

**MINUTES OF THE  
REGULAR MEETING  
WEDNESDAY, SEPTEMBER 14, 2016  
6:00 p.m.**

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

**II. Roll Call**

Present

Maureen Call  
William E. Luster  
Peter K. Strout  
John A. Boris

Absent

Frank J. Milo

Also Present: Carol A. MacGown and Anne M. Cameron

**III. Minutes of Previous Meeting(s)**

Peter K. Strout moved to accept the Minutes of the Regular Meeting held on Wednesday, August 10, 2016. William E. Luster seconded the motion and the vote was as follows:

Ayes

4

Nays

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**IV. Communications**

- September 2016 MassNAHRO Newsletter
- Email dated August 12, 2016 from Thomas J. Connelly, Jr. re: Notes from Meeting with Housing Committee and DHCD on several key issues
- Correspondence from the Department of Housing & Community Development dated August 18, 2016 to John A. Boris, Chair re: funding award of \$81,000.00 to cover the cost to remove asbestos in connection with the fire alarm upgrade project at the 667-4 (Pioneer Terrace) Development. Peter Strout inquired as to where the asbestos was located. The Director replied that it is located under the tile.

**V. Reports of the Committees**

John Boris presented the Annual Community Preservation Plan Request for Comment to the Board. John asked the Board to review the information and to put some thought into what projects may qualify so that the SHA could apply



for CPA monies.

## **VI. Report of the Executive Director**

- The Director thanked the Board for the flowers, kind words, cards and condolences during the time after the passing of her sister. It was sincerely appreciated.
- Budget Guidelines have not been received by the SHA as of this date.
- The Employee Appreciation Luncheon was held on Tuesday, September 13, 2016 from 12:00 noon to 3:00 p.m. The employees all had a great time and thank the Board of Directors for a wonderful afternoon.
- The Trolley Tour will be held on Friday, September 23, 2016 from 9:00 a.m. to 11:30 a.m. All Board Members are welcome to attend. John Boris has invited several local politicians.
- Police Details ended on September 3, 2016 and the SHA spent a total of \$1,840.00. Maureen Call said the Police Details were very positive. The Police Officers even engaged with the kids. It was well worth the money spent.
- Board Commissioner Training will be held at the Lynn Housing Authority on Friday, September 30, 2016. If you would like to attend said training, please let Anne know and she will take care of the registration process. DHCD recommends at least one Board Member attend said training.
- The Annual Plan was submitted to HUD and it was approved.

## **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 August 5, 2016 through September 8, 2016 as presented. Peter K. Strout seconded the motion and the **roll call** vote is as follows:

Ayes

Maureen Call

Nays

William E. Luster  
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 Ten Months (10) months ending July 31, 2016. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call  
William E. Luster  
Peter K. Strout  
John A. Boris

Nays

**X. New Business**

Budget Revision #1, FYE September 30, 2016, Operating Budget for State-Aided Housing

Carol A. MacGown presented the proposed Budget Revision #1, FYE September 30, 2016, Operating Budget for State-Aided Housing and explained in detail to the Board its purpose.

William E. Luster moved that the proposed Budget Revision #1, Operating Budget for State-Aided Housing of the Salem Housing Authority Program Number 400-1 for Fiscal Year Ending 9/30/2016 showing total revenue of \$3,696,886.00 and total expenses of \$3,855,957.00, there by requesting a subsidy of \$771,783.00 to be submitted to the Department of Housing and Community Development for its review and approval. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call  
William E. Luster  
Peter K. Strout  
John A. Boris

Nays

2017 five Year Capital Improvement Plan "Salem CIP-2017-Salem Housing Authority-00873

Carol A. MacGown presented the 2017 Five Year Capital Improvement Plan "Salem CIP-2017-Salem Housing Authority-00873.

Peter K. Strout moved to approve the 2017 Five Year Capital Improvement Plan “Salem CIP-2017-Salem Housing Authority-00873 for the years 2017, 2018, 2019, 2020, and 2021 for submission to DHCD. Maureen Call seconded the motion and the vote was as follows:

Ayes

Nays

Maureen Call  
William E. Luster  
Peter K. Strout  
John A. Boris

#### 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.

Peter K. Strout moved to approve the contract for Accounting Services between the Salem Housing Authority and Fenton, Ewald & Associates, P.C. for **state programs** for the period October 1, 2016 through September 30, 2017 and authorize Chairman John A. Boris to execute said contract. William E. Luster seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call  
William E. Luster  
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, 2016 through September 30, 2017 and authorize Chairman John A. Boris to execute said contract. William E. Luster seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call  
William E. Luster  
Peter K. Strout  
John A. Boris

#### 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 9/30/16 until the SHA receives the new budget guidelines.

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 Beginning: 10/01/2016 and authorize Chairman John A. Boris to execute said PHA Board Resolution. Maureen Call seconded the motion and the vote was as follows:

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

Fire Alarm System Upgrade at Pioneer Terrace DHCD Project # 258108

The Executive Director presented to the Board the bid from Jupiter Electric for DHCD Project #258108 for Fire Alarm System Upgrade at Pioneer Terrace.

Maureen Call moved to accept the lowest, responsible and responsive bid in the amount of \$334,900.00 from Jupiter Electric for DHCD Project #258108 for Fire Alarm System Upgrade at Pioneer Terrace and authorize Chairman John A. Boris to execute a contract. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

<u>Ayes</u>	<u>Nays</u>
Maureen Call	
William E. Luster	
Peter K. Strout	
John A. Boris	

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.

Peter K. Strout 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. William E. Luster seconded the motion and the **roll call** vote was as follows:

<u>Ayes</u>	<u>Nays</u>
Maureen Call	
William E. Luster	
Peter K. Strout	
John A. Boris	

Amendment #10 to Capital Improvement Work Plan 5001 for DHCD Fish #25806 FY19 Formula Funding award (\$631,187.00) and DHCD Fish #258108 Public Housing Compliance Reserve award for asbestos removal related to 667-4 Pioneer Terrace fire alarm upgrade (\$81,000.00).

The Executive Director presented to the Board Amendment #10 to Capital Improvement Work Plan 5001 for DHCD Fish #25806 FY19 Formula Funding award (\$631,187.00) and DHCD Fish #258108 Public Housing Compliance Reserve award for asbestos removal related to 667-4 Pioneer Terrace fire alarm upgrade (\$81,000.00).

William E. Luster moved to approve Amendment #10 in the amount of \$712,187.00 to Capital Improvement Work Plan 5001 and to authorize that John A. Boris, Chairman, execute the Amendment. This Amendment increases the Contract for Financial Assistance from \$5,734,901.35 to \$6,447,088.35 and extends the contract through June 30, 2019. This Amendment represents DHCD Fish #25806 FY19 Formula Funding award (\$631,187.00) and DHCD Fish #258108 Public Housing Compliance Reserve award for asbestos removal related to 667-4 Pioneer Terrace fire alarm upgrade (\$81,000.00). Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call  
William E. Luster  
Peter K. Strout  
John A. Boris

Nays

Agreement for Engineering Services for DHCD Project #258112 Plumbing Waste Stack Replacement at 705-2A

The Executive Director presented to the Board for approval DHCD Project #258112 Plumbing Waste Stack Replacement and Agreement for Engineering Services with the DHCD appointed House Doctor, Seaman Engineering Corporation.

Peter K. Strout moved to approve DHCD Project #258112 Plumbing Waste Stack Replacement at 705-2A and to enter into an agreement for engineering services with the DHCD appointed House Doctor, Seaman Engineering Corporation, in the amount of \$14,500.00 and to authorize that John A. Boris, Chairman, execute the agreement. Maureen Call seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call  
William E. Luster  
Peter K. Strout  
John A. Boris

Nays

Appointment of Contract Officer and Alternate Contract Officer for DHCD Project #258112 Plumbing Waste Stack Replacement at 705-2A

Maureen Call moved to appoint Carol A. MacGown as Contract Officer and Pete K. Strout as alternate Contract Officer for DHCD Project #258112 Plumbing Waste Stack Replacement at 705-2A. William E. Luster seconded the motion and the vote was as follows:

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

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, 2016. 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 March 1, 2016 as submitted. William E. Luster seconds the motion, and the vote was as follows:

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

2016 Federal Public Housing Flat Rents

Carol A. MacGown presented the 2016 Federal Public Housing Flat Rents and explained to the Board as to how the Federal Public Housing Flat Rents are determined.

William E. Luster moved to approve the following 2016 Federal Public Housing Flat Rents, as submitted, effective fiscal year beginning October 1, 2016:

1-Bedroom	\$1,098.00
2 Bedroom	\$1,353.00
3 Bedroom	\$1,693.00
4 Bedroom	\$1,865.00

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 September 30, 2015 for State Developments 667 and 200

Carol A. MacGown requested Board approval to write off accounts per the Budget Guidelines for Account #4570 – Collection of Losses.

Maureen Call moved to approve write offs through September 30, 2015 for State Development 667 in the amount of \$2,642.15 and State Development 200 in the amount of \$10,328.28 per the Budget Guidelines for Account #4570 – Collection of Losses. William E. Luster seconded the motion and the **roll call** vote was as follows:

<u>Ayes</u>	<u>Nays</u>
Maureen Call	
William E. Luster	
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 1, 2016 prepared by Jacqueline Guzman. Carol explained to the Board how Jacqueline Guzman compiles the Rent Reasonableness Study.

Peter K. Strout moved to approve the following Rent Reasonableness Study, as submitted, effective for fiscal year beginning October 1, 2016:

1-Bedroom: \$1,372.00  
2-Bedroom: \$1,691.00  
3-Bedroom: \$2,116.00  
4-Bedroom: \$2,331.00

Maureen Call seconded the motion and the vote is 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, 2016 prepared by Jacqueline Guzman. The Director explained to the Board how the Section 8 Utility Allowance Study is compiled.

William E. Luster moved that all Allowances for Tenant-Furnished Utility and other services provided by Happy Software be adopted, as presented, effective October 1, 2016. Peter K. Strout seconded the motion and the vote was as follows:

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

## **XI. Other Business/Late Communications**



Inar Ragnar, 28 Leefort Terrace

Mr. Ragnar complimented the Executive Director on sending letters to all tenants inviting them to attend a meeting wherein the Capital Improvement Plan for the SHA would be discussed and questions answered. This process was followed as there is currently no Tenants Organization in place for the SHA as all officers have resigned.

## **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. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call  
William E. Luster  
Peter K. Strout  
John A. Boris

Nays

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary