



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, AUGUST 10, 2016
6:00 p.m.**

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

II. Roll Call

Present

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

Absent

Also Present: Carol MacGown and Anne Cameron

III. Minutes of Previous Meeting(s)

Peter K. Strout moved to accept the Minutes of the Special Meeting held on Wednesday, July 6, 2016. William E. Luster seconded the motion and the vote was as follows:

Ayes
5

Nays
0

Maureen Call moved to accept the Minutes of the Regular Meeting held on Wednesday, July 13, 2016. William E. Luster seconded the motion and the vote was as follows:

Ayes
5

Nays
0

IV. Communications

- July/August 2016 MassNAHRO Newsletter
- Correspondence dated July 19, 2016 from Carol A. MacGown to Adria Leach, Director of External Affairs, Salem State University re: thank you note for Landscaping at Rainbow Terrace



- Email together with attachments from Chris Poulin, Chief Operating Officer of Silver Street Development Corp VII re: Section 8 SHA Rent Approval, Contract Extension Letter, Section 8 Letter from CHA Rent Commitment

The Director informed the Board that Attorney William Lundregan reviewed the letter that Chris Poulin, COO of Silver Street Development drafted relative to the rehabilitation and related financial proposal for the continued preservation of Pequot Highlands. Attorney Lundregan said that he did not have any concerns with the letter. Carol explained that the rent increases will not occur until 2017 after the major renovations have been completed at Pequot Highlands. Carol also stated that the rent increases are reasonable.

William Luster stated that the SHA did a great job negotiating the rent increases to an acceptable, reasonable amount. Pequot Highlands was looking to obtain very high rents after the rehabilitation of the project had been completed.

Frank Milo inquired as to if there is no funding available is the SHA able to get out? Carol said "yes" that if there is no funding from HUD the project will not occur. William Luster said that if Pequot Highlands doesn't get the funding from HUD, the deal will not close and the rehabilitation will not take place.

- Article from Salem News – Filming at Garden Terrace “Perfect Match”

The Executive Director informed the Board that Van Wormer International contacted the SHA about filming a German Film at the Garden Terrace Development. The filming took place on Tuesday, July 23, 2016. Carol MacGown said that she brought a few staff members to watch as they filmed for proximately ½ hour. Van Wormer International compensated the Housing Authority the amount of \$3,200.00 for use of the development. Carol said that she will be using that money to have the shutters painted at Garden Terrace.

V. Reports of the Committees

There are no reports of the Committees.

VI. Report of the Executive Director

The Executive Director informed the Board of the following:

- There has been some flooding at Charter Street due to the drains being clogged causing flooding in all of the apartments from the 08 side of

the building all the way down to the Charter Street Office. At approximately 5:50 p.m. on 8-10-16 water was flooding the two elevators shafts. Carol was investigating the matter.

- There will be a luncheon to honor Debbie Tucker whose 30 year anniversary at the SHA is August 11, 2016. The luncheon will begin at 12 noon. All Board Members are welcome to come and celebrate Debbie Tucker's 30 years of service to the SHA.
- To date, the Budget Guidelines have not been issued by HUD. The budget submission will not take place until approximately November or December of 2016 which is not out of the ordinary.
- Carol thanked the Board Members for joining her on August 4, 2016 in celebrating 40 years of service with the SHA. She was surprised and very appreciative for the celebratory party that was held in her honor.
- Diane Boulay's family is having a fundraiser for her on October 1, 2016. Her family has extended the invitation to all of the SHA Employees. Anne has given a copy of the invite to each Board Member and it has been posted on the bulletin in the main office and at Rainbow Terrace.

VII. Unfinished Business

HUD Model Form of Agreement between Owner and Designer Professional for the Stephen Zisson Elderly Residence, 292 Essex Street, Window Replacement Project

The Executive Director presented and explained the HUD Model Form of Agreement between Owner and Designer Professional for the Stephen Zisson Elderly Residence, 292 Essex Street, Window Replacement Project

William E. Luster moved to approve HUD Model Form of Agreement between Owner and Designer Professional for the Stephen Zisson Elderly Residence, 292 Essex Street, Window Replacement Project with Blackstone Block Architects, 7 Marshall Street, Boston, MA for Designer Services an amount not to exceed Twenty Thousand and 00/100 Dollars (\$20,000.00) for the Window Replacement Project at the Stephen Zisson Elderly Residence, 292 Essex Street and authorize Chairman John A. Boris to execute said model agreement. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call

Frank J. Milo

Nays

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

Appointment Contract Officer and Alternate Contract Officer for the Modernization Project to Replace Windows at the Stephen Zisson Elderly Residence, 292 Essex Street

William E. Luster moved to approve Carol A. MacGown as Contract Officer and Peter K. Strout as Alternate Contract Officer for the Modernization Project to Replace Windows at the Stephen Zisson Elderly Residence, 292 Essex Street. Frank J. Milo seconded the motion and the vote was as follows:

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

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 July 1, 2016 through August 4, 2016 as presented. William E. Luster seconded the motion and the **roll call** vote was as follows:

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

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 Nine Months (9) months ending June 30, 2016. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

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

X. New Business

Amendments to Salem Housing Authority Personnel Policy

The Director presented and explained to the Board the following four (4) proposed amendments to the Personnel Policy.

Maureen Call moved to approve the amendment to the Personnel Policy to the following Paragraphs to wit: "Full-Time Employees", "Part-Time Employees" and "Temporary Employees" wherein the words "except for Mandated Statutory Benefits. See Attachment #6" were added to the last sentence of each paragraph. Peter K. Strout seconded the motion and the vote was as follows:

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

Maureen Call moved to approve the amendment to the Personnel Policy to the following Paragraph: "Sick Leave" wherein language was added to comply with MGL Chapter 149, §148C, relating to Earned Sick Time. Peter K. Strout seconded the motion and the vote was as follows:

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

Maureen Call moved to approve the amendment to the Personnel Policy wherein the Paragraph "Maternity Leave" was changed to "Parental Leave" and "six month" was changed to "three month" in the first sentence of said paragraph and "Maternity Leave" in the last sentence of said paragraph was changed to "Parental Leave". Frank J. Milo seconded the motion and the vote was as follows:

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

Maureen Call moved to approve the amendment to the Personnel Policy wherein the following Paragraph was added: "Domestic Violence Act" "See Attachment #7, MGL Chapter 149, §52 E - Leave from work when an employee or family member has been victim of abusive behavior. Peter K. Strout seconded the motion and the vote was as follows:

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

Second Amendment to the Collective Bargaining Agreement between Salem Housing Authority and American Federation of State, County and Municipal Employees, Local 2762, Council 93, AFL-CIO.

The Executive Director presented for approval the Second Amendment to the Collective Bargaining Agreement between Salem Housing Authority and American Federation of State, County and Municipal Employees, Local 2762, Council 93, AFL-CIO.

Peter K. Strout moved to approve the Second Amendment to the Collective Bargaining Agreement between Salem Housing Authority and American Federation of State, County and Municipal Employees, Local 2762, Council 93, AFL-CIO and authorized John A. Boris, Chairman to execute said Second Amendment.. Frank J. Milo seconded the motion and the vote was as follows:

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

Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws

The Director presented the Certification of Compliance with Notification Procedures For Federal and State Lead Paint Laws.

William E. Luster moved to certify and execute the Certification of Compliance with Notification Procedures for Federal and State Paint Laws as submitted by Carol A. MacGown for the Salem Housing Authority to be submitted with year end documentation and the Capital Improvement Plan. Peter K. Strout seconded the motion and the vote was as follows:

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

XI. Other Business/Late Communications

Inar Ragnar, 28 Leefort Terrace made the following comment:

Mr. Ragnar requested to have a “Slow” “Kids at Play” sign posted at Leefort Terrace. The Chairman said that the Board would take it into consideration.

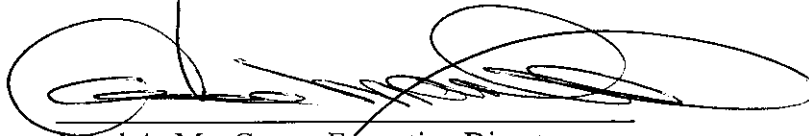
XII. Adjournment

Maureen Call moved that the Board convene into Executive Session at 6:23 p.m. to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel and 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. William E. Luster seconded the motion and the **roll call** vote was as follows:

<u>Ayes</u>	<u>Nays</u>
Maureen Call	
Frank J. Milo	
William E. Luster	

Peter K. Strout
John A. Boris

Respectfully Submitted,

A large, stylized handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke.

Carol A. MacGown, Executive Director

A handwritten signature in black ink, appearing to read 'Anne M. Cameron' in a cursive style, with a horizontal line underneath.

Anne M. Cameron, Executive Secretary