

**MINUTES OF THE  
REGULAR MEETING  
WEDNESDAY, DECEMBER 9, 2015  
6:00 p.m.**

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**I. Called Meeting to Order**

**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)**

Frank J. Milo moved to accept the Minutes of the Special Meeting held on Thursday, November 12, 2015. Maureen Call seconded the motion and the vote was as follows:

Ayes

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

Nays

**IV. Communications**

- December 2015 MassNAHRO Newsletter
- Thank You Note from The O'Keefe Family for donation in memory of Joseph O'Keefe, Sr.
- Correspondence dated November 20, 2015 from DHCD to Chair, John Boris awarding the the Salem Housing Authority \$652,763 in Formula Funding for Fiscal Year 2018.

**V. Reports of the Committees**

- Solar Energy Committee  
Chairman Boris said that he and William Luster will in the next few weeks to discuss.



## VI. Report of the Executive Director

- The Director informed the Board that the SHA is opening up the State Aided Family Wait List. It will be open beginning December 15, 2015 through March 31, 2016.
- The Director informed the Board that at the Mass NAHRO Fall Conference Sarah Glassman, Associate Director of Public Housing recognized the Salem Housing Authority for the Audit that was performed by DHCD. She said that the SHA very organized and was pleased with their policies and procedures. She awarded high praise to the Agency.
- The Director informed the Board of Director that the Independent Audit will be conducted by John Ross, CPA of Ross & Company. The Audit will take place the week of January 18, 2016.

## VII. Unfinished Business

- Community Preservation Act  
John Boris, Chairman updated the Board.

## VIII. Recommendations of the Chairman

- There were no recommendations.

## IX. Report of the Treasurer

### Bills and Transfers

Maureen Call moved to approve the bills and transfers for the period November 6, 2015 through December 3, 2015 as presented. 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

### Balance Sheet and Statements of Revenues and Expenses

The Director informed the Board that the Balance Sheets and Statements of Revenues and Expenses for October 2015 and November 2015 will be delivered for the January 13, 2016 regularly scheduled Board Meeting.

**X. New Business**

Salem State University

John Keenan, General Counsel and Vice President of Administration, Salem State University was in attendance and addressed the Board regarding a potential collaboration between the Salem State University and the Salem Housing Authority.

Mr. Keenan thanked the Board for allowing him to speak this evening. He updated the Board on all of SSU's projects to date. Discussion then ensued surrounding establishing a relationship between SSU and the SHA and what SSU could do as a neighbor to help out the Rainbow Terrace residents and to build a trustworthy relationship. Lengthy discussion ensued between the SHA Board Members and Mr. Keenan. Mr. Steven Dibble attended the meeting and commented in favor of establishing a relationship not only with Rainbow Terrace residents but with the entire City. The board agreed to discuss the matter and get back to Mr. Keenan. Mr. Keenan asked the Board if they would like him to prepare a Mission State of Salem State University and the Board agreed. Mr. Keenan thanked the Board and exited the meeting.

Certificate of Final Completion for DHCD #258088 Emergency Generator Initiative at Morency Manor (667-6)

The Director presented the Certificate of Final Completion for DHCD #258088 Emergency Generator Initiative at Morency Manor (667-6).

William E. Luster moved to approve the Certificate of Final Completion for DHCD #258088 Emergency Generator Initiative at Morency Manor (667-6) and authorize Chairman John A. Boris to execute said Certificate of Final Completion. Maureen Call seconded the motion and the vote was as follows:

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

Application and Certificate for Payment #4 (Final) for DHCD #258088 Emergency Generator Initiative at Morency Manor (667-6)

The Director presented the Application and Certificate for Payment #4 (Final) for DHCD #258088 Emergency Generator Initiative at Morency Manor (667-6).

William E. Luster moved to approve the Application and Certificate for Payment #4 (Final) in the amount of \$10,468.00 for DHCD #258088 Emergency Generator Initiative at Morency Manor (667-6) and authorize Chairman John A. Boris to execute said Application and Certificate for Payment #4 (Final). Frank J. Milo seconded the motion and the **roll call** vote is as follows:

Ayes

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

Nays

Waiver/ Union Contract

The Executive Director discussed in detail with the Board that she is requesting a Waiver without prejudice of the Union Contract dated October 1, 2014 through September 30, 2017 between the Salem Housing Authority and American Federation Of State, County and Municipal Employees specifically Article 13 E Vacations. Carol informed the Board that due to the Finance Manager not doing his job, a maintenance employee would lose 103.77 hours of vacation time. The Director did not want this to happen. Carol informed the Board that the Maintenance Department is only allowed to carry over to the next year 80 hours of vacation time. Carol said that all employees are supposed to monitor their vacation hours. This employee did not do that. There was discussion amongst the Board Members. The Board Members with the exception of Maureen Call were not pleased with this. Maureen Call spoke in favor of this Waiver. The Director stated that the Board should vote how they feel.

Maureen Call moved to grant Carol A. MacGown a Waiver without prejudice of the Union Contract dated October 1, 2014 through September 30, 2017 between the Salem Housing Authority and American Federation Of State, County and Municipal Employees specifically Article 13 E Vacations. Frank Milo seconded the motion and the vote was as follows:

Ayes

4

Nays

0

Annual Christmas Party

Carol MacGown asked that the Board allow her to close the office from 12:00 p.m. until 4:00 p.m. on Wednesday, December 16, 2015 in order to host the annual Christmas party. Should an employee choose not to attend the party, he/she will work a regular day.

Maureen Call moved to authorize that Carol MacGown close the office on Wednesday, December 16, 2015 from 12:00 noon until 4:00 p.m. in order to host the annual employee Christmas Party. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

4

Nays

0

**XI. Other Business/Late Communications**

Inar Ragnar, 28 Leefort Terrace commented on the discussion about the Waiver/Union Contract.

The regularly scheduled meetings of the Board of Directors for 2016 are as follows:

Wednesday, January 13, 2016	Wednesday, July 13, 2016
Wednesday, February 10, 2016	Wednesday, August 10, 2016
Wednesday, March 9, 2016	Wednesday, September 14, 2016
Wednesday, April 13, 2016	Wednesday, October 12, 2016
Wednesday, May 11, 2016	Wednesday, November 9, 2016
Wednesday, June 8, 2016	Wednesday, December 14, 2016

## XII. Adjournment

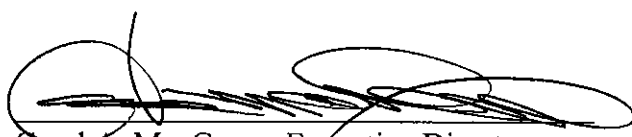
Maureen Call moved that the Board convene into Executive Session at 7:18 p.m. to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. The Board will 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

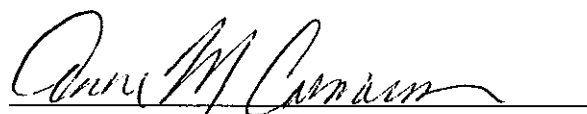
Maureen Call  
Frank J. Milo  
William E. Luster  
John A. Boris

Nays

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary