter K. Strout moved to approve the Certificate of Final Completion effective January 23, 2018 for DHCD Project #258113 Roof Replacement at the Leefort Terrace (667-1) as presented by W.P.I. Construction Inc. and approved by John Giubilo, DHCD Architect. Maureen Call seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
3	0

Application and Certificate for Payment #2 (Final) for DHCD Project #258113 Roof Replacement at the Leefort Terrace (667-1).

The Director presented Certificate of Final Completion for DHCD Project #258113 Roof Replacement at the Leefort Terrace (667-1).

Peter K. Strout moved to approve Application and Certificate for Payment #2 (Final) in the amount of \$10, 550.00 for DHCD Project #258113 Roof Replacement at the Leefort Terrace (667-1) as submitted by W.P.I. Construction, Inc. and approved by John Giubilo, DHCD Architect. Maureen Call seconded the motion and the **roll call** vote was as follows:

<u>Ayes</u>	<u>Nays</u>
Maureen Call	
Peter K. Strout	

John A. Boris

Section Eight Management Assessment Program (SEMAP)

Carol A. MacGown informed the Board that she received correspondence on January 25, 2018 from Robert P. Cwicka, Deputy Director of the U.S. Department of Housing and Urban Development which states that the Salem Housing Authority's overall SEMAP score for the fiscal year ended 9/30/17 is 100%. The Salem Housing Authority is designated as a High Performer. Carol congratulated the Section 8 Staff for their excellent performance.

XI. Other Business/Late Communications

There was none.

XII. Adjournment

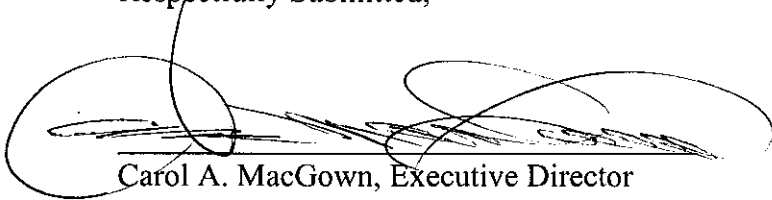
Maureen Call moved that the Board convene into Executive Session at 6:16 p.m. to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. The Board will not reconvene into Open Session and will adjourn the meeting from Executive Session. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

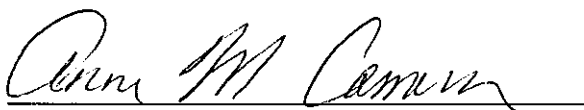
Nays

Maureen Call
Peter K. Strout
John A. Boris

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
WEDNESDAY, FEBRUARY 28, 2018
5:00 p.m.**

I. Called Meeting to Order at 5:00 p.m.

II. Roll Call

Present

Maureen Call
Peter K. Strout
John A. Boris

Absent

Frank J. Milo
(Vacant Seat)

Also Present: Carol MacGown, Anne Cameron and M. Elizabeth Goyette

III. New Business

New Hire – Accounting Manager

Interviews for the Accounting Manager's position were conducted in January 2018 and February 2018 by Carol A. MacGown. The Director presented the candidate of her choice to appear before the Board this evening.

Carol introduced M. Elizabeth Goyette to the Board and informed the Board that she checked Elizabeth's references and said that she has received a glowing reference from Father John McInnis who she has worked with for 11 years. She has had experience with payroll, making deposits, preparation of budgets and accounts payable. Carol said that she has had experience with all of the job duties that the SHA is seeking in an Accounting Manager. Carol stated that she thought she would be a good fit for the SHA. Carol asked if the Board had any questions for her. There were none.

Maureen Call moved to make a conditional offer of employment to M. Elizabeth Goyette with a six (6) month probationary period for a full time position as Accounting Manager at an hourly wage of \$27.47 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. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call
Peter K. Strout
John A. Boris

Wage Match for State Housing Guidelines

The Director explained the Wage Match Guidelines to the Board.

Peter K. Strout moved to approve the Wage Match Guidelines for State Housing Program Tenants as presented. Maureen Call seconded the motion and the vote was as follows:

Ayes

Nays

3

0

IV. Other Business/Late Communications

There was none.

V. Adjournment

Peter K. Strout moved to adjourn the Special Meeting held on Wednesday, February 28, 2018 at 5:12 p.m. Maureen Call seconded the motion and the vote was as follows:

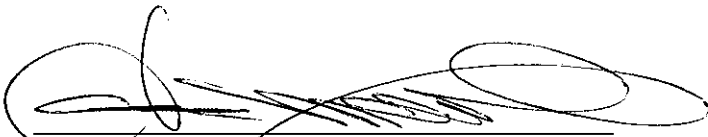
Ayes


Nays

3

0

Respectfully Submitted,



Carol A. MacGown, Executive Director

Anne M. Cameron, Executive Secretary