



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, JANUARY 13, 2016
6:00 p.m.**

I. Called Meeting to Order @ 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 A. MacGown and Anne M. Cameron

III. Minutes of Previous Meeting(s)

Maureen Call moved to accept the Minutes of the Regular Meeting held on Wednesday, December 9, 2015. William E. Luster seconded the motion and the vote was as follows:

Ayes

4

Nays

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Maureen Call moved to accept the Minutes of the Special Meeting held on Tuesday, December 22, 2015. William E. Luster seconded the motion and the vote was as follows:

Ayes

4

Nays

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IV. Communications

- January 2016 MassNAHRO Newsletter

V. Reports of the Committees

- Solar Energy Committee



William Luster said that since the Solar Energy Committee has already interviewed the interested vendors and the Committee agreed that Blue Wave was most qualified, would it be possible for the SHA to commence discussions with Blue Wave to fully understand how the SHA would benefit from purchasing solar tax credits.

William E. Luster moved to instruct the Solar Energy Committee to commence discussions with Blue Wave Capital so that they may fully understand how their proposal would benefit the Salem Housing Authority before they commit to entering into a contract with Blue Wave Capital. Frank J. Milo seconded the motion and the vote was as follows:

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

William Luster requested that the Director send a letter to Blue Wave Capital to advise them of the above.

VI. Report of the Executive Director

- The Director informed the Board that the Judi Marraffa and Luis Lopez began Employment on January 4, 2016 and are doing well.
- The Director informed the Board that the Budget has not come back from DHCD as of this date.
- The Director informed the Board that the Independent Audit will begin on January 20, 2016 and the Auditor will be on site for 7 days.
- The Director informed the Board that she has advertised for the position of Public Housing Assistant. The Authority received six (6) applications. Carol said that she would not be filling the position at this time. Carol stated that she has made some minor staff changes which will not have a negative affect on the budget.
- The Director informed the Board that she will be on vacation next week, however, she will be available by cell phone and if the Auditor shall need her to sign any documentation she would be available to come into the office.

VII. Unfinished Business

- Community Preservation Act
Carol A. MacGown informed the Board that she spoke to Jane Guy and at this time there is nothing that the SHA can do. However,

Carol said that the SHA would still like to keep their window of opportunity open.

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 December 4, 2015 through January 7, 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 One (1) month ending October 31, 2015. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

X. New Business

Computer Hosting and Managed Services

The Director presented the low bid of Micro Support Group, Inc. for Computer Hosting and Managed Services to the Board of Directors. Carol informed the Board that Micro Support Group, Inc. was the only bidder and that their fee for services has not increased and it is the same as last year. Carol said that she is very pleased with the services they provide to the Salem Housing Authority.

William E. Luster moved to accept the low bid of \$1,260.11 per month from Micro Support Group, Inc. for Computer Hosting and Managed Services for one year effective January 16, 2016 with the option to renew for an additional year at the discretion of the Salem Housing Authority and authorize John A. Boris to execute the service 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

John A. Boris

Price Quotation - Tyco Integrated Security for the Installation of a Two (2) Camera Security System at 16A Rainbow Terrace

The Director presented the price quotation from Tyco Integrated Security for the Installation of a Two (2) Camera Security System at 16A Rainbow Terrace. Carol explained in detail where the two cameras would be installed and how they will operate. William Luster inquired if you are able to go back and roll the footage to find a specific incident and if there would be a monitor that one could look at day and night to see the goings on? Carol said "yes". Carol said that the system will begin overriding after 15-30 days.

Maureen Call moved to approve the price quotation from Tyco Integrated Security in the amount of \$7,931.00 and to provide and install a two (2) camera security system at 16A Rainbow Terrace and to authorize John A. Boris to execute a 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

John A. Boris

Credit Card Policy

The Director presented the SHA Credit Card Policy to the Board of Directors for review and approval. Carol informed the Board that DHCD is requiring the all Housing Authorities to have a Credit Card Policy in place. William Luster asked how many credit card the SHA has. Carol said that the Authority has two (2).

Maureen Call moved to approve the SHA Credit Card Policy as presented and authorize John A. Boris to execute a contract. William E. Luster seconded the motion and the vote was as follows:

Ayes

Nays

4

0

Contract between the Salem Housing Authority and Carol A. MacGown

The Director informed the Board that the Contract between the Salem Housing Authority and Carol A. MacGown, Executive Director which was voted on by the Board of Directors on October 15, 2015 in Executive Session has been approved by DHCD. Carol informed the Board that the only reason this is being brought before them is to release and make public that portion of the Executive Session minutes.

William E. Luster moved to release and make public that portion of the Executive Session Minutes of October 15, 2015 wherein it discusses the Contract between the Salem Housing Authority and Carol A. MacGown, Executive Director. Frank J. Milo seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
3	0

Maureen Call abstained from voting as she was not present at the Executive Session Meeting held on October 15, 2015.

Fiscal Year 2016 Final Fair Market Rents/Payment Standards

The Director explained to the Board of Directors the Fiscal Year 2016 Final Fair Market Rents. John Boris inquired as to what the Salem Rents are based on. Carol informed the Board that they are based on the Boston SMSA.

William E. Luster moved to approve the Fiscal Year 2016 Final Fair Market Rents effective December 11, 2015 and will be reflected in the Payment Standards as of March 1, 2016 as follows:

One-Bedroom	\$1,261.00
Two-Bedroom	\$1,567.00
Three-Bedroom	\$1,945.00
Four-Bedroom	\$2,148.00

Maureen Call seconded the motion and the vote was as follows:

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

Barton Square Condominium and the 288 Essex Street Condominium, Trustee Appointments

Carol informed the Board that her position as Trustee of the Barton Square

Condominium and the 288 Essex Street Condominium will be expiring on January 28, 2016. Carol requested that the Board re-appoint her as Trustee of the Barton Square Condominium and the 288 Essex Street Condominium for another 3 Year Term. Carol informed that Board that the unit ownership for the 288 Essex Street Condominium is 50% SHA and 50% YMCA and the unit ownership for the Barton Square Condominium is 85% SHA and 15% William Goldberg.

Maureen Call moved to appoint Carol A. MacGown as a trustee to represent the Salem Housing Authority for 288 Essex Street Condominium Trust for a term of three years commencing January 28, 2016 and expiring on January 27, 2019 in accordance with the 288 Essex Street Condominium Trust dated the 5th day of January 1982, Article III, Section 3.2. William E. Luster seconded the motion and the vote was as follows:

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

Maureen Call moved to appoint Carol A. MacGown as a trustee to represent the Salem Housing Authority for Barton Square Condominium Trust for a term of three years commencing January 28, 2016 and expiring on January 27, 2019 in accordance with the Barton Square Condominium Trust Agreement dated the 5th day of January 1982, Article III, Section 3.2. William E. Luster seconded the motion and the vote was as follows:

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

XI. Other Business/Late Communications

- Theresa Prescott, 9 Garden Terrace, Salem, MA. She stated that she has received numerous complaints from tenants/residents that there are 3 or 4 cars that are unregistered and uninsured with no license plates Parked at Garden Terrace. She also said that the Parking Officer does not respond to any calls made by the tenants/residents. Carol said that she would act on this tomorrow and call Theresa Prescott and update her. Carol thanked Theresa Prescott for bringing this to her attention.
- Maureen Call, 112 Rainbow Terrace, Salem, MA. She stated that the new LED Street Lights that have been installed at Rainbow Terrace are not giving off enough light and therefore, it is very dark and you can't see your way to the dumpster. Carol said that she will look into this matter and speak to the company who installed them for SHA. Frank Milo said that it may just be a matter adjusting the light or it may be that they are not sized properly.
- Inar Ragnar, 28 Leefort Terrace, Salem, MA. He commented on how and how the SHA Staff is completely prepared. The Board did not comment.

XII. Adjournment

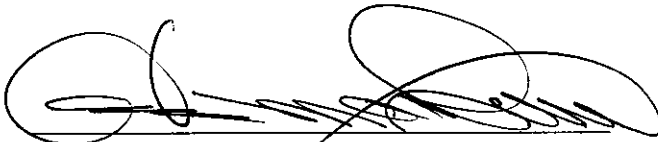
Maureen Call moved that the Board convene into Executive Session at 6:27 p.m. to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. The Board will 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

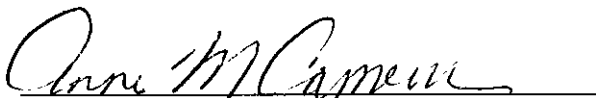
Maureen Call
Frank J. Milo
William E. Luster
John A. Boris

Nays

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary