



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, DECEMBER 13, 2017  
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  
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, November 8, 2017. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

3

Nays

0

Maureen Call moved to accept the Minutes of the Special Meeting held on Thursday, November 16, 2017. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

3

Nays

0

**IV. Communications**

- December 2017 Mass NAHRO Newsletter
- Correspondence to the Board of Directors from Pamela Schmidt dated November 21, 2017



Please see correction to December 13, 2017 minutes (Report of the Executive Director re: T-Mobile Lease Terms) as corrected and approved in the Minutes of May 9, 2018.

- Correspondence from Carol A. MacGown, Executive Director to Pamela Schmidt dated December 6, 2017

The Director informed the Board that she met with the resident and he seems to live a normal life and he has not violated any sections of his lease. The Director has closed the matter.

## **V. Reports of the Committees**

- There are no reports of the Committees.

## **VI. Report of the Executive Director**

The Director informed the Board of the following:

- The SHA still has not received the Budget Guidelines, however, she has been preparing for the budget and she has 85% of the Budget complete. She is hopeful that the Budget will be submitted sometime in January 2018.
- ACH will go live at the end of the month.
- The SHA Website will go live at the end of the year.
- The Christmas Luncheon will be held on December 19, 2017. We look forward to seeing you if you are able to attend.
- The preliminary audit meeting is scheduled for January 16, 2018. The actual audit will be conducted on January 29<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup>.
- The Performance Management Review (PMR) will be conducted on January 4, 2018.
- On Thursday, December 28, 2017 four (4) interviews will be held for the the Accounting Manager's position.
- The Director has negotiated a lease with T-Mobile. The terms are a 3 year lease, \$3,000.00 per year with no escalation clause during the 3 year term and no option to renew. The prior lease was approved by DHCD and Attorney Christopher Casey reviewed it. Frank Milo asked what if at the end of the lease they leave their equipment on the roof? Carol stated that T-Mobile has to remove their equipment from the roof and that language it is included in the lease. Carol asked the Board if she could have their authorization to go ahead with the lease. The Board agreed.

- Charter Street Tenants' Association is in the process of being organized by Calvin Young, a resident at Charter Street. The SHA is assisting them in the process as is necessary.

**VII. Unfinished Business**

- There is no unfinished business.

**VIII. Recommendations of the Chairman**

- There are 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 November 3, 2017 through December 7, 2017 as presented. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call  
Frank J. Milo  
John A. Boris

Nays

**X. New Business**

Salem Housing Authority Rent Collection Policy

The Director presented to the Board of Directors the Salem Housing Authority Rent Collection Policy as amended. The Director informed the Board that she revised Paragraph 1 of said policy.

Maureen Call moved to accept the Salem Housing Authority Rent Collection Policy as amended. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

3

Nays

0

Salem Housing Authority Disposition Policy

The Director presented to the Board of Directors the Salem Housing Authority Disposition Policy as amended. The Director informed the Board that the

Commonwealth of Massachusetts has amended the State Retention Policy and DHCD and the SHA had to amend its Disposition Policy so as to incorporate those changes into said policy. The Director informed the Board that most of the changes were not retaining documents for as long a period of time as in previous years.

Maureen Call moved to accept the Salem Housing Authority Disposition Policy as amended. Frank J. Milo seconded the motion and the vote was as follows:

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

Price Quotation of Micro Support Group, Inc. to provide Computer System Hosting and Managed Services

The Director presented to the Board of Directors the price quotation of Micro Support Group, Inc. to provide computer system hosting and managed services.

Maureen Call moved to accept the price quotation from Micro Support Group, Inc. to provide computer system hosting and managed services for one (1) year for \$1495.95 per month with the option to renew for 2- 1 year options at the sole discretion of the Salem Housing Authority as follows: 2019: \$1495.95 per month and 2020: \$1,495.95 per month. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

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

Certificate of Substantial Completion for 258096 FY15 Emergency Generator Initiative at Dalton 667-7B effective February 13, 2017

The Director presented to the Board of Directors Certificate of Substantial Completion for 258096 FY15 Emergency Generator Initiative at Dalton 667-7B effective February 13, 2017.

Maureen Call moved to approve the Certificate of Substantial Completion for 258096 FY15 Emergency Generator Initiative at Dalton at Dalton 667-7B effective February 13, 2017 as submitted by Brite Lite Co., and Nangle Engineering, Inc. Frank J. Milo seconded the motion and the vote was as follows:

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

Change Order #1 for DHCD Project #258099 Window Replacement at 33 Park Street/26 Prince Street for the addition of one window to be replaced to be replaced (mock up)

The Director presented to the Board of Directors Change Order #1 for DHCD Project #258099 Window Replacement at 33 Park Street/26 Prince Street for the addition of one window to be replaced (mock up).

Maureen Call moved to approve Change Order #1 in the amount of \$1,101.46 for the addition of one window to be replaced (mock up) at DHCD Project #258099 Window Replacement at 33 Park Street/26 Prince Street. The original mock up window is a different manufacturer than the rest of the project. This change does not increase the contract time. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call  
Frank J. Milo  
John A. Boris

Nays

Application and Certificate for Payment #5 (Final) for Project # 258096 FY15  
Emergency Generator Initiative at Dalton 667-7B

Handed out at Board Meeting on December 13, 2017.

The Director presented to the Board of Directors Application and Certificate for Payment #5 (Final) for Project # 258096 FY15 Emergency Generator Initiative at Dalton 667-7B.

Maureen Call moved to approve the Application and Certificate for Payment #5 (Final) in the amount of \$12,404.50 for 258096 FY15 Emergency Generator Initiative at Dalton 667-7B as submitted by Brite Lite Electrical Co., Inc. and approved by Nangle Engineering Inc. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call  
Frank J. Milo  
John A. Boris

Nays

Certificate of Final Completion for Project #258096 FY15 Emergency Generator  
Initiative at Dalton 667-7B

The Director presented Certificate of Final Completion for Project #258096 FY15 Emergency Generator Initiative at Dalton 667-7B.

Maureen Call moved to approve the Certificate of Final Completion for Project #258096 FY15 Emergency Generator Initiative at Dalton 667-7B effective November 1, 2017 as submitted by Brite Lite Electrical Co., Inc. and approved by Nangle Engineering, Inc. Frank J. Milo seconded the motion and the vote was as follows:

Ayes  
3

Nays  
0

Certificate of Substantial Completion for Project #258102 Brick Masonry Repointing at 3 Broad Street (667-7A) and 117 Congress Street (705-2B)

The Director presented to the Board of Directors Certificate of Substantial Completion for Project #258102 Brick Masonry Repointing at 3 Broad Street (667-7A) and 117 Congress Street (705-2B).

Maureen Call moved to approve the Certificate of Substantial Completion for Project #258102 Brick Masonry Repointing at 3 Broad Street (667-7A) and 117 Congress Street (705-2B) Effective November 9, 2017 as submitted by APC Development Group, Inc. and approved by Luna Design Group. Frank J. Milo seconded the motion and the vote was as follows:

Ayes  
3

Nays  
0

The regularly scheduled meetings of the Board of Directors for 2018 are as follows:

Wednesday, January 10, 2018  
Wednesday, February 14, 2018  
Wednesday, March 14, 2018  
Wednesday, April 11, 2018  
Wednesday, May 9, 2018  
Wednesday, June 13, 2018

Wednesday, July 11, 2018  
Wednesday, August 8, 2018  
Wednesday, September 12, 2018  
Wednesday, October 10, 2018  
Wednesday, November 14, 2018  
Wednesday, December 12, 2018

**XI. Other Business/Late Communications**

John A. Boris, Chairman opened up discussion to the floor.

Inar Ragnar, 28 Leefort Terrace made the following comments:

Mr. Ragnar asked if the next Board Meeting would be the second Wednesday of the month. The Director said "yes".

Mr. Ragnar also requested a copy of the appendices be sent to him relative the changes in the grievance procedures. The Director said she will have Anne send them to him.

**XII. Adjournment**

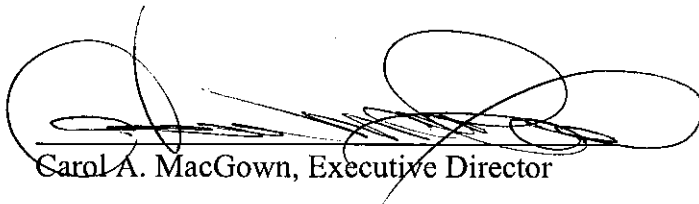
Maureen Call moved that the Board convene into Executive Session at 6:29 p.m. to discuss strategy with respect to collective bargaining or litigation if an open meeting may

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

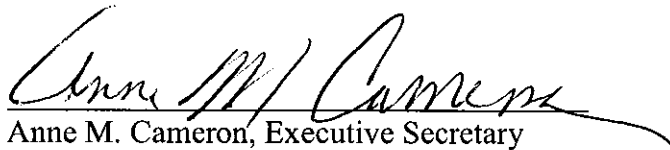
Ayes  
3

Nays  
0

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary