



**MINUTES OF THE
REGULAR MEETING
WEDNESDAY, SEPTEMBER 12, 2018
6:00 p.m.**

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

II. Roll Call

Present

Maureen Call
Frank J. Milo
John A. Boris

Absent

Kimberley Driscoll (arrived at 6:07 pm)
Peter K. Strout

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, August 8, 2018. Frank J. Milo seconded the motion and the vote is as follows:

Ayes

3

Nays

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IV. Communications

- July/August 2018 Mass NAHRO Newsletter
- September 2018 Mass NAHRO Newsletter
- Salem Housing Authority – Waitlist as of September 5, 2018
- Correspondence from Roland Locke, Jr., Vice President – Sales , 3Phase Elevator Corporation to Carol MacGown dated September 4, 2018

V. Reports of the Committees

There were none.

VI. Report of the Executive Director

The Director informed the Board in detail about the following matters:

- Fire at 110 Rainbow Terrace which occurred on August 27, 2018
- Annual Plan was approved by HUD
- The SHA has begun the process of implementing CHAMP – Centralized Waitlist for State Public Housing. There are glitches that need to be worked out by DHCD.
- The SHA prepared for Hurricane Florence
- Work will commence in one week in Laundry Room at Dalton Building
- Year End is September 30, 2018
- The SHA purchased the new Chevrolet Truck, Milton Cat and an X-Mark as budgeted.

VII. Unfinished Business

There was no unfinished business.

VIII. Recommendations of the Chairman

Community Preservation Act – Discuss Board Members’ Ideas

John Boris asked the Board Members if they had any ideas to submit to the CPA. Frank Milo asked if the money was just for the Salem Housing Authority and Mr. Boris replied “no, it is for the City of Salem as well”. The Board had no submission.

IX. Report of the Treasurer

Bills and Transfers

Maureen Call moved to approve the bills and transfers for the period August 3, 2018 through September 1, 2018 as presented. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
Kimberley Driscoll
John A. Boris

Nays

Balance Sheet and Statements of Revenues and Expenses

The Director answered the question that Board Member Kim Driscoll had relative to the letter addressed to The Board of Commissioners accompanying the balance sheets and statements of revenue. The Board thought it would be advantageous to obtain a letter from Fenton, Ewald & Associates, Inc. explaining in detail said letter. Carol said that she would have Rick Fenton, CPA prepare a letter and she would present it to the Board at the next regularly scheduled meeting.

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, 2018. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
Kimberley Driscoll
John A. Boris

Nays

X. New Business

Quote - Annual Single Audit (Two Years) and Agreed Upon Procedures (Two Years) for Fiscal Years ending 9/30/18 and 9/30/19

Carol A. MacGown presented the Audit Proposal results for fiscal years ending 9/30/18 and 9/30/19 from Michael P. Guyder, CPA, Director, Guyder Hurley, P.C. Ms. Driscoll asked how long we have had Guyder, Hurley, P.C. perform the audit. The Director replied "2 years". Ms. Driscoll asked who the previous Auditor was and the Director replied "John Ross". The Director stated that Guyder Hurley does a very thorough audit and she is pleased with them. John Boris said that the state auditors come once a year and audit the records of the SHA. The Director corrected Mr. Boris and said it was a common practice but it hasn't been done for years. Mr. Boris retracted his statement.

Maureen Call moved to accept the lowest, responsible and responsive quote from Michael P. Guyder, CPA, Director of Guyder Hurley, P.C. in the amount of \$31,200.00 for two years to conduct the Annual Single Audit (Two Years) and Agreed Upon Procedures (Two Years) for fiscal years ending September 30, 2018 and September 30, 2019 and authorize Carol A. MacGown to execute a contract. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
Kimberley Driscoll
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 Resolution basically states that the SHA will continue to use the budget for FYE 9/30/18 until the SHA receives the new budget guidelines.

Maureen Call 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 Beginning: 10/01/2018 and authorize Chairman John A. Boris to execute said PHA Board Resolution. Kimberley Driscoll seconded the motion and the vote was as follows:

Ayes

Maureen Call
Frank J. Milo
Kimberley Driscoll
John A. Boris

Nays

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. Ms. Driscoll asked if the Director could explain Pre-2004 Section 8 Reserve Monies. The Director explained to Ms. Driscoll.

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

Ayes

Maureen Call
Frank J. Milo
Kimberley Driscoll
John A. Boris

Nays

Bid for Common Area Cleaning for 1 Year with 1 One Year Option to Renew

The Director presented the bid of Rafael B. Cleaners for Common Area Cleaning to the Board of Directors and answered the questions of the Board. The Director

informed the Board that she received some negative references for Green Life Janitorial (low bid) and that she met with them. Ms. Driscoll asked if they were going to protest. The Director said she did not know but if they did protest, the SHA is prepared to do what is necessary.

Maureen Call moved to reject the bid from Green Life Janitorial and to accept the lowest, responsive and responsible bid of \$39,960.00 from Rafael B Cleaners for Common Area Cleaning for 1 year with 1 one year option to renew at the Salem Housing Authority's sole discretion and to authorize that John Boris, Chairman, execute the contract. 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	
Kimberley Driscoll	
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, 2018. This plan is updated as necessary as it relates to housing matters.

Maureen Call moved to approve the revisions to the Admissions and Continued Occupancy Policy (ACOP) effective July 1, 2018 as submitted. Kimberley Driscoll seconded the motion and the vote was as follows:

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

2018 Federal Public Housing Flat Rents

Carol A. MacGown presented the 2018 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 2018 Federal Public Housing Flat Rents, as submitted, effective fiscal year beginning October 1, 2018:

1 Bedroom:	\$1,249.00
2 Bedroom:	\$1,522.00
3 Bedroom:	\$1,906.00
4 Bedroom:	\$2,057.00

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

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

Section 8 Rent Reasonableness Study

Carol A. MacGown presented the results of the Section 8 Rent Reasonableness Study to become effective October 1, 2018 prepared by Jacqueline Guzman. The Director explained to the Board what steps Jacqueline Guzman takes in order to compile this information and put it into a report to determine rent reasonableness for 1, 2, 3, and 4 bedroom apartments.

Maureen Call moved to approve the following Rent Reasonableness Study, as submitted, effective for fiscal year beginning October 1, 2018:

- 1-Bedroom: \$1,561.00
- 2-Bedroom: \$1,902.00
- 3-Bedroom: \$2,278.00
- 4-Bedroom: \$2,571.00

Kimberley Driscoll seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	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 1, 2018 prepared by Jacqueline Guzman. The Director informed the Board that the SHA hire Happy Software to conduct a study and submit a report that the SHA uses to determine utility allowances.

Maureen Call moved that all Allowances for Tenant-Furnished Utility and other services provided by Happy Software be adopted, as presented, effective October 1, 2018. Frank J. Milo seconded the motion and the vote was as follows:

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

XI. Other Business/Late Communications

Mr. Boris asked the Board if there was any other business to come before the Board.

Ms. Driscoll said that she had a few items on her agenda that she would like to discuss:

1. A representative from DHCD to come to the SHA and speak to the Board about what State Programs are available to the SHA. Ms. Driscoll will coordinate.
2. Research how the Essex County Community Foundation can be advantageous to the SHA i.e. grants, etc.
3. Form a Committee to assist the SHA Tenants' in forming more Tenant Organizations. Maureen Call said that she would help. She said it would be difficult at Rainbow Terrace as there is no community room. Frank Milo suggested the senior center. Mr. Boris said that he would call a special meeting to form a committee.
4. How to prohibit smoking in public housing when Smoking Policy is violated by the tenants. The Director said that yes, there are nights Monday through Friday that tenants violate the smoking policy. When it comes to the attention of the SHA that a tenant has violated the smoking policy, the SHA meets with said tenant and the tenant is warned. Ms. Driscoll said that there needs to be a strategy. She suggested spot checks. John Boris suggested using Pre-2004 Section 8 Monies to pay for an individual to inspect the units. The Director said Pre-2004 Section 8 Monies can't be used for state public housing. Ms. Driscoll stated that she would research some ideas and share them with the Director.

Calvin Young, CSTA, President, 27 Charter Street, Unit 307 commented as follows:

1. The CSTA's rights according to 760 CMR, Section 6.09 and 7.09 were violated as it relates to the SHA's Capital Improvement Plan.
2. The CSTA was not given thirty (30) days notice prior to the hearing (?).
3. The SHA informed the CSTA's that they were welcome to submit comments/response to the SHA's Capital Improvement Plan be submitted prior to the August 8, 2018 Board Meeting. Mr. Young said that they were not given the opportunity to discuss their response before the SHA's Board of Directors prior to the Board approving said CIP Plan.

The Executive Director denied Mr. Young's allegations. The Director said that the CSTA was given proper notice of the meeting to discuss the CIP Plan. Said meeting was held on June 6, 2018. The CSTA and tenants/residents attended said meeting. Lengthy discussions were had about what capital improvements the residents wanted implemented. The Director said that she was unsure of what "hearing" Mr. Young was referring to.

There was a lengthy discussion between the Board Members and the Members of the CSTA regarding Mr. Young's concerns.

Carol Lemieux, 27 Charter Street, Unit # made the follow comment:

Ms. Lemieux asked why the recycling fee went from \$25.00 to \$50.00. The Director informed Ms. Lemieux that the SHA doesn't charge a recycling fee. She said that would be the City of Salem. She asked Ms. Driscoll if she knew the answer to that question. Ms. Driscoll was unsure but said that she could check on that for her.

Ellen Simpson, Salem, MA made the following comment:

The tenants/residents need to voice their ideas as to what Capital Improvements they would like the Director to take into consideration and then work them into the Budget.

Lorelee Stewart, 7 Barnes Road, Salem, made the following comment:

Ms. Stewart said she was willing to volunteer and assist in helping the residents form more tenant organizations.

XII. Adjournment

Frank J. Milo moved that the Board adjourn the Regular Meeting of September 12, 2018 at 7:30 p.m. Maureen Call seconded the motion and the vote was as follows:

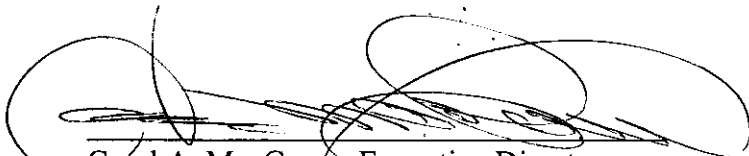
Ayes

4


Nays

0

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary