

**MINUTES OF THE
REGULAR MEETING
WEDNESDAY, JULY 13, 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
John A. Boris

Absent

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, June 8, 2016. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

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Nays

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IV. Communications

- Public Housing Notice 2016-20 dated June 21, 2016 from DHCD re: Regional Board Commissioner Training

The Director asked that any member interested in attending said training to please let Anne know so that she can make a reservation. The training is scheduled to take place on September 30, 2016 at the Lynn Housing Authority.

- Resignation of Theresa Prescott as Treasurer of the SHA Tenant's Association

The Director informed the Board that since Theresa Prescott has resigned



there is currently no members on the Tenant's Association Board. The Board requested that the Director send out a letter to Kathleen Burke informing her of the same in hopes that she will step up and/or get other tenants involved. The Director said she would send a letter to Ms. Burke.

- Email dated June 29, 2016 from Adam Keane of LeftField, LLC re: Pictures of Garage Screening Landscaping by Salem State University

The Director informed the Board that the landscaping plantings at the Rainbow Terrace Development afforded by Salem State University looks beautiful. It has added to the beautification of the family development.

V. Reports of the Committees

- Solar Energy Sub-Committee

Letter to John P. DeVillars, BlueWave Capital, LLC from John A. Boris, Chairman dated July 7, 2016

William Luster asked why there was a special meeting held to vote on the contract with BlueWave Capital, LLC. He also asked why it wasn't voted at the Regular Board Meeting. The Chairman replied because of the constant calls for the past month and BlueWave Capital's sense of urgency to have the contract executed.

William E. Luster informed the Board that even though he voted against not entering into a contract with BlueWave Capital, LLC at the Special Board Meeting held on July 6, 2016 @ 6:00 p.m, he stated that he was in agreement with the majority members of the Board. Mr. Luster asked that in the future he be notified when SHA's legal counsel prepares a legal opinion on a specific matter. He stated that he was not aware that the Board asked Attorney Chris Casey to do so. The Director stated that the Board voted to have Attorney Chris Casey review the contract between SHA and BlueWave Capital, LLC. It was relative to the SHA exercising its due diligence.

VI. Report of the Executive Director

The Executive Director informed the Board of Directors about the following matters:

- The Public Hearing for the Annual Plan was held at the Authority Office at 4:00 p.m. One individual attended the meeting. The Authority will transmit the Annual Plan to HUD on July 18, 2016.
- The Authority is interviewing Architects for the window project at the Zisson Building. Frank Milo asked if the SHA has to go before the Historical

Commission. The Director said no but the SHA does have to submit the plans to the Design Review Board for the City of Salem.

- The Summer Food Program and the Boys & Girl Club are currently providing programs for the children at Rainbow Terrace for a few hours per day. They provide lunch and play games and educational games with the children. A grant was left to the Boys & Girls Club to provide services at Rainbow Terrace. The gentlemen who provided the grant to the Boys & Girls Club wanted to remain anonymous.

Frank Milo asked if the YMCA is providing a Farmer's Market at Rainbow Terrace. Maureen Call said "yes" and it is held on Tuesdays at 2:30 p.m.

- The Director and Assistant Director are working on the Capital Improvement Plan for Fiscal Year 2019. This Plan will be submitted to DHCD in October of 2016.
- The Office Renovation is Ninety-Eight Percent (98%) complete.

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 June 3, 2016 through June 30, 2016 as presented. William E. Luster seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
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 Eight

Months (8) months ending May 31, 2016. William E. Luster seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call

Frank J. Milo

William E. Luster

John A. Boris

X. New Business

Public Housing Authority (PHA) Streamlined Agency Plan

Carol A. MacGown explained and presented to the Board for review and approval Year 2 of the Fourth 5 Year Annual Public Housing Agency Plan (PHA) Streamlined Agency Plan for fiscal year 2016.

Maureen Call moved to approve Year 2 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). William E. Luster seconded the motion and the vote was as follows:

Ayes

Nays

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

This matter was tabled until the August 10, 2016 Regular Board Meeting.

() moves 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 _____ for Designer Services in the amount of \$ _____ 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. () seconds the motion and the **roll call** vote is as follows:

Ayes

Nays

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

This matter was tabled until the August 10, 2016 Regular Board Meeting.

() moves to approve _____ as Contract Officer and _____ as Alternate Contract Officer for the Modernization Project

to Replace Windows at the Stephen Zisson Elderly Residence, 292 Essex Street. ()
seconds the motion and the vote is as follows:

Ayes

Nays

Quote - Annual Single Audit (Two Years) and Agreed Upon Procedures (Two Years) for Fiscal Years ending 9/30/16 and 9/30/17

Carol A. MacGown presented the Audit Proposal for fiscal years ending 9/30/16 and 9/30/17 from J. Thomas Hurley of Guyder Hurley, P.C.

Maureen Call moved to accept the lowest, responsible and responsive quote from J. Thomas Hurley of Guyder Hurley, P.C. in the amount of \$27,520.00 for two years to conduct the Annual Single Audit (Two Years) and Agreed Upon Procedures (Two Years) for fiscal years ending September 30, 2016 and September 30, 2017 and authorize Carol A. MacGown to execute a contract. William E. Luster seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

Public Housing Assessment System (PHAS) Score Report

The Director explained the Public Housing Assessment System and inform the Board of the score that the SHA has received.

Agreement between the Lynn Housing Authority & Neighborhood Development (LHAND) and the Salem Housing Authority (SHA)

The Director explained the agreement between Lynn Housing Authority & Neighborhood Development (LHAND) and the Salem Housing Authority (SHA).

XI. Other Business/Late Communications

The Executive Director requested that the following be added to the agenda:

Quotation for Paving at Farrell Court 705-3

Frank J. Milo moved to approved the quote from Atlantic Paving in the amount of

\$6,375.00 for paving work at Farrell Court 705-3 and authorize John A. Boris, Chairman to execute the contract. William E. Luster seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

Inar Ragnar, 28 Leefort Terrace asked the following question:

Will the next Regular Board Meeting be on the 2nd Wednesday of August? The Director replied "yes".

XII. Adjournment

Frank Milo moved that the Board convene into Executive Session at 6:20 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. William E. Luster seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary