



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, July 12, 2017
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 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, June 14, 2017. Maureen Call seconded the motion and the vote was as follows:

Ayes

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Nays

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IV. Communications

- The Director informed the Board that there is no July issue of the Mass NAHRO News Letter. There will one in August which will be the July/August NAHRO Newsletter.
- Correspondence dated June 28, 2017 from Chrystal Kornegay, DHCD to John Boris, Chair re: award letter to cover the cost of the removal of asbestos in connection with the window replacement project at Prince Street (705-2A) in the amount of \$11,000.00.
- Late Submission – Correspondence from a neighbor of 121 ½ Bridge Street. Pamela Schmidt is not happy with our tenant. Lorri DeFrancesco is working



with our tenant. Frank Milo asked if it was a police matter. Carol said that she will inform the Board if it is a matter involving the police.

V. Reports of the Committees

There were no reports of the committees.

VI. Report of the Executive Director

The Director discussed the following matters with the Board Members:

- Carol informed the Board of Directors of the email that she received from Mayor Driscoll dated July 7, 2017 regarding State affordable housing Programs and a possible meeting with the State to learn about the new Grant programs they have that partner with housing authority's to upgrade and increase the supply of affordable units within communities. There was some discussion amongst the Board, however John Boris, Chairman said that he was going to put discussion off about this until the Mayor addressed the Board.
- The Massachusetts House and Senate have passed a FY2018 state budget. The budget is level funded at 64.5 million dollars for FY2018 pending Governor's approval.
- The Director will be on vacation on from July 25, 2017 through July 28, 2017.
- Tyco Integrated Systems will be installing a new camera system at 667-5 including a camera in the community room. Once the camera is installed in the community room, the Director will purchase a new flat screen TV for the residents to use and the employees to use during their lunch hour.
- The Director is working with Adreneline Design who will be creating a Website for SHA. An initial meeting was had in June 2017 and a second meeting is scheduled for August 3, 2017.
- Performance Management Review (PMR) will be held at Year End September 30, 2017. DHCD will come to the Authority some time in the fall and/or over the holidays. MGL Chapter 235 has implemented a myriad of changes to housing authorities. All financial audits conducted by Guyder Hurley, PC for fiscal year ending 9/30/16 have been completed and there were no findings.
- The Finance Department is changing over to Automatic Clearing House (ACH) to bring more efficiency to the Department as well as to the SHA. The Director

asked that Maureen Call and Frank Milo complete the paperwork and mail back to the Authority.

- The Authority collected Two Thousand Dollars (\$2,000.00) through its collection Agency in rent losses wherein the tenant has moved out and left a rent balance.

Mayor Kimberley Driscoll arrived at the Board Meeting at approximately 6:10 p.m.

John Boris, Chairman, on behalf of the Board welcomed the Mayor to the meeting and listened to her speak about new partnerships to expand housing opportunities with grants which will support the development of new housing units. The Mayor spoke about the topic and explained in detail what the process is for these Planning Grants and how they work. The Board Members asked numerous questions of the Mayor and she answered the Board to the best of her ability. There was discussion amongst the Board Members surrounding this topic and many of their concerns. Peter Strout addressed his concerns to the Mayor and she responded. As the Mayor would like to learn more about these planning grants, she inquired if Chairman John Boris and Carol MacGown, Executive Director would accompany her a meeting at the state level to learn more on this topic. The Board agreed. Mayor Kimberley Driscoll said that she would begin coordinating a meeting and would be in touch. See attached information on Public Housing Redevelopment Partnerships in Chelsea and Somerville (September 15, 2016 – Mayor's handout).

VII. Unfinished Business

Metro PCS Rooftop Antenna Lease – Renewal

Carol informed the Board of Directors of the history of Lease payments from Metro PCS and New Cingular Wireless. The proposed amount for new lease term from Metro PCS is \$2,800.00 with an annual increase of 3%. Carol is negotiating \$3,000.00 per month with an annual increase of 3%. The Board was in agreement with her and authorize the execution of said agreement.

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 June 9, 2017 through July 3, 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 eight (8) months ending May 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

The Executive Director informed the Board that the applicant she was going to bring before the Board withdrew her application. Carol informed the Board that the Housing Authority has sent the advertisement to the local newspapers again for re-advertising the position. The Board agreed to table the matter until the August 9, 2017 regular Board Meeting.

Budget Revision #1 for Fiscal Year Ending September 30, 2017

The Director presented the Budget Revision #1 for Fiscal Year Ending September 30, 2017. Carol informed the Board that a budget revision was needed since the SHA was involved in assisting DHCD in the procurement for an insurance consultant. The SHA paid for the insurance consultant and was then reimbursed by DHCD. The insurance consultant cost was \$70,000.00 which increased the subsidy and the administrative other. Electricity costs are higher so that line item was increased by \$30,000.00. The non-routine costs have been adjusted for unexpected items that have been completed as well as some other items being changed, removed or added for projects expected to be completed this fiscal year.

The Federal Housing Program had a few changes to the non-routine expenses.

Maureen Call moved that the proposed Budget Revision #1 for Operating Budget for State-Aided Housing of the Salem Housing Authority, Program Number 400-1 for fiscal year ending 9/30/2017 showing total revenue of \$3,889,061 and total expenses of \$3,802,875 thereby requesting a subsidy of \$796,372 be submitted to the Department of Housing and Community Development for its review and approval. Peter K. Strout seconded the motion, which, upon **roll-call** vote was as follows:

Ayes

Nays

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

An Inter-Governmental Agency Agreement for Street and Sidewalk Maintenance and Solid Waste Collection

Carol discussed with the Board the major points of the Inter-Governmental Agency Agreement for Street and Sidewalk Maintenance and Solid Waste Collection between the City of Salem and the Salem Housing Authority. This agreement is for an additional three (3) year period ending June 30, 2020. Carol recommended approval by the Board.

Maureen Call moved to authorize Chairman John A. Boris to execute An Inter-Governmental Agency Agreement for Street and Sidewalk Maintenance and Solid Waste Collection between the City of Salem and the Salem Housing Authority for an additional three (3) year period ending June 30, 2020. Peter K. Strout seconds the motion and the **roll call** vote was as follows:

Ayes
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Nays
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Bid for DHCD Project #258112 Plumbing Line Replacement at 33 Park Street/26 Prince Street (705-2A)

The Director presented the low bid for DHCD Project #258112 Plumbing Line Replacement at 33 Park Street/26 Prince Street (705-2A).

Maureen Call moved to approve the lowest responsive and responsible bid in the amount of \$156,526.00 from L & H Construction, Inc. for DHCD #258112 Plumbing Line Replacement at 33 Park Street/26 Prince Street (705-2A) and authorize John A. Boris,

Chairman to execute the contract. 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

Change Order #1 for DHCD Project #258102 Exterior Brick Masonry Repointing at 3 Broad Street and 117 Congress Street

The Director presented Change Order #1 for DHCD Project #258102 Exterior Brick Masonry Repointing at 3 Broad Street and 117 Congress Street.

Peter K. Strout moved to approve Change Order #1 in the amount of \$5,784.51 for DHCD Project #258102 Exterior Brick Masonry Repointing at 3 Broad Street and 117 Congress Street. This change order represents asbestos removal at 2 bulkheads and an entry door not included in the original scope of work and extends the contract by zero (0) calendar days. 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

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 March 1, 2017. The Director informed the Board that the revisions to the ACOP were house keeping changes.

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

Ayes

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Nays

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Public Housing Authority (PHA) Streamlined Agency Plan

Carol A. MacGown presented and submitted to the Board for review and approval Year 3 of the Fourth 5 Year Annual Public Housing Agency Plan (PHA) Streamlined Agency Plan for fiscal year 2017.

Maureen Call moved to approve Year 3 of the Fourth 5-Year Annual Public Housing Agency Plan (PHA) Streamlined Agency Plan for Fiscal Year 2016 and authorize Chairman John A. Boris to execute the Annual Certification(s) and Board Resolution(s). Peter K. Strout seconded the motion and the vote was as follows:

Ayes
4

Nays
0

Federal Public Housing Uncollectable Write Offs

The Director presented to the Board the uncollectable rents for Federal Public Housing and request approval for write offs.

XI. Other Business/Late Communications

Chairman Boris asked the Board if there were any other matters to come before the Board and the Executive Director said there were. Those matters were as follows:

Application and Certificate for Payment #3 (Final) for DHCD project 258106 ADA Community Room Ramp and Asbestos Abatement at Pioneer Terrace (667-4) and Leefort Terrace (667-1)

The Director presented the Application and Certificate for Payment #3 (Final) for DHCD Project 258106 ADA Community Room Ramp and Asbestos Abatement at Pioneer Terrace (667-4 and Leefort Terrace (667-1).

Peter K. Strout moved to approve the Application and Certificate for Payment #3 (Final) in the amount of \$2,918.88 for DHCD project 258106 ADA Community Room Ramp and Asbestos Abatement at Pioneer Terrace (667-4) and Leefort Terrace (667-1) as submitted by Eagle Eyes Contractor, Inc. and approved by Richard Alvord Architects and authorize that Carol A. MacGown, Contract Officer execute said Application and Certificate for Payment #3 (Final). 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

Certificate of Final Completion for DHCD project 258106 ADA Community Room Ramp and Asbestos Abatement at Pioneer Terrace (667-4) and Leefort Terrace (667-1)

The Director presented the Certificate of Final Completion for DHCD project 258106 ADA Community Room Ramp and Asbestos Abatement at Pioneer Terrace (667-4) and Leefort Terrace (667-1).

Peter K. Strout moved to approve the Certificate of Final Completion for DHCD project 258106 ADA Community Room Ramp and Asbestos Abatement at Pioneer Terrace (667-4) and Leefort Terrace (667-1) as submitted by Eagle Eyes Contractor, Inc. and approved

by Richard Alvord Architects and authorize that Carol A. MacGown, Contract Officer execute Certificate of Final Completion.

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

Inar Ragnar, 28 Leefort Terrace

Is the next regularly scheduled Board Meeting going to be the 2nd Wednesday of August 2017 at 6:00 p.m.? The Chairman replied "yes".

XII. Adjournment

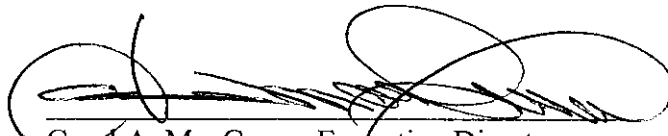
Maureen Call moved that the Board convene into Executive Session at 6:55 p.m. to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. The Board will 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

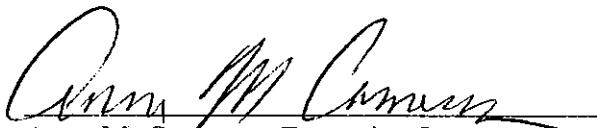
Maureen Call
Frank J. Milo
Peter K. Strout
John A. Boris

Nays

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary