



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, SEPTEMBER 13, 2017  
6:00 p.m.**

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**I. Called Meeting to Order at 6:30 p.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, August 9, 2017. Maureen Call seconded the motion and the vote was as follows:

Ayes

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Nays

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**IV. Communications**

- September 2017 MassNAHRO Newsletter
- Email dated August 22, 2017 from Jane A. Guy, Assistant Community Development Director, City of Salem to Carol MacGown re: Annual Community Preservation Committee (CPC) Request for Comment

**V. Reports of the Committees**

**VI. Report of the Executive Director**

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- The Legislature passed the state budget for 2018 in the amount of \$64.5 million. The Governor is vetoing \$1,520,407.00 which leaves an appropriation for FY 2018 of \$62,979,593.00.
- The Mass NAHRO Fall Conference will take place November 13, 2017 and November 14, 2017 in Plymouth, MA. Debbie Tucker, Randy Comito and I will be attending said conference. Please let me know if any Board Member is interested in attending and we will take care of making reservations.
- Union Negotiations began on September 12, 2017. We will be going into executive session at the October Board Meeting and from that meeting on until Union Negotiations have been completed.
- Employee Appreciation Day will take place on Tuesday, September 19, 2017 at Salem Willows. All are welcome and we hope to see you there.
- DHCD has come out with new regulations. Carol is in the process of training and implementing the changes in the regulations to make certain SHA is in compliance with said new regulations.

## **VII. Unfinished Business**

There is no unfinished business.

## **VIII. Recommendations of the Chairman**

- After discussing Community Preservation with the Board, the Chairman had no Comments to report to Jane A. Guy, Assistant Community Development Director.

## **IX. Report of the Treasurer**

### Bills and Transfers

Maureen Call moved to approve the bills and transfers for the period July 28, 2017 through September 7, 2017 as presented. 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

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 ten (10) months ending July 31, 2017. 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

**X. New Business**

New Hire- Public Housing Office Assistant

Interviews for the Public Housing Office Assistant position were conducted on August 17, 2017 and August 22, 2017 by Carol A. MacGown and Lorri DeFrancesco. The Director presented Maricruz Hiraldo to the Board. The Director thanked Maricruz for coming this evening. The Director informed the Board that she had interviews on two different occasions for the position of Public Housing Office Assistant. Carol informed the Board that Maricruz Hiraldo has her B.S. in Business Administration from Salem State University. Maricruz is fluent in Spanish and English is her second language. She is energetic, enthusiastic and is the type of person who gets along with everyone. Carol said that she will be an asset to the Housing Authority. She recommends that the Board vote to hire her for the position of Public Housing Office Assistant.

Maureen Call moved to make a conditional offer of employment to Maricruz Hiraldo with a six (6) month probationary period for a full time position as Public Housing Office Assistant at an hourly wage of \$16.00 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

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

Nays

Contract with All-Pro Snow Company, Inc. for 2017-2019 Winter Risk Management Program for Leefort Terrace, Bertram Terrace, Colonial Terrace, Bates Terrace, Norton Terrace, Pioneer Terrace, Charter Street, Morency Manor, James A. Dalton and Stephen Zisson (YMCA) Development.

Carol A. MacGown presented and discussed in detail with the Board of Directors the Contract with All-Pro Snow Company, Inc. for the 2017-2019 Winter Risk Management Program. Carol informed the Board that she met with Bryan of All Pro Snow Company and negotiated what she believes to be a fair contract. All Pro Snow will not charge the Housing Authority in addition to the contract amount for salt used. In the past, All Pro Snow has charged the Authority. This is now included in the contract. Carol informed the Board that the Housing Authority will be charged over and above the contract if All Pro Snow has to remove snow from any of the SHA owned developments listed in the contract.

Maureen Call moved to approve the Contract with All-Pro Snow Company, Inc. for the 2017-2019 Snow Management Program for Leefort Terrace, Bertram Terrace, Colonial Terrace, Bates Terrace, Norton Terrace, Pioneer Terrace, Charter Street, Morency Manor, James A. Dalton and Stephen Zisson (YMCA) Development in the amount of \$204,960.00 and authorize John A. Boris to execute a contract. Frank J. Milo seconded the motion and **roll call** vote was as follows:

Ayes

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

Nays

Accounting Services Contracts

The Executive Director presented the contracts for accounting services to the Board. The accounting contracts are for a period of one year. Carol informed the Board that there was an increase of \$68.00 per month for the Federal Program and a \$50.00 per month increase for the State Program.

Peter K. Strout moved to approve the contract for Accounting Services between the Salem Housing Authority and Fenton, Fwald & Associates, P.C. for **state programs** for the period October 1, 2017 through September 30, 2018 and authorize Chairman John A. Boris to execute said contract. Maureen Call seconded the motion and the **roll call** vote was follows:

Ayes

Maureen Call  
Frank J. Milo

Nays

Peter K. Strout  
John A. Boris

Peter K. Strout moved to approve the contract for Accounting Services between the Salem Housing Authority and Fenton, Ewald & Associates, P.C. for **federal programs** for the period October 1, 2017 through September 30, 2018 and authorize Chairman John A. Boris to execute said contract. 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

Bid for Window Replacement Project at the Zisson Building

The Director explained why the bid for the Window Replacement Project at the Zisson Building must be rejected. The project will go back out to bid in January or February of 2018.

Peter K. Strout moved to reject the sole general contractor bid of \$388,800.00 from GVW, Inc. for the Window Replacement project at the Zisson Building due to a bid price which exceeds the planned budget amount. This work will be rebid at a later date. 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

Peter K. Strout moved to reject all sub-bids for the Window Replacement project at the Zisson Building due to all costs exceeding the planned budget amount. This work will be rebid at a later date. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

Nays

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Bid for DHCD Project #258099 Window Replacement and Related Work at 33 Park St./26 Prince Street (705-2)

The Director informed the Board that MJS withdrew their bid for DHCD Project #258099 Window Replacement and Related Work at 33 Park St./26 Prince Street (705-2)

as they realized they made an error in their calculations.

Quotation for Carpet Replacement at Vacant Units as they become vacant and other units as may be necessary for one (1) year or the completion of \$30,000.00 whichever occurs first

The Director presented the quotation results for Carpet Replacement at Vacant Units as they become vacant and other units as may be necessary for one (1) year or the completion of \$30,000.00 whichever occurs first.

Peter K. Strout moved to accept the lowest, responsive and responsible price quotation of \$33.99 from EdgePro Flooring, Inc. for Carpet Replacement at Vacant Units as they become vacant and other units as may be necessary for One (1) Year or the completion of \$30,000.00 whichever occurs first and to authorize that John A. Boris, Chairman execute the contract. 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

PHA Board Resolution – U.S. Department of Housing and Urban Development

The Director presented the PHA Board Resolution to the Board of Directors. She explained that it is a yearly requirement of HUD. The PHA Board Reslolution basically states that the SHA will continue to use the budget for FYE 9/30/17 until the SHA creates the budget for FYE 9/30/18.

Peter K. Strout moved to approve the PHA Board Resolution from the U.S. Department of Housing and Urban Development, PHA Name-Salem Housing Authority, PHA Code MA-055, PHA Fiscal Year Ending: 9/30/2017 and authorize Chairman John A. Boris to execute said PHA Board Resolution. Maureen Call seconded the motion and the vote was as follows:

Ayes

4

Nays

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2018 Five Year Capital Improvement Plan “Salem CIP-2018-Salem Housing Authority-01108

Carol A. MacGown presented the 2018 Five Year Capital Improvement Plan “Salem CIP-2018-Salem Housing Authority-01108.

Peter K. Strout moved to approve the 2018 Five Year Capital Improvement Plan “Salem CIP-2018-Salem Housing Authority-01108 for the years 2018, 2019, 2020, 2021, and 2022 for submission to DHCD. Maureen Call seconded the motion and the vote was as follows:

Ayes  
4

Nays  
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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.

Maureen Call 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. 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

Admissions and Continued Occupancy Policy (ACOP)

Carol A. MacGown presented to the Board the revisions to the Admissions and Continued Occupancy Policy (ACOP) to the Board which became effective on July 1, 2017. This plan is updated every year as it relates to housing matters.

Peter K. Strout moved to approve the revisions to the Admissions and Continued Occupancy Policy (ACOP) effective July 1, 2017 as submitted. Maureen Call seconded the motion, and the vote was as follows:

Ayes  
4

Nays  
0

2017 Federal Public Housing Flat Rents

Carol A. MacGown will present the 2017 Federal Public Housing Flat Rents and explained to the Board as to how the Federal Public Housing Flat Rents are determined.

Maureen Call moved to approve the following 2017 Federal Public Housing Flat Rents, as submitted, effective fiscal year beginning October 2, 2017:

1-Bedroom	\$1,137.00
2 Bedroom	\$1,392.00
3 Bedroom	\$1,746.00
4 Bedroom	\$1,896.00

Peter K. Strout seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Collection of Losses - Write Offs through August 31, 2017 for State Developments 200, 667 and 705

Carol A. MacGown requested Board approval to write off accounts per Public Housing Notice 2017-17.

Maureen Call moved to approve write offs through August 31, 2017 for State Development 200 in the amount of \$19,503.49, State Development 667 in the amount of \$14,012.95 and 705 in the amount of \$1,807.49 per Public Housing Notice 2017-17.

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	
Peter K. Strout	
John A. Boris	

Section 8 Rent Reasonableness Study

Carol A. MacGown presented the results of the Section 8 Rent Reasonableness Study to become effective October 2, 2017 prepared by Jacqueline Guzman.

Frank J. Milo moved to approve the following Rent Reasonableness Study, as submitted, effective for fiscal year beginning October 2, 2017:

1-Bedroom:	\$1421.00
2-Bedroom:	\$1740.00
3-Bedroom:	\$2182.00
4-Bedroom:	\$2370.00

Maureen Call seconded the motion and the vote was as follows:



Ayes  
4

Nays  
0

Section 8 Utility Allowance Study

Carol A. MacGown presented to the Board the results of the Section 8 Utility Allowance Study to become effective October 2, 2017 prepared by Jacqueline Guzman. Peter Strout questioned the increase in the price of oil. Carol said that she will look into it and get back to the Board. Carol informed the Board that Jacqueline Guzman obtains the information from Happy Cloud Software. This matter was tabled until the Regular Board Meeting scheduled for October 11, 2017 at 6:00 p.m.

**XI. Other Business/Late Communications**

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

Inar Ragnar, 28 Leefort Terrace commented as follows:

He commented about the passing of many tenants down at Leefort Terrace and asked the question: how does one handle that? and what is done with the tenant's belongings if no family members are listed on emergency contact form? Carol informed him that the Salem Housing Authority takes possession of the unit through court action. Carol advised Mr. Ragnar to come to the office and update his emergency contact form.

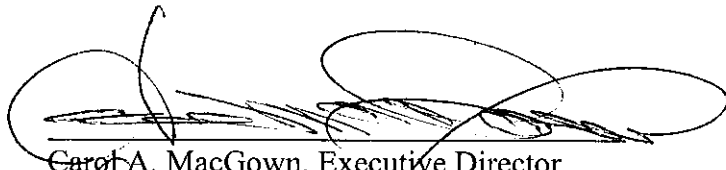
**XII. Adjournment**

Peter K. Strout moved that the Board adjourn the Regular Meeting of September 13, 2017 at 6:37 p.m. Frank J. Milo seconded the motion and the vote was as follows:

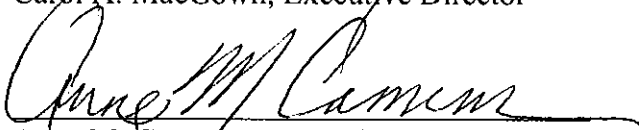
Ayes  
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Nays  
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Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary