



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, NOVEMBER 8, 2017
6:00 p.m.**

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

II. Roll Call

Present

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

Absent

(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, October 11, 2017. Maureen Call seconds the motion and the vote was as follows:

Ayes

4

Nays

0

IV. Communications

- November 2017 Mass NAHRO 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:



- The Budget Guidelines have not been received by SHA as of this date. The Director is preparing for the budget and is in the process of meeting with Rick Fenton, CPA.
- The Senate overrode the Governor's veto restoring the subsidy account back \$64.5m for FY2018. The Director said that Senator Lovely voted for the override. The Director sent her a "thank you" card.
- The Finance Manager, Gerry Orne resigned from the Finance Department. The SHA will be publishing an advertisement in the media for an Accounting Manager.
- Carol, Debbie Tucker and Randy Comito will be attending the MassNAHRO Fall Conference on November 12, 2017 and November 13, 2017 in Plymouth, MA.
- Fall Clean-Ups should be completed after Thanksgiving.
- A Board of Directors Special Meeting must be scheduled prior to November 22, 2017 as the Year End Financials must be voted on and submitted to DHCD no later than November 29, 2017.
- The Director will be on vacation from November 22, 2017 through November 29, 2017.

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 October 6, 2017 through November 2, 2017 as presented. 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

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 twelve (12) months ending September 30, 2017. 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

X. New Business

Fiscal Year End 9/30/2017 Certification of Top 5 Compensation Form

In accordance with the request of DHCD Carol A. MacGown submitted to the Board the Fiscal Year End 9/30/2017 Certification of Top 5 Compensation Form. Carol A. MacGown submitted the Top 5 Compensation Form to DHCD together with said Certification.

Maureen Call moved to certify and execute Fiscal Year End 9/30/2017 Top 5 Compensation Form as submitted by Carol A. MacGown for the Salem Housing Authority to be submitted with year end documentation. 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

Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws

The Director presented the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws.

Maureen Call moved to certify and execute the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws as submitted by Carol A. MacGown for the Salem Housing Authority to be submitted with year end documentation. 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

Change Order #2 for DHCD Project #258102 Exterior Brick Masonry Repointing at 3 Broad Street (667-7A) and 117 Congress Street (705-2B)

The Director presented and explained Change Order #2 for DHCD Project #258102 Exterior Brick Masonry Repointing at 3 Broad Street (667-7A) and 117 Congress Street (705-2B).

Peter K. Strout moved to approve Change Order #2 for DHCD Project #258102 Exterior Brick Masonry Repointing at 3 Broad Street (667-7A) and 117 Congress Street (705-2B). This change order in the amount of \$22,188.55 represents work to repair the frieze board, concrete stairs, and railing at 117 Congress Street. 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

T-Mobile Lease Amendment

The Director discussed correspondence and lease agreement she received from Tim Boddy, Lease Consultant of T-Mobile. Carol negotiated with T-Mobile for an increase on lease agreement to \$3,000.00. T-Mobile said that they could only renew the contract for the current terms and could not increase the amount to \$3,000.00 as they are moving away from the equipment that is currently being used on the roof. Carol said that she could go back to him and tell him that the Board would like an increase of \$3,000.00. After a short discussion on the matter, the Board decided to table said matter for 2 months until further research could be done.

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
4

Nays
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Section 8 Management Assessment Plan (SEMAP)

Carol explained in detail the Section 8 Management Assessment Plan (SEMAP) to the Board.

Maureen Call moved to approve the Section 8 Management Assessment Plan (SEMAP) as submitted and to authorize Carol A. MacGown to submit said report to the Department of Housing and Urban Development (HUD). Frank J. Milo seconded the motion, and the vote was as follows:

Ayes
4

Nays
0

XI. Other Business/Late Communications

John Boris asked that if a new Tenant's Organization is formed will the Board will be notified. Carol responded "yes".

Maureen Call said that there is a problem with parking at Rainbow Terrace and Essex Street. She asked if there was a 24 hour parking officer. Carol said there is not. Luis Lopez is the parking officer from 8:00 a.m. to 4:00 p.m. There is no money in the budget for a 24 hour parking officer. Carol suggested calling the Salem Police.

Inar Ragnar, 28 Leefort Terrace made the following comments:

Mr. Ragnar also commented on the several deaths of tenants at Leefort Terrace and that he was having a very hard time with that.

Mr. Ragnar made the comment that AT & T is selling antennas as he received a flyer.

Mr. Ragnar asked to be notified of the Special Board Meeting.

Mr. Ragnar asked if the next Regular Board Meeting will be the 2nd Wednesday in December. The Director responded "yes".

Mr. Ragnar commented that the legislature changed the wording on grievance procedures so that it is clearer.

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

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

Nays

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary