



John A. Boris, Chairman
Frank J. Milo, Vice Chairman
Peter K. Strout, Second Vice Chairman
Maureen Call, Treasurer

Carol A. MacGown, Executive Director

**MINUTES OF THE
SPECIAL MEETING
TUESDAY, MARCH 20, 2018
6:00 p.m.**

I. Called Meeting to Order

II. Roll Call

Present

Maureen Call
Peter K. Strout
John A. Boris

Absent

(Vacant Seat)
Frank J. Milo

Also Present: Carol MacGown, Anne Cameron and Frank J. Milo

III. Minutes of Previous Meeting(s)

Maureen Call moved to accept the Minutes of the Seventieth (70th) Annual Meeting held on Wednesday, February 14, 2018. Peter K. Strout seconded the motion and the vote was as follows:

Ayes
3

Nays
0

Maureen Call moved to accept the Minutes of the Regular Meeting held on Wednesday, February 14, 2018. Peter K. Strout seconded the motion and the vote was as follows:

Ayes
3

Nays
0

Maureen Call moved to accept the Minutes of the Special Meeting held on Wednesday, February 28, 2018. Peter K. Strout seconded the motion and the vote was as follows:

Ayes
3

Nays
0



IV. Communications

- March 2018 MassNAHRO Newsletter

V. Reports of the Committees

There were none.

VI. Report of the Executive Director

The Executive Director informed the Board of the following matters:

- The Article that was in the Salem News regarding the removal of asbestos at Pioneer Terrace. The Salem Housing Authority was the victim in this case. The Attorney General's office fined New England Builders, TRC Associates and Blackstone Architects and E&F Asbestos Removal Company.

VII. Unfinished Business

By-Laws of the Salem Housing Authority

Carol A. MacGown presented the By-Laws at the Annual Meeting on Wednesday, February 14, 2018 for review and recommendations at the March meeting. There were no recommendations by the Board of Directors.

Peter K. Strout moved to accept the By-Laws of the Salem Housing Authority, as presented, without any recommended changes. Maureen Call seconded the motion and the vote was as follows:

Ayes
3

Nays
0

VIII. Recommendations of the Chairman

There were none.

IX. Report of the Treasurer

Bills and Transfers

Maureen Call moved to approve the bills and transfers for the period February 1, 2018 through March 9, 2018 as presented. Maureen Call seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call
Peter K. Strout
John A. Boris

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 Four (4) months ending January 31, 2018. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call
Peter K. Strout
John A. Boris

X. New Business

Budget Presentation

Rick Fenton, Certified Public Accountant, from Fenton, Ewald & Associates, P.C. presented in detail the State 4001 and MRVP/DMH budgets for fiscal year ending September 30, 2018. Please see budget narrative attached hereto. There were no questions or concerns addressed by the Board of Directors to Rick Fenton, CPA.

Maureen Call moved to approve the MRVP/DMH Budget for fiscal year ending September 30, 2018. Peter K. Strout seconded the motion and the roll call vote was as follows:

Ayes

Nays

Maureen Call
Peter K. Strout
John A. Boris

Maureen Call moved to approve the **Program 4001** Budget for fiscal year ending September 30, 2018. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call
Peter K. Strout
John A. Boris

Local Housing Authority Executive Director Salary Calculation Sheet

Maureen Call moved to approve Department of Housing and Community Development (DHCD) Local Housing Authority Executive Director Salary Calculation Worksheet and authorized Chairman John A. Boris to execute said Department of Housing and Community Development Local Housing Authority Executive Director Salary Calculation Worksheet. Peter K. Strout seconded the Motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call
Peter K. Strout
John A. Boris

Legal Services Agreements

The Director presented the Legal Services Agreement between the Salem Housing Authority and the Law Office of Casey & Lundregan, P.C.

Maureen Call moved to approve the Agreement for Legal Services between the Salem Housing Authority and the Law Office of Casey & Lundregan, P.C. for the period October 1, 2017 through September 30, 2018 for an amount not to exceed \$70,000.00 at an hourly rate of \$160.00 and authorize Chairman John A. Boris to execute said agreement. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call
Peter K. Strout
John A. Boris

The Director presented the Legal Services Agreement between the Salem Housing Authority and Tinti, Quinn, Grover & Frey, P.C.

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 October 1, 2017 through September 30, 2018 for an amount not to exceed \$20,000.00 at an hourly rate of \$200.00 and authorize Chairman John A. Boris to execute said agreement. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call
Peter K. Strout
John A. Boris

Salem Five – Corporate Authorization Resolution and Account Agreements

The Director presented to the Board of Directors Corporate Authorization and Account Agreement for signature by Board Members. Carol informed the Board Ellen Dunn, Vice President of Cash Management suggested updating signatures.

Bid for DHCD Fish #258094 Window Replacement and Related Work at 117 Congress Street (705-2B)

The Director presented the Bid for DHCD Fish #258094 Window Replacement and Related Work at 117 Congress Street (705-2B).

Maureen Call moved to accept the lowest, responsive and responsible bid from Environmental Restoration, Inc. in the amount of \$234,980 for DHCD Fish #258094 Window Replacement and Related Work at 117 Congress St. (705-2B) pending the approval of the Department of Housing and Community Development. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Peter K. Strout
John A. Boris

Nays

XI. Other Business/Late Communications

The Director informed the Board that John A. Boris' appointment as the Salem Housing Authority's representative to the Community Preservation Act will expire May 19, 2018. The Director asked the Board to vote to reappoint Mr. Boris for an additional three (3) year term to wit, May 19, 2021.

Peter K. Strout moved to reappoint John A. Boris as the Salem Housing Authority's representative to the Community Preservation Act for an additional three (3) year term, expiring on May 19, 2021. Maureen Call seconded the motion and the vote was as follows:

Ayes

3

Nays

0

The Director informed the Board of Directors that the all of the Salem Housing Authority Grievance Panel Members terms expired on March 1, 2018. All of the Grievance Panel Members have agreed to serve another three (3) year term.

Peter K. Strout moved to reappoint Dennis King (Member), Frances Grace, (Alternate) Carla King, (Member) Susan Bonner, (Alternate) Teasie Riley Gogin, (Member) and Lawrence Feffer, (Alternate) to serve on the Grievance Panel of the Salem Housing Authority for an additional three (3) year term, expiring on February 28, 2021. Maureen Call seconded the motion and the vote was as follows:

Ayes
3

Nays
0

The following tenants/residents were in attendance at said meeting:

Sally Landers, 205 Bridge Street, #204
Kathleen Burke, 205 Bridge Street, #306
Jennifer Shambaugh, 205 Bridge Street, #309
Sheila Shambaugh, 205 Bridge Street, #309

The following issues were discussed:

- Tenants/Residents allowing unauthorized individuals to enter the building.
- Tenants/Residents are requesting an updated keyless entry system which they seem to think will be safer and less unauthorized individuals will be in building.
- Parking issues especially during snow removal. The Director said all parking issues should be directed to Luis Lopez, Parking Officer between the hours of 7:30 to 4:00 p.m.
- Packages being stolen. The Director suggested calling the police and reporting it to them. The tenants/residents are requesting a box that packages could be left in. Mr. Boris said that that the box has to be acceptable to the post office.

The Director told the above tenants/residents that any issues they have regarding maintenance should be reported to the maintenance department and any issues involving the administrative office should be reported to Lorri DeFrancesco in administrative office.

XII. Adjournment


Maureen Call moved that the Board convene into Executive Session at 6:52 p.m. to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel and 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. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

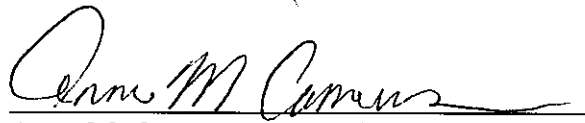
Maureen Call
Peter K. Strout
John A. Boris

Nays

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary