



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 FOR THE
REGULAR MEETING
WEDNESDAY, FEBRUARY 8, 2017
6:05 p.m.**

I. Called Meeting to Order at 6:05 p.m.

II. Roll Call

Present

Maureen Call
Frank J. Milo
John A. Boris

Absent

Peter K. Strout
Vacant Seat

Also Present: Carol MacGown and Anne Cameron

III. Minutes of Previous Meeting(s)

Maureen Call moved to accept the Minutes of the Regular Meeting held on Wednesday, January 11, 2017. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

3

Nays

0

IV. Communications

- February 2017 MassNAHRO Newsletter
- Correspondence from Chrystal Kornegay, Undersecretary, Department of Housing and Community Development regarding the appointment of Kimberley Driscoll
- Charity Lezama, Executive Director of the YMCA presented a power point Presentation to the Board of Directors on the proposed Rainbow Terrace Garden and passed out a hand out of the power point presentation to the Board of Directors. A period was allotted for questions, concerns and suggestions. This matter will be tabled until the March 8, 2017 Board Meeting.



V. Reports of the Committees

There were no reports of the committees.

VI. Report of the Executive Director

The Executive Director informed the Board of Directors of the following matters:

- The Independent Audit together with an AUP Audit was conducted by the firm of Guyder Hurley, P.C. Both Audits were thorough and the SHA received no findings.
- The SHA is prepared for tomorrow's storm and has closed the office tomorrow as it will be much safer for the employees.
- April 13, 2017 is Legislative Day at the State House in Boston. Any Board Member that is interested in attending, please let Anne know and she would be happy to register them for that day.
- Union Negotiations will commence in the next few months. The Union Contract ends on September 30, 2017. A new contract will be negotiated for the period October 1, 2017 though September 30, 2020.

VII. Unfinished Business

There was no unfinished business.

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 January 6, 2017 through February 2, 2017 as presented. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
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, 2016. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
John A. Boris

Nays

X. New Business

Legal Services Contract

The Director was going to present the Legal Contract between the Salem Housing Authority and Attorney Laurence J. Donoghue of Morgan, Brown & Joy, LLP, however, in the meantime Carol received a call from Daniel Kulak, Esq. saying that he would be the attorney behind the scenes for Tinti, Quinn, Grove and Frey, P.C. relative to Union Negotiations and Personnel Matters and that their hourly rate will be \$200.00 per hour as opposed to Morgan, Brown & Joy LLP's hourly rate of \$250.00.

The Director presented the Agreement for Legal Services between the Salem Housing Authority and Tinti, Quinn, Grover & Frey, P.C. for the period February 8, 2017 through September 30, 2017.

Maureen Call moved to approve the Agreement for Legal Services between the Salem Housing Authority and Tinti, Quinn, Grover & Frey, P.C. for the period February 8, 2017 through September 30, 2017 for an amount not to exceed \$10,000.00 at an hourly rate of \$200.00 and authorize Chairman John A. Boris to execute said agreement. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
John A. Boris

Nays

Certificate of Substantial Completion for DHCD Project #258108 Electrical and Fire Alarm Upgrades at Pioneer Terrace

The Director presented and explained the Certificate of Substantial Completion for DHCD Project #258108 Electrical and Fire Alarm Upgrades at Pioneer Terrace.

Maureen Call moved to approve the Certificate of Substantial Completion for DHCD Project #258108 Electrical and Fire Alarm Upgrades at Pioneer Terrace (667-4) effective December 16, 2016 as submitted by Nangle Engineering, Inc. and accepted by Jupiter Electric, Inc. and authorize Carol A. MacGown, Contract Officer to execute said Certificate of Substantial Completion. Frank J. Milo seconded the motion and the vote was as follows:

Ayes
3

Nays
0

Certificate of Final Completion for DHCD Project #258108 Electrical and Fire Alarm Upgrades at Pioneer Terrace

The Director presented and explained the Certificate of Final Completion for DHCD Project #258108 Electrical and Fire Alarm Upgrades at Pioneer Terrace.

Maureen Call moved to approve the Certificate of Final Completion for DHCD project #258108 Electrical and Fire Alarm Upgrades at Pioneer Terrace (667-4) effective January 27, 2017 as submitted by Jupiter Electric, Inc. and approved by Nangle Engineering, Inc. and authorize Carol A. MacGown, Contract Officer to execute said Certificate of Final Completion. Frank J. Milo seconded the motion and the vote was as follows:

Ayes
3

Nays
0

Application and Certificate for Payment #5 (Final) for DHCD Project #258108 Electrical and Fire Alarm Upgrades at Pioneer Terrace

The Director presented and explained the Application and Certificate for Payment #5 (Final) for DHCD Project #258108 Electrical and Fire Alarm Upgrades at Pioneer Terrace.

Maureen Call moved to approve the Application and Certificate for Payment #5 (Final) in the amount of \$16,745.00 for DHCD project #258108 Electrical and Fire Alarm Upgrades at Pioneer Terrace (667-4) as submitted by Jupiter Electric, Inc. and approved by Nangle Engineering, Inc. and authorizes Carol A. MacGown, Contract Officer to execute said Application and Certificate for Payment #5 (Final). Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes
Maureen Call
Frank J. Milo
John A. Boris

Nays

Section Eight Management Assessment Program (SEMAP)

Carol A. MacGown informed the Board that she received correspondence on January 30, 2017 from Robert P. Cwicka, Deputy Director of the U.S. Department of Housing and Urban Development which states that the Salem Housing Authority's overall SEMAP score for the fiscal year ended 9/30/16 is 100%. The Salem Housing Authority is designated as a High Performer. Carol congratulated the Section 8 Staff for their excellent performance.

Capital Improvement Plan

Correspondence dated January 25, 2017 from Roberta Strongin, Director, Project Management Unit, Department of Housing and Community Development - Approval Letter. The Director informed the Board that the approval letter is for Fiscal Year 2019.

XI. Other Business/Late Communications

Chairman Boris asked the Board if there was any other business to come before the Board this evening.

Maureen Call commented as follows:

Maureen informed Carol that there are a lot of cars parking on the grass at Rainbow Terrace. Carol requested that Maureen Call her cell phone at night to inform her and she will take care of getting the cars towed.

Inar Ragnar, 28 Leefort Terrace made the following comment:

Mr. Ragnar informed the Board that he has been very sick and that he was not able to attend the last meeting and that he hold the SHA in high respect and apologized for not being able to attend the meeting.

Mr. Ragnar also inquired about the snow and the tenants not being able to move their cars and if the tenants would get towed. The Director said that if it is safe to move your car she would like that done.

Kathleen Burke, 205 Bridge Street, Apartment 305 made the following comments:

Kathleen Burke inquired about the snowstorm tomorrow and the plowing. Do the tenants need to move their cars? Carol said "yes" if they are able to move them safely. Kathleen asked about the fee for parking in the garage. Chairman Boris informed her it was \$5.00 per day.

Kathleen Burke inquired about a company out of in Lynn (Non-Profit – she forgot the name of) would be able to come and do some presentations/advertising to advise tenants/residents about the benefits available to them such as evening day care, etc.

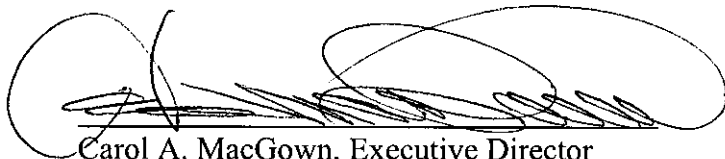
Kathleen Burke said that she heard that Kimberley Driscoll was appointed as a Board Member in Bill Luster's place. Kathleen asked the Chairman why she wasn't at the meeting this evening. Chairman Boris said that he did not know and when he had some more information he would let her know. Kathleen made a comment: "do I have to find out myself?" "It is public information."

XII. Adjournment

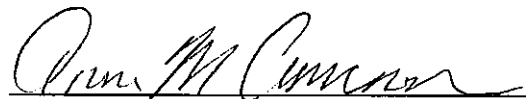
Maureen Call moved that the Board adjourn the Regular Meeting of February 8, 2017 at 7:03 p.m. Frank J. Milo seconded the motion and the vote was as follows:

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

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary



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 FOR THE
SIXTY-NINTH (69TH) ANNUAL MEETING
WEDNESDAY, FEBRUARY 8, 2017
AT 6:00 P.M.**

I. Call Meeting to Order

II. Roll Call

Present

Maureen Call
Frank J. Milo
John A. Boris

Absent

Peter K. Strout
Vacant Seat

Also Present: Carol MacGown and Anne Cameron

III Election of Officers

Office of the Chairman

Maureen Call moved to nominate John A. Boris for the Office of Chairman. Frank J. Milo seconded the motion and the vote was as follows:

Ayes
3

Nays
0

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

Ayes
3

Nays
0

Maureen Call moved that John A. Boris be elected to the Office of Chairman. Frank J. Milo seconded the motion and the vote was as follows:

Ayes
3

Nays
0



Office of the Vice-Chairman

Maureen Call moved to nominate Frank J. Milo for the Office of Vice-Chairman. John A. Boris seconded the motion and the vote was as follows:

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

Maureen Call moved that the nominations for the Office of Vice-Chairman be closed. John A. Boris seconded the motion and the vote was as follows:

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

Maureen Call moved that Frank J. Milo be elected to the Office of Vice-Chairman. John A. Boris seconded the motion and the vote was as follows:

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

Office of the Second Vice-Chairman

Maureen Call moved to nominate Peter K. Strout for the Office of Second Vice-Chairman. Frank J. Milo seconded the motion and the vote was as follows:

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

Maureen Call moved that the nominations for the Office of Second Vice-Chairman be closed. Frank J. Milo seconded the motion and the vote was as follows:

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

Maureen Call moved that Peter K. Strout be elected to the Office of Second Vice-Chairman. Frank J. Milo seconded the motion and the vote was as follows:

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

Office of the Treasurer

Frank J. Milo moved to nominate Maureen Call for the Office of Treasurer. John A. Boris seconded the motion and the vote was as follows:

Ayes
3

Nays
0

Frank J. Milo moved that the nominations for the Office of Treasurer be closed. John A. Boris seconded the motion and the vote was as follows:

Ayes
3

Nays
0

Frank J. Milo moved that Maureen Call be elected to the Office of Treasurer. John A. Boris seconds the motion and the vote was as follows:

Ayes
3

Nays
0

Office of Assistant Treasurer

The Office of the Assistant Treasurer is vacant at this time.

() moves to nominate () for the Office of Assistant Treasurer. () seconds the motion and the vote is as follows:

Ayes

Nays

() moves that the nominations for the Office of Assistant Treasurer be closed. () seconds the motion and the vote is as follows:

Ayes

Nays

() moves that () be elected to the Office of Assistant Treasurer. () seconds the motion and the vote is as follows:

Ayes

Nays

IV. Check Signers with Alternates

Frank J. Milo moved that the following are designated as check signers and alternates:

Check Signer: John A. Boris
Alternate: Peter K. Strout
Counter Signer: Frank J. Milo
Alternate: Peter K. Strout

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

Ayes
3

Nays
0

V. Manual Check Signers

Frank J. Milo moved that the following are designated to manually sign checks in the event that the check signer machine is out of operation:

John A. Boris
Frank J. Milo

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

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

VI. Voucher Signers

Frank J. Milo that the following are designated to sign the vouchers for the checks that are signed through the check signer machine:

Voucher Signer: John A. Boris
Alternate Voucher Signer: Frank J. Milo

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

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

VII. Employee Check Signer Security Agreement

Frank J. Milo moved to approve the Employee Check Signer Security Agreement, as presented and authorize Carol A. MacGown to implement said agreement. Maureen Call seconded the motion and the vote was as follows:

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

VIII. Release of Executive Session Minutes

Carol A. MacGown informed the Board that the Attorney General recommends review of the Executive Session Meeting Minutes annually. The Executive Session Minutes may be released once the purpose for going into Executive Session no longer exists. She also informed the Board that she and Anne Cameron reviewed the Executive Session Minutes and it appears that there are no Executive Session Meeting Minutes which can be released at this time.

IX. Presentation of By-Laws

The By-Laws of the Salem Housing Authority were distributed for review and will be discussed at the March 2017 Board Meeting.

X. Order of Voting For Roll Call Votes

Frank J. Milo moved to approve the Order of Voting for Roll Call Votes as previously adopted to wit: Maureen Call, Frank J. Milo, Vacant Seat, Peter K. Strout and John A. Boris.

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

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


XI. Maureen Call moved that the Board adjourn into the Regular Meeting of February 8, 2017 at 6:05 p.m. Frank J. Milo seconded the motion and the vote was as follows:

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

Respectfully Submitted,



Carol A. MacGown
Executive Director



Anne M. Cameron
Executive Secretary