



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

Carol A. MacGown, Executive Director

**MINUTES FOR THE  
REGULAR MEETING  
WEDNESDAY, OCTOBER 10, 2018  
6:00 p.m.**

---

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

**II. Roll Call**

Present

Maureen Call  
Frank J. Milo  
Claudia F. Chuber  
John A. Boris

Absent

Kimberley Driscoll (arrived at 6:14 pm)

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, September 12, 2018. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

4

Nays

0

**IV. Communications**

- October 2018 Mass NAHRO Newsletter
- Correspondence from Fenton, Ewald & Associates to the Board of Directors re: explanation of the last paragraph of the "opinion letter" that accompanies the financial statements
- Correspondence dated October 1, 2018 to John Boris, Chairperson from Lynda Reynolds Coffill, Chairperson of the Salem Council on Aging re: joint meeting to begin dialogue on ways to increase senior housing. (Received late and was not included in Board Packets)  
The Authority will contact Lynda Reynolds Coffill, Chairperson of the Salem



Council on Aging to coordinate a meeting date convenient for both parties in December 2018.

**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 the following matters:

- The Salem Housing Authority received the Budget Guidelines. The Director is working on the Budget with the Finance Department and will be meeting with Richard Fenton, CPA in November to review the budget.
- The Director informed the Board that she will be out of the office on the regularly scheduled Board meeting on November 14, 2018. The Director requested to have a Special Board Meeting the week of November 26, 2018. The Board agreed on Wednesday, November 28, 2018 at 6:00 p.m. A cancellation notice will be filed with the City Clerk for the November 14, 2018 Regular Board Meeting.
- The new CHAMP Program administered by DHCD is encountering problems which are in the process of being ironed out. CHAMP is the new Centralized Wait List for State Public Housing.
- The Director welcomed Claudia Chuber to the Board of Directors and said that she together with the Board is pleased to have her. Claudia said that she feels very welcome.
- The Director informed the Board Peter K. Strout is the SHA's Sexual Harassment Officer and that since his term has expired it would be necessary for the Board to make a motion and appointment a new Sexual Harassment Officer.

John Boris, Chairman appointed Maureen Call as the new Sexual Harassment Officer. The following vote was taken:

Claudia F. Chuber moved to appoint Maureen Call as as the new Sexual Harassment Officer as of this date. Frank J. Milo seconded the motion and the vote was as follows:

Ayes  
3

Nays  
0

- Federal Preference updates are due November 5, 2018. The Federal Department will complete preference updates after the November 5, 2018 deadline.

**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 September 2, 2018 through October 2, 2018 as presented. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call  
Frank J. Milo  
Claudia F. Chuber (present)  
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 eleven (11) months ending August 31, 2018. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call  
Frank J. Milo  
Claudia F. Chuber (present)  
John A. Boris

**X. New Business**

Annual Submissions

Carol A. MacGown informed the Board that once a year the Salem Housing Authority is required to have each staff member, each Board Member and other individuals considered to be state employees sign the following documents and requests execution and submission at this meeting:

- Conflict of Interest/State Ethics Commission Summary

In addition, every two (2) years the above mentioned individuals are required to complete a Conflict of Interest online training program. This online training last occurred in October of 2017 and will need to be completed again in October of 2019.

The Director also requested that the Board of Directors and each staff member sign the following documents as part of the Annual October Submissions:

- Sexual Harassment Policy
- Updated Driver's License

#### Public Housing Assessment System (PHAS) Score Report

The Director informed the Board of Directors that the SHA received a score of 90% for the Public Housing Assessment System (PHAS) ranking the Salem Housing Authority as a High Performer. Frank J. Milo stated that this was very good.

### **XI. Other Business/Late Communications**

Frank Milo inquired as to how the new piece of Caterpillar equipment was working out. The Director stated that the Maintenance Department is thrilled with it. Frank said that the maintenance department should keep an eye out as to what attachments they would like to use on it that would be helpful to them in performing their job.

Kimberley Driscoll arrived at 6:14 p.m. and apologized for being tardy.

Kimberley Driscoll thanked the Director for including the Waitlist in the Board Packets and asked her if she would explain the waitlist line by line so that Board could have a better understanding of the waitlist and how it works. The Director said "yes, she would be happy to do that." The Director explained the Waitlist in detail. The Board members engaged in lengthy discussion about the waitlist and the Director answered the questions.

Kimberley Driscoll made the following comments:

1. Ms. Driscoll informed the Board that she is still working on coordinating

a date with a representative from DHCD to come and speak to the Board about what State Programs are available to the SHA.

2. Engage in more discussions about tracking those tenants who are smoking in their units. Carol sent me some information on devices that track smoke. Ms. Driscoll also mentioned maybe starting a Pilot Program. The Director said that it is very expensive and that all units have to have Wi-Fi.
3. Ms. Driscoll also said that it may be advantageous to perform a Tenant Survey to see how the SHA is doing.

Sue Kirby of Morency Manor said that DHCD administered by mail a survey as she received one. She said it was a 2 page survey and she said that it contained questions regarding maintenance, yearly plan, Capital Improvement Plan and snow removal. She was unsure if all tenants who reside in SHA Developments received said survey. The Director said that DHCD has not notified the Authority of any mailing they sent.

4. The following individuals in attendance at said meeting requested a copy of the minutes be emailed to them: Ellen Simpson, Lorelee Stewart and Mr. Morsillo. Each individual provided their email address.

Don Rivard of 27 Charter Street, Apartment 601 said that there has been a consistent overflow from the recycling bins. The Director said that she would look into the matter.

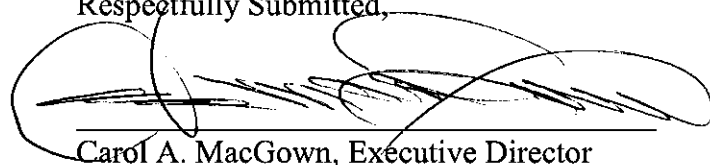
## **XII. Adjournment**

Maureen Call moved that the Board adjourn the Regular Meeting of October 10, 2018 at 6:50 p.m. Kimberley Driscoll seconded the motion and the vote was as follows:


Ayes  
5

Nays  
0

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary