



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, JANUARY 8, 2014
6:00 p.m.**

I. Called Meeting to Order at 6:00 p.m.

II. Roll Call

Present

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

Absent

William E. Luster (arrived at 6:15 p.m.)

Also Present: Carol A. MacGown, Anne M. Cameron, Lorelee Stewart, Tenant Association President, Sandra Hart, Tenant Association, Sargent at Arms and Inar Ragnar

III. Minutes of Previous Meeting(s)

Maureen Call moved to accept the Minutes of the Regular Meeting held on Wednesday, December 11, 2013. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

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

Nays

Minutes of the Snow Removal Committee were handed out.

Peter K. Strout moved to accept the Minutes of the Special Meeting of the Snow Removal Committee held on Monday, December 23, 2013. Maureen Call seconded the motion and the vote was as follows:



Ayes

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

Nays

IV. Communications

- Correspondence from the Department of Housing & Community Development Carol A. MacGown, Executive Director dated November 19, 2013 and received by the Salem Housing Authority on December 23, 2013 regarding William E. Luster's appointment to the state seat on the Salem Housing Authority Board. Mr. Luster's term expires on February 1, 2016.
- January 2014 - Mass NAHRO News Letter

V. Reports of the Committees

- Frank J. Milo, Chairman updated the Board of Directors on the Snow Removal Committee Meeting held on Monday, December 23, 2013 at 8:30 a.m. Frank informed the Board that the Committee worked out some of the problems and he informed the Board that he would like to dissolve the Snow Removal Committee so that snow removal becomes a part of the day to day operation of the Authority. The Board agreed with Frank.

VI. Report of the Executive Director

Snow Storm

Carol A. MacGown informed the Board that during the last which occurred on January 2, 2014, the SHA used a total of 270 man hours at a cost of approximately \$6,000.00. She also informed the Board that the December 12, 2013 cost approximately \$3,000.00 in overtime and the snow storm which occurred on December 14, 2013 cost approximately \$6,000.00 in overtime. The Authority has used approximately \$15,000.00 of the \$50,000.00 budgeted for overtime. There was some equipment breakdown but the Authority and the Authority will make whole. The Authority still has not received the CAT piece of equipment promised to them, Carol has been on the phone with CAT and will continue to pursue this matter until the Authority receives the loaner that was promised.

Cold Temperatures - No Heat

Carol A. MacGown informed the Board that due to the cold temperatures the Authority received several calls and the man on call was able to handle all of those issues. Carol

also informed the Board that there were 3 freeze ups and one of those freeze-ups was caused by a tenant who left the apartment for vacation and left the windows opened.

Audit

Carol A. MacGown informed the Board that the Independent Auditor arrived on January 7, 2014 and he will be at the Authority until the Audit is complete.

NOFA

Carol A. MacGown informed the Board that the Authority is still waiting to hear from the State as to when the Authority will receive the energy funds and sustainability funds

Pioneer Terrace

Carol A. MacGown informed the Board that the schematics for Pioneer Terrace have been approved and that she believes that construction may begin during the Spring or Summer of 2014.

Carol A. MacGown informed the Board that due to the holidays, the above concluded her Director's Report.

VII. Unfinished Business

Peabody Essex Museum

Carol A. MacGown informed the Board that Christopher T. Casey, Esq. is still awaiting receipt of the final documentation from the Peabody Essex Museum's Attorney. To date he has not received any final documentation.

The Board agreed to table the above matter until further notice from Christopher T. Casey, Esq. The following motion was made:

Peter K. Strout moved to table the Peabody Essex Museum matter until further notice from the Authority's Counsel, Christopher T. Casey, Esq. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

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

Nays

VIII. Recommendations of the Chairman

- Chairman John A. Boris requested the Authority forward a copy of the email from Jane Guy regarding CPA Determination of Eligibility Application and Interim Evaluation Criteria. John requested that the Board read over the information including the sample application very carefully so that they may discuss it at the February 2014 Board Meeting.

IX. Report of the Treasurer

Bills and Transfers

Maureen Call moved to approve the bills and transfers for the period December 4, 2013 through January 1, 2014 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

Balance Sheet and Statements of Revenues and Expenses

Pending Receipt of Balance Sheet and Statements of Revenues and Expenses for the months of October 2013 and November 2013.

Carol A. MacGown informed the Board that the Rick Fenton, the Accountant would be coming to the office on January 9, 2014 and that the Balance Sheet and Statements of Revenues and Expenses for the months of October 2013 and November 2013 will be on the February Agenda.

X. New Business

The Board agreed that the Election of the Assistant Treasurer be tabled until the arrival of William E. Luster.

Computer System Hosting and Managed Services

Carol A. MacGown informed the Board that she solicited quotes for Computer System Hosting and Managed Services. Carol presented the lowest, eligible and responsive quote to the Board of Directors.

Carol informed the Board that she only received one quote and it was from Micro Support Group, Inc. who has been providing services to the authority for the last several years. Carol stated that they are fabulous and anytime there is an issue they come

immediately or resolve the issue remotely. She also informed the board that the monthly payment has gone down \$429.00 which means a savings to the Authority of approximately \$5,000.00 per year. Carol recommended that the Board moved to accept the quote of Micro Support Group, Inc.

Frank J. Milo moved to accept the lowest, eligible and responsive quote of Micro Support Group, Inc. in the amount of \$1,260.11 per month and \$125.00 per hour for additional services for Computer System Hosting and Managed Services and authorize Carol A. MacGown to execute a contract between the Salem Housing Authority and Micro Support Group, Inc. for the period January 16, 2014 through January 15, 2015. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

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

Federal Public Housing Lease - Modification

Carol A. MacGown presented to the Board of Directors the modified Federal Public Housing Lease. She explained in detail the changes to the lease.

Peter K. Strout moved to adopt the modified Federal Public Housing Lease presented by Carol A. MacGown. Maureen Call seconded the motion and the vote is as follows:

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

William E. Luster arrived at the meeting at 6:15 p.m.

Election of the Assistant Treasurer

Peter K. Strout moved to nominate William E. Luster for Office of the Assistant Treasurer. Maureen Call seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
Maureen Call	
Frank J. Milo	
William E. Luster	
Peter K. Strout	
John A. Boris	

Frank J. Milo moved that the nomination for the Office of the Assistant Treasurer be closed. Maureen Call seconded the motion and the vote was as follows:

Ayes

Nays

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

Peter K. Strout moved that William E. Luster be elected to the Office of the Assistant Treasurer. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

Nays

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

XI. Other Business/Late Communications

Chairman John A. Boris asked Lorelee Stewart if she had any questions or comments.

Lorelee Stewart said that she had 2 matters she would like to bring to the Board's attention and they were as follows:

1. The dumpsters at Garden Terrace are not being picked up by Northside Carting in a timely fashion. Lorelee said that she has called the maintenance department about this issue.
2. The Salem Housing Tenant Association's request to receive its stipend in the amount of \$3,000.00 has not been received.

Carol A. MacGown responded to Lorelee Stewart as follows:

Carol sent a letter together with a copy of Lorelee Stewart's letter to Joseph Hart, DHCD. Mr. Hart did not give Carol approval to release the money to Lorelee Stewart and advised the Authority to continue its past practice. Carol also informed Lorelee Stewart that the Authority has a new representative at DHCD and her name is Laura Taylor and that she also sent a letter to Laura Taylor together with a copy of Lorelee Stewart's letter and the Authority to date has not yet received a response from Laura Taylor.

Chairman John A. Boris asked if there were any further questions or comments. There were none.

The next regularly scheduled meeting of the Board of Directors is the **Annual Meeting** on **Wednesday, February 12, 2014 at 6:00 p.m.** which will be immediately followed by the **Regular Meeting**.

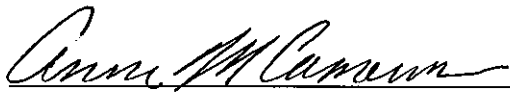
XII. Adjournment

Meeting adjourned at 6:30 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Carol A. MacGown', written over a horizontal line.

Carol A. MacGown, Executive Director

A handwritten signature in black ink, appearing to read 'Anne M. Cameron', written over a horizontal line.

Anne M. Cameron, Executive Secretary