



John A. Boris, Chairman
Frank J. Milo, Vice Chairman
Peter K. Strout, Second Vice Chairman
Maureen Call, Treasurer
William E. Luster, Assistant Treasurer
Carol A. MacGown, Executive Director

**MINUTES OF THE
REGULAR MEETING
WEDNESDAY, NOVEMBER 9, 2016
6:00 p.m.**

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

II. Roll Call

Present

Maureen Call
Frank J. Milo
John Boris
William E. Luster
John A. Boris

Absent

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, October 12, 2016. Peter K. Strout seconded the motion and the vote was as follows:

Ayes
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Nays
0

IV. Communications

- November 2016 Mass NAHRO Newsletter

V. Reports of the Committees

There were no reports of the committees.



VI. Report of the Executive Director

- The Director will be on vacation on November 22, 2016 through November 28, 2016.
- The Budget for FYE 9-30-17 is being prepared by Rick Fenton, C.P.A. The Director will be requesting a Special Board Meeting prior to November 30, 2016 for Budget Presentation by Rick Fenton, C.P.A.
- Two AA groups requested to use Colonial Terrace. The Director will prepare a Memorandum of Understanding to be signed by the parties. The monthly fee will be approximately \$80.00 -\$100.00.
- Daniel Kulak, Esq. the SHA's Labor Lawyer will be retiring on December 31, 2016.
- The Office Christmas Party will be held on Tuesday, December 13, 2016. The Office will be closed from 12 noon to 4:00 p.m. All Board Members are welcome to attend. The Board approved the date, time and closure of the office for the Office Christmas Party.
- The Director and the Assistant Executive Director will attend The Massachusetts NAHRO Fall Conference on November 13, 2016 and November 14, 2016. The conference will be held in Plymouth, Massachusetts.
- The Maintenance Department is already for winter. Carol MacGown and Randy Comito met with Bryan of All Pro Snow to go over logistics and plan for the winter months.

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 7, 2016 through November 3, 2016 as presented. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes
Maureen Call
Frank J. Milo
John Boris
William E. Luster
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 twelve (12) months ending September 30, 2016. William E. Luster seconded the motion and the **roll call** vote was as follows:

Ayes
Maureen Call
Frank J. Milo
John Boris
William E. Luster
John A. Boris

Nays

X. New Business

Amended Salem Housing Authority Procurement Policy in Accordance with an Act Modernizing Finance and Government signed by Governor Baker effective November 7, 2016

Carol presented to the Board the amended Salem Housing Authority Procurement Policy in accordance with an Act Modernizing Municipal Finance and Government effective November 7, 2016.

William E. Luster moved to approve the amended Salem Housing Authority Procurement Policy incorporating changes in accordance with an Act Modernizing Finance and Government signed by Governor Baker effective on November 7, 2016. Frank J. Milo seconded the motion and the vote was as follows:

Ayes
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Nays
0

Emergency and Safety Plan

Carol presented to the Board the revised Salem Housing Authority Emergency and Safety Plan.

William E. Luster moved to approve the revised Salem Housing Authority Emergency and Safety Plan as submitted. Frank J. Milo seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
5	0

Fiscal Year-End Schedule of All Positions and Compensation

In accordance with the request of DHCD Carol A. MacGown submitted to the Board the Fiscal Year-End Schedule of All Positions and Compensation. Carol A. MacGown explained to the Board that this is a requirement of DHCD and that the Board signed this form last year as well. Carol A. MacGown will submit the Top Five (5) Highest Paid Staff to DHCD.

William E. Luster moved to certify and execute the Fiscal Year-End Schedule of All Positions and Compensation 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 vote was as follows:

<u>Ayes</u>	<u>Nays</u>
5	0

Section 8 Management Assessment Plan (SEMAP)

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

William E. Luster 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). Peter K. Strout seconded the motion, and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
5	0

Revised Income Limits for Admission & FMRs for Continued Occupancy

Carol A. MacGown reviewed the 2016 Net Income Limits with the Board.

Peter K. Strout moved to approve the 2016 revised net income limits by household size for determining admission to state-aided public housing programs effective August 1, 2016 which said income limits shall remain in effect until August 1, 2018 or until DHCD issues revised income limits. The revised net income limits by household size for determining admission for state-aided Housing Programs are as follows:

1 Person:	\$51,150.00
2 Person:	\$58,450.00
3 Person:	\$65,750.00
4 Person:	\$73,050.00
5 Person:	\$78,900.00
6 Person:	\$84,750.00
7 Person:	\$90,600.00
8 Person:	\$96,450.00

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

<u>Ayes</u>	<u>Nays</u>
5	0

XI. Other Business/Late Communications

Frank J. Milo suggested looking into installing camera's in all Maintenance Vehicles which would record an accident if one should occur. Mr. Milo said that the cameras are inexpensive. The Director stated that this is something that would have to be negotiated with the union. William Luster asked if there was an insurance savings associated with said device. Mr. Milo said "yes, he believed so".

Chairman Boris asked if there were any further questions. There were none.

Chairman John Boris opened the discussion up to the attendees.

Inar Ragnar, 28 Leefort Terrace made the following comments:

Mr. Ragnar inquired if the December meeting would be held on the regular day and time. The Director said "yes".

Mr. Ragnar also stated that the Massachusetts Bar Association will provide recommendations for Labor Lawyers if you telephone them. The Director said that this is good information and thanked Mr. Ragnar.

Mr. Ragnar also brought up the subject of the marijuana law being passed and how this would affect the SHA. Chairman Boris said "no comment". There was little discussion amongst the Board Members.

XII. Adjournment

Frank J. Milo moved that the Board adjourn the Regular Meeting at 6:25 p.m. William E. Luster seconded the motion and the vote was as follows:

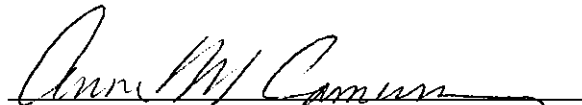
Ayes
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Nays
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Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary