



John A. Boris, Chairman
Peter K. Strout, Vice Chairman
Frank J. Milo, Second Vice Chairman
Maureen Call, Treasurer
William E. Luster, Assistant Treasurer
Carol A. MacGown, Executive Director

**MINUTES FOR THE
REGULAR MEETING
WEDNESDAY, FEBRUARY 11, 2015
6:00 p.m.**

I. Called Meeting to Order at 6:07 p.m. immediately following the annual meeting.

II. Roll Call

Present

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

Absent

William E. Luster

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, January 14, 2015. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

4

Nays

0

IV. Communications

- February 2015 MassNAHRO Newsletter
- Correspondence from Adria Leach, Director of Eternal Affairs, Salem State University to the Authority dated January 9, 2015 and received by the Authority on January 15, 2015 regarding upcoming projects.
- Thank You Note received by the Authority on February 2, 2015 from Kim Benjamin of 9B Colonial Terrace.



V. Reports of the Committees

Carol A. MacGown requested that the Solar Committee set up a meeting in the next two (2) weeks to meet and discuss solar energy.

VI. Report of the Executive Director

- Carol A. MacGown informed the Board that the Maintenance Department is doing a very good job on snow removal. Carol said that this date she visited all of the developments with Randy, the new Maintenance Operations and Facilities Manager. She said that the sites looked good. Carol informed the Board that there are several vacancies but with all of the snow removal, no heat calls and snow on roofs, etc the maintenance men have not been able to attend to them but once the snow removal comes to a halt the men will attend to the vacancies. Carol informed the Board that to date the Authority has spent approximately \$14,000.00 on overtime from snow removal since January 26, 2015 and the maintenance men have spent over 326 hours on the storm.
- Carol A. MacGown informed the Board the All Pro Landscaping is doing a good job. At the start there were a few hiccups but those have been resolved. All Pro is doing snow removal from the sites as well and is dumping the snow down at the ball park near Pioneer Terrace. Carol informed the Board that she checked with the Mayor's Office to make sure it was okay for All Pro to do that and Jen in the Mayor's office said yes that it was fine to put the snow there. There was discussion amongst the Board that the City could dump snow into the ocean. Carol informed the Board that she called John Tomasz, the Director of the DPW and he said that that he had no knowledge of that and that the city did not have approval to do that.
- Carol A. MacGown informed the Board that Randy Comito, the new Maintenance Operations and Facilities Manager is catching on quickly and appears to be doing a good job.
- Carol A. MacGown informed the Board that Randy Comito has changed up the snow removal plan and the maintenance men are loving it and it seems to be working out very well.
- Carol A. MacGown informed the Board that City Councilor, Tom Furey may attend the meeting tonight as the Smoke Free Policy was on the agenda for approval. Maureen Call asked Carol A. MacGown if the Tenant/Resident could smoke out on their porch/yard and Carol said that as long as you are 20 feet from your unit.

VII. Unfinished Business

There was no unfinished business.

VIII. Recommendations of the Chairman

IX. Report of the Treasurer

Bills and Transfers

Maureen Call moved to approve the bills and transfers for the period January 8, 2015 through February 5, 2015 as presented. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
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 three (3) months ending December 31, 2014. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

X. New Business

Smoke-Free Housing Policy

As promised, Carol A. MacGown presented to the Board of Directors a draft of the Non-Smoking Policy for final approval.

Peter K. Strout moved to approve the Smoke-Free Housing Policy as presented. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

Reasonable Accommodations Coordinator

Carol A. MacGown explained to the Board in detail the major points of the Reasonable Accommodations Policy. Carol informed the Board that she has been the Reasonable Accommodations Coordinator since April of 2010 and she would now like to amend the Reasonable Accommodations Policies and Procedures to name Debra A. Tucker as the new Reasonable Accommodations Coordinator for the Salem Housing Authority.

Maureen Call moves to appoint Debra A. Tucker as the new Reasonable Accommodations Coordinator for the Salem Housing Authority and authorize Carol A. MacGown to amend the Salem Housing Authority’s Reasonable Accommodations Policies and Procedures to reflect said change. Frank J. Milo seconded the motion and the vote was as follows:

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

Section Eight Management Assessment Program (SEMAP)

Carol A. MacGown informed the Board that she received correspondence on January 29, 2015 from Robert P. Cwieka, Deputy Director of the U.S. Department of Housing and Urban Development which stated that the Salem Housing Authority’s overall SEMAP score for the fiscal year ended 9/30/14 is 100%. The Salem Housing Authority is designated as a High Performer. Carol congratulated the Section 8 Staff for their excellent performance.

XI. Other Business/Late Communications

John A. Boris opened up the floor for questions to those residents in attendance at said meeting.

Kathleen Burke, 205 Bridge Street, Apartment 306.

Kathleen Burke said that the Tenant’s Association Account is still open at the Seaport Credit Union. Kathleen said that the Credit Union is fine and has no issues at this time. Kathleen said that Theresa Prescott has the 2 receipts that the Housing Authority is looking for. Carol A. MacGown said that Theresa Prescott emailed them to her but that they are illegible.

Kathleen Burke asked Carol if she received the tenant accounting from the Tenants Association. Carol said that she did receive it but it was very difficult to decipher. Carol said that she will not be giving the stipend to the Tenants Association until the account is balanced. Carol also said that she would rather that the SHA purchase whatever supplies the Tenants Association may need and keep an accounting. Carol also asked Kathleen Burke about the keys to the office at St. Peter’s Street. Lorelee Stewart gave the keys to Laura Orum and those keys need to be dropped off and a form

will have to be signed. Kathleen Burke said that Theresa Prescott had the keys now. Kathleen Burke said that she will try and reach her.

Inar Ragnar, 28 Leefort Terrace.

Inar said that he doesn't understand why DHCD gave the Tenants Association the stipend and is allowing them to handle the accounting for the Tenants Association. He said that he knew it would be a big mistake. Carol A. MacGown said that she did not want to allow the Tenants Association to be given the money and to handle the accounting on their own but it was DHCD who instructed her to give the Tenants Association the stipend.

XII. Adjournment into Executive Session.

Peter K. Strout moved that the Board convene into Executive Session at 6:34 p.m. to conduct strategy sessions in preparation with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with union personnel and to discuss strategy with respect to collective bargaining or litigation. The Board will not reconvene into Open Session and will adjourn the meeting from Executive Session. Maureen Call seconds the motion and the **roll call** vote was as follows:

Ayes

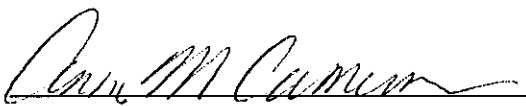
Maureen Call
Frank J. Milo
Peter K. Strout
John A. Boris

Nays

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary