

**MINUTES OF THE
REGULAR MEETING
WEDNESDAY, MARCH 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
William E. Luster
Peter K. Strout
John A. Boris

Absent

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

III. Minutes of Previous Meeting(s)

Maureen Call moved to accept the Minutes of the Sixty Eighth (68th) Annual Meeting held on Wednesday, February 10, 2016. Frank J. Milo seconded the motion and the vote was as follows:

Ayes
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Nays
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Maureen Call moved to accept the Minutes of the Regular Meeting held on Wednesday, February 10, 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

- March 2016 MassNAHRO Newsletter

V. Reports of the Committees

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- Solar Energy Sub-Committee

John A. Boris informed the Board that the Energy Sub-Committee met with Endless Energy and Blue Wave and that the Committee has agreed to move forward with Blue Wave. The next step would be to engage in further and final discussions regarding solar energy with Blue Wave Captial.

The Chairman asked if there were any questions or comments. There were none.

John A. Boris moved to accept the Minutes of the Special Meeting of the Energy Sub-Committee of the Salem Housing Authority held on Monday, February 29, 2016 at 9:00 a.m. Carol A. MacGown seconded the motion and the vote was as follows:

| <u>Ayes</u> | <u>Nays</u> |
|-------------|-------------|
| 2 | 0 |

VI. Report of the Executive Director

- The Director informed the Board the Report of Agreed-Upon Procedures for the Fiscal Year Ended September 30, 2015 has been completed by John Ross of Ross & Company and there were no findings. Carol informed the Board that the Independent Audit for Fiscal Year Ended September 30, 2015 has also been completed by John Ross and there were no findings. A copy of the Independent Audit report will be in the Board Packets for the April 2016 meeting.
- The Director handed out to the Board Members Public Notice 2016-03 which speaks about “An Act Relative to Local Housing Authorities”. This Act represents significant reform to the state public housing system. In the law, it states that DHCD establish and implement comprehensive training for board members. Carol asked the Board to please read the Notice and call her with any questions they may have. It also discusses Board Members having email address and mailing address requirements.
- The Director informed the Board that DHCD has asked the Salem Housing Authority if it would be interested in embarking on the procurement of a new Risk Management Consultant for all LHAs. Carol informed the Board that she said yes. This will take approximately one (1) year and will involve several meetings at DHCD, etc. The Authority will expend no money and it will receive no money. Carol said that this speaks volumes about the authority and she would like to assist DHCD anytime she is able.
- The Director informed the Board that the Salem Housing Authority has a new liaison from the Salem Police Department and her name is Detective Charlene Sano. She will work closely with the Salem Housing Authority and

assist the authority with evictions and terminations. Charlene is very sharp and the Authority is happy to have her on their team.

- The Director informed the Board that she will be sending Randy Comito, Osvaldo Cintron and Luis Lopez to Cheshire, Connecticut for Housing Quality Standards Training on April 11, 2016 through April 14, 2016.
- The Director informed the Board that the maintenance men will be taking a Lead Paint Renovator Refresher Training on April 21, 2016 as their certificates will expire on April 26, 2016. The training will be conducted by Gwen Devine of ATC.

VII. Unfinished Business

By-Laws of the Salem Housing Authority

Carol A. MacGown presented the By-Laws at the Annual Meeting on Wednesday, February 10, 2016 for review and recommendations at the March meeting. Carol asked the Board if they had any additions, deletions or suggestions. There were no recommendations by the Board at this time.

Maureen Call moved to accept the By-Laws of the Salem Housing Authority, as presented, without any recommended changes. William E. Luster seconded the motion and the vote was as follows:

Ayes
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Nays
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Smoke-Free Housing Policy

The Director presented to the Board the Smoke-Free Housing Policy and explained that she has amended the Smoke-Free Housing Policy wherein there shall be a change to said policy stating that there will be no smoking within 25 feet of any door or window of the SHA property. This is a requirement of HUD. The Director also informed the Board that she has not received any feed back from the tenants' association.

Peter K. Strout moved to approve the Smoke-Free Housing Policy as amended and presented. Maureen Call seconded the Motion and the vote was as follows:

Ayes
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Nays
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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 February 5, 2016 through February 25, 2016 as presented. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
William E. Luster
Peter K. Strout
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 Four (4) months ending January 31, 2016. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

X. New Business

Promotion from within the Salem Housing Authority

Carol A. MacGown promoted Lisa Jimenez from within the Authority to fill the position of Public Housing Office Assistant. Carol explained to the Board the Lisa Jemenez applied for the position and that Lisa has already taken over some of the duties of Public Housing Office Assistant. As of December 21, 2015 her hourly rate was increased to \$17.50 to compensate her for taking over those responsibilities. Carol thought that she would be a good fit for the position as she is familiar with the duties of the position.

Maureen Call moved to make a conditional offer of employment to Lisa Jimenez with a six (6) month probationary period for a full time position as Public Housing Office Assistant at an hourly wage of Seventeen Dollars and 50/100 (\$17.50) which was effective December 21, 2015. Since this is a promotion from within the Authority, the

Authority has waived the physical examination, the need for a new driving record and a criminal Offense Record Information (CORI) check. William Luster seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

New Hire- Receptionist

Interviews for a vacant position at the Salem Housing Authority were conducted by Carol A. MacGown and Lorri DeFrancesco on February 9, 2016. Carol presented the candidate of her choice to the Board of Directors for final interview. Carol introduced Taina Javier to the Board. Carol said that she and Lorri DeFrancesco interviewed Taina and they were pleased with her presentation. Although, Taina applied for Public Housing Office Assistant, Carol informed her that there was a vacancy for the receptionist and that is where Carol would like to place her. Carol asked the Board if they had any questions for her and Frank Milo asked Taina if she was going to stay at the SHA and Taina said "yes".

Peter K. Strout moved to make a conditional offer of employment to Taina Javier with a six (6) month probationary period for a full time position as Receptionist at an hourly wage of \$16.00 with a start date of March 14, 2016. Employment is also conditioned upon receipt of a passed SHA paid physical examination, a favorable Criminal Offense Record Information (CORI) check, and a favorable driving record prior to employment. William E. Luster seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

The Board of Directors and Carol congratulated Taina on her new position at the Authority.

Report on Agreed-Upon Procedures for the Fiscal Year Ended September 30, 2015

The Director will discuss with the Board of Director the Report on Agreed-Upon Procedures for the Fiscal Year Ended September 30, 2015.

Frank J. Milo moved to approve the Report on Agreed-Upon Procedures for the Fiscal Year Ended September 30, 2015. William E. Luster seconded the motion and the vote was as follows:

Ayes
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Nays
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Work Order for Formula Funding Project #258106, ADA Community Room Ramp at Pioneer Terrace (667-4)

The Director presented and discussed with the Board the Work Order for FF Project 258106, ADA Community Room Ramp at Pioneer Terrace.

William E. Luster moved to authorize John A. Boris, Chairman to execute the Work Order for Formula Funding Project #258106, ADA Community Room Ramp at Pioneer Terrace (667-4) with Richard C. Alvord Architects for a fee of \$5,330.00. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

Quote - Minor Office Renovation at 27 Charter Street (667-5)

The Director presented and discussed with the Board the lowest, eligible and responsive quote for Minor Office Renovation at 27 Charter Street (667-5). The Director informed the Board that she had a 20 minute conversation with King and Khan Affordable Partnership to discuss their quote. She also gave them the opportunity to withdraw their quote as it was so low. They informed her that they can do the job and it will be done in two weeks.

Peter K. Strout moved to approve the lowest, eligible and responsive quote for Minor Office Renovations at 27 Charter Street (667-5) by King and Khan Affordable Partnership in the amount of \$10,900.00 and authorize Chairman John A. Boris to execute the contract. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

Bid – Groundskeeping Services at Various Locations

The Director presented and discussed with the Board the lowest, eligible and responsive bid for groundskeeping services at various locations by Stephen Higionna/Greenscape Land Design.

Maureen Call moved to approve the lowest, eligible and responsive bid for groundskeeping services at various locations from Stephen Higionna/Greenscape Land Design in the amount of \$41,992.00 and authorize Chairman John A. Boris to execute the contract. The bid has two (2), one (1) year options to renew in the amount of \$41,992.00 for 2017 and in the amount of \$41,992.00 for 2018 at the sole discretion of the Salem Housing Authority. William E. Luster seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

Appoint Contract Officer and Alternate Contract Officer for Formula Funding Project #258107 Intercomm Upgrade at 33 Park St./26 Prince St. (705-2A) and 117 Congress St. (705-2B)

William E. Luster moved to appoint Carol A. MacGown as the Contract Officer and Peter K. Strout as the Alternate Contract Officer for Formula Funding Project #258107 Intercomm Upgrade at 33 Park St./26 Prince St. (705-2A) and 117 Congress St. (705-2B). Frank J. Milo seconded the motion and the vote was as follows:

Ayes

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

Nays

Appoint Contract Officer and Alternate Contract Officer for Formula Funding Project #258109 Replacement of Closet Doors at Bertram Terrace (667-1A)

William E. Luster moved to appoint Carol A. MacGown as Contract Officer and Peter K. Strout as Alternate Contract Officer for Formula Funding Project #258109 Replacement of Closet Doors at Bertram Terrace (667-1A). Frank J. Milo seconded the motion and the

vote was as follows:

Ayes
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Nays
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Amendment to Section 8 Administrative Plan

The Director presented and discussed with the Board of Directors the Amendment to the Section 8 Administrative Plan giving preference to project based vouchers.

Maureen Call moves to approve the Amendment to the Section 8 Administrative Plan giving preference to project based vouchers as presented. William E. Luster seconded the motion and the vote was as follows:

Ayes
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Nays
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XI. Other Business/Late Communications

The Director informed the Board that HUD had contacted her concerning a resolution they needed in order to transfer 2016 CFP Funds to operating funds. Carol asked the Board if they would make a motion.

William E. Luster moved to make a motion that in accordance with 24 CFR 905.314(1)(2) the Board of Commissioners acknowledges that there are no debt service payments, significant capital needs nor emergencies that must be met before transferring 2016 CFP funds to operations. Peter K. Strout seconded the motion and the vote was as follows:

Ayes
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Nays
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The Director handed out a Memorandum to the Board that she had prepared relative to Veterans' Housing as it relates to eligibility/ineligibility into the SHA and information concerning any type of temporary housing available through housing authorities for elders in crisis. There was discussion amongst the Board Members on these topics. Frank J. Milo thanked the Director for the information she provided.

Kathleen Burke, 205 Bridge Street, Unit 306, Salem made the following comments:

Ms. Burke thanked Frank Milo for bringing forth the subject of Veteran's housing.

Ms. Burke spoke a little bit about RAD and Project Based Vouchers.

Ms. Burke said that the refrigerator at Dalton Building had been removed by the SHA. She requested that a refrigerator be brought back to Dalton. The Director explained why the refrigerator had been removed and that was because it was moldy and tenants/residents were using it nor were they cleaning it. The Director said that she would have the maintenance department deliver a refrigerator to the Dalton Building, however, the tenants/residents must keep it clean. The Board of Directors agreed.

Inar Ragnar, 28 Leefort Terrace, Salem, made the following comment:

Mr. Ragnar brought up a maintenance charge that he received a bill for which he is disputing. Mr. Luster said that this was not the appropriate forum to discuss maintenance charges. The Director said that Randy Comito, Maintenance Operations and Facilities Manager and Lorri DeFrancesco, Public Housing Administrator meet on the 3rd Tuesday of every month to discuss disputed maintenance charges. Carol MacGown invited Mr. Ragnar to attend the meeting. Mr. Ragnar asked Anne if she could put that in writing. Anne replied "yes".

XII. Adjournment

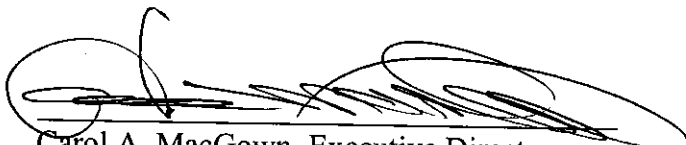
William E. Luster moved that the Board convene into Executive Session at 6:57 p.m. to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. The Board 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
Frank J. Milo
William E. Luster
Peter K. Strout
John A. Boris

Nays

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary