



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
SPECIAL MEETING
THURSDAY, NOVEMBER 12, 2015
6:00 p.m.**

I. Called Meeting to Order

II. Roll Call

Present

Frank J. Milo
Peter K. Strout
John A. Boris

Absent

Maureen Call
William E. Luster

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

III. Minutes of Previous Meeting(s)

Peter K. Strout moved to accept the Minutes of the Special Meeting held on Thursday, October 15, 2015. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

3

Nays

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IV. Communications

- November 2015 – MassNAHRO Newsletter

V. Reports of the Committees

- Solar Energy Sub-Committee
The Director informed the Board that no meeting has been scheduled to date. The Committee will be scheduling a meeting in the near future.

VI. Report of the Executive Director

- The Director informed the Board that there is year end documentation and the five (5) top salaries certificate that will require the Boards' signatures.
Anne will obtain those signatures from the Board members during the meeting.



- Frank J. Milo asked the Director if the SHA was prepared for winter. The Director informed Mr. Milo that Fall Clean-Up was being completed. All summer/fall equipment will be washed, waxed and put away as soon as fall clean-up is completed. The winter equipment is all set to go.
- The Director informed the Board that the Salem Housing Authority has received Thirteen Thousand Three Hundred Thirteen Dollars and 55/100 (\$13,313.55) from the Federal Emergency Management Agency (FEMA) for Winter 2015.
- The Director informed the Board that the Salem Housing Authority received a 91% on its PHAS score out of a possible 100%.
- The Director informed the Board that she met with Chairman John Boris, Kerry Murphy, Summer Meals Program, City of Salem and Laura Assade, Constituent Services Director, City of Salem and the topic of discussion was relative to having a playground built at Rainbow Terrace. The Boards concerns were who would be paying for the cost of the playground and who would be maintaining it. The Board agreed to table the matter for discussion at the January 2016 regularly scheduled board meeting.

VII. Unfinished Business

- Community Preservation Act
Chairman Boris gave an update to the Board.

VIII. Recommendations of the Chairman

- There were no recommendations of the Chairman.

IX. Report of the Treasurer

Bills and Transfers

Frank J. Milo moved to approve the bills and transfers for the period October 9, 2015 through November 5, 2015 as presented. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Frank J. Milo
Peter K. Strout
John A. Boris

Nays

Balance Sheet and Statements of Revenues and Expenses

Frank J. Milo moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Rick Fenton of Fenton, Ewald & Associates, P.C. for twelve (12)

months ending September 30, 2015. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes
Frank J. Milo
Peter K. Strout
John A. Boris

Nays

X. New Business

Public Housing Inspector

Five (5) applications for the Public Housing Inspector's position were received and Carol interviewed five (5) candidates on Tuesday, October 27, 2015. The Director informed the Board that she thought Luis Lopez was the best candidate for the position. Mr. Lopez speaks fluent Spanish and told Carol that he would be very proud to work for the Salem Housing Authority. Carol introduced Luis Lopez to the Board of Directors to interview. Frank J. Milo asked Mr. Lopez if he planned on staying at the Salem Housing Authority and he answered "yes".

The Director informed the Board that Mr. Lopez will be starting sometime after January 1, 2016. Frank J. Milo asked if the SHA had a vehicle for him. The Director said that she has a plan in place but initially he will be using his own vehicle.

The Board of Directors and the Director thanked Luis Lopez for attending the meeting this evening and congratulated him.

Peter K. Strout moved to make a conditional offer of employment to Luis Lopez with a six (6) month probationary period for a full time position as Housing Inspector at an hourly wage of Nineteen Dollars and Twenty-Five Cents (\$19.25) with a start date to be determined by the Executive Director. 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. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes
Frank J. Milo
Peter K. Strout
John A. Boris

Nays

Pre-2004 Section 8 Reserve Money

On August 8, 2012 the Board of Directors authorized Carol A. MacGown to spend Pre-2004 Section 8 Reserve Monies up to Five Thousand (\$5,000.00) Dollars without further Board approval. Carol requested the Board to restore the Five Thousand (\$5,000.00) Dollars using the same guidelines as the Board authorized on August 8, 2012.

Peter K. Strout moved to authorize Carol A. MacGown to restore the Five Thousand (\$5,000.00) Dollars from the Section 8 Reserve Monies using the same guidelines as authorized by the Board on August 8, 2012. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes
Frank J. Milo
Peter K. Strout
John A. Boris

Nays

Year End Submissions

Quarterly Operating Statements (Quarter Ending 9/30/15) and Year End Financial Statements (FYE 9/30/15) for Programs 4001 and MRVP

Carol A. MacGown presented the Quarterly Operating Statements (Quarter Ending 9/30/15) and Year End Financial Statements (FYE 9/30/15) for Programs 4001 and MRVP and requested signatures for same.

Peter K. Strout moved to accept the Quarterly Operating Statements (Quarter Ending 9/30/15) and Year End Financial Statements for Fiscal Year Ending 9/30/15 for Programs 4001 and MRVP. Frank J. Milo seconded the motion, and the **roll call** vote was as follows:

Ayes
Frank J. Milo
Peter K. Strout
John A. Boris

Nays

Schedule of Positions and Compensation Form – Top Five (5) Highest Paid Staff

In accordance with Public Housing Notice 2012-03 Carol A. MacGown submitted to the Board the Schedule of Positions and Compensation Form – Top Five (5) Highest Paid Staff. Carol A. MacGown explained to the Board that this is a requirement of DHCD and that the Board signed this form last year as well. Carol A. MacGown will submit the Top Five (5) Highest Paid Staff to DHCD as per their requirement.

Frank J. Milo moved to certify and execute the Schedule of Positions and Compensation Form – Top Five (5) Highest Paid Staff as submitted by Carol A. MacGown for the Salem Housing Authority to be submitted with year end documentation. Peter K. Strout seconded the motion and the vote was as follows:

Ayes
Frank J. Milo
Peter K. Strout
John A. Boris

Nays

Section 8 Management Assessment Plan (SEMAP)

Carol explained in detail the Section 8 Management Assessment Plan (SEMAP) to the Board.

Peter K. Strout moved to approve the Section 8 Management Assessment Plan (SEMAP) as submitted and to authorize Carol A. MacGown to submit said report to the Department of Housing and Urban Development (HUD). Frank J. Milo seconded the motion, and the vote was as follows:

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

XI. Other Business/Late Communications

Inar Ragnar, 28 Leefort Terrace commented on what the upcoming winter was predicted to be like as it relates to snow removal at the SHA.

Chairman John A. Boris asked if there was any other business to come before the Board. There was none.

XII. Adjournment into Executive Session


Peter K. Strout moved that the Board convene into Executive Session at 6:29 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. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

<u>Ayes</u>	<u>Nays</u>
Frank J. Milo	
Peter K. Strout	
John A. Boris	

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary