



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

Carol A. MacGown, Executive Director

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

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**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

(Vacant Seat)

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, December 13, 2017. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

4

Nays

0

**IV. Communications**

- January 2018 Mass NAHRO Newsletter

**V. Reports of the Committees**

There were no reports of the committees.

**VI. Report of the Executive Director**



The Director informed the Board of the following matters:

- Budget Guideline have been received. There is a ten (10%) Anuel increase. The Director is working on preparing the budget and will be meeting with Rick Fenton, CPA to finalize it.
- The Salem Housing Authority has recognized the Charter Street Tenants' Association and Calvin Young as its President.
- The most recent snow storm cost the SHA approximately \$5,000.00 in overtime. The SHA spent \$3,207.50 in costs for snow removal.
- The SHA has re-advertized for the Accounting Manager's position as the first round was not successful. The last day for submitting a resume and application is Friday, February 2, 2018 at 11:30 a.m.
- The Director and Assistant Director will be attending a meeting on January 11, 2018 for insurance procurement. The SHA is assisting DHCD in procuring an insurance company for all housing authorities across the Commonwealth
- The Performance Management Review (PMR) which was scheduled for January 4, 2018 was cancelled due to inclement weather and the new date for the PMR is February 6, 2108.
- ACH has been implemented and is going along well.
- The Website has gone live.

#### **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 December 8, 2017 through January 5, 2018 as presented. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call  
Frank J. Milo  
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 twelve (12) months ending October 31, 2017. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

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 twelve (12) months ending November 30, 2017. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

**X. New Business**

Cell Phone Access

In accordance with Budget Guidelines the Director requested that the Board approve certain administrative and maintenance employees for cell phone access. Please see attached list.

Frank Milo requested that any board member who wished to have cell phone access that it be granted to that individual.

Peter K. Strout moved to approve certain administrative and maintenance employees for cell phone access as per the attached list. Frank J. Milo seconded the motion and the vote was as follows:

Ayes  
4

Nays  
0

Change Order #1 for DHCD Project #258112 Plumbing Line Replacement at 33 Park Street/26 Prince Street (705-2A)

The Director presented Change Order #1 for DHCD Project #258112 Plumbing Line Replacement at 33 Park Street/26 Prince Street (705-2A).

Maureen Call moved to approve Change Order #1 for DHCD Project #258112 Plumbing Line Replacement at 33 Park Street/26 Prince Street (705-2A) to extend the project by 41 calendar days at no cost as submitted by L & H Construction, Inc. and approved by Seaman Engineering Corp. Peter K. Strout seconded the motion and vote was as follows:

Ayes  
4

Nays  
0

Change Order #1 for DHCD Project #258115 Roof Replacement at Bertram Terrace (667-1A)

The Director presented Change Order #1 for DHCD Project #258115 Roof Replacement at Bertram Terrace (667-1A). Peter asked if the exhaust fans were all separately vented. The Director said "yes".

Maureen Call moved to approve Change Order #1 in the amount of \$1,389.24 for DHCD Project #258115 Roof Replacement at Bertram Terrace (667-1A) as presented by JD&D Construction, Inc. and recommended by John Giubilo, DHCD Architect. This change order is necessary in order to install/connect the bathroom exhaust fans into the roof vents and to add a no cost time extension of 90 calendar days for installation and curing of low-slope roof coating in temperatures per manufacturer's installation requirements. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

Certificate of Substantial Completion Effective December 1, 2017 for DHCD Project #258113 Roof Replacement at Leefort Terrace (667-1)

The Director presented Certificate of Substantial Completion Effective December 1, 2017 for DHCD Project #258113 Roof Replacement at Leefort Terrace (667-1).

Maureen call moved to approve the Certificate of Substantial Completion Effective December 1, 2017 for DHCD Project #258113 Roof Replacement at Leefort Terrace (667-1) as presented by W.P.I. Construction, Inc. and approved by John Giubilo, Architect with DHCD. Frank J. Milo seconded the motion and the vote was as follows:

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

Certificate of Substantial Completion for DHCD Project #258112 Plumbing Line Replacement at 33 Park Street/26 Prince Street (705-2A) effective November 30, 2017

The Director presented the Certificate of Substantial Completion for DHCD Project #258112 Plumbing Line Replacement at 33 Park Street/26 Prince Street (705-2A) effective November 30, 2017.

Peter K. Strout moved to approve Certificate of Substantial Completion for DHCD Project #258112 Plumbing Line Replacement at 33 Park Street/26 Prince Street (705-2A) effective November 30, 2017 as submitted by L&H Constuction, Inc. and approved by Seaman Engineering Corp. Frank J. Milo seconded the motion and vote was as follows:

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

**XI. Other Business/Late Communications**

The Chairman opened the discussion to the floor.

Calvin Young, 27 Charter Street, Apartment 307

Mr. Young introduced himself as the President of the Charter Street Tenant's Association. He also introduced all of the Officer's of the Charter Street Tenant's Association as follows:

Richard Greaves, Vice President - Social Activities Committee

Carol Lemieux, Treasurer – Program Chairperson Committee

Robin Cotler, Secretary/Clerk – Advocacy Committee

Sue Barnes – Tenant Management, Chairperson Committee

Pat Bresnahan

Paul Carideo

Thomas McDougall

Frank Tower – Membership, Chairperson Committee

Donna Twohig – Social Activities, Asst. Chairperson, Newsletter Committee

Patty Morin – Program Committee

The Chairman and the Director congratulated the Charter Street Tenants' Association and welcomed them and stated that the SHA was looking forward to working with them. Calvin Young said "thank you" and the Charter Street Tenants' Association was looking forward to working with the Salem Housing Authority.

Inar Ragnar, 28 Leefort Terrace made the follow comments:

Mr. Ragnar thanked the Director and Anne for sending him a copy of 760 CMR 6.00 including appendices A and B.

He also inquired if the next regular board meeting would be held on the 2<sup>nd</sup> Wednesday of February 2018. The Director stated "yes".

## XII. Adjournment

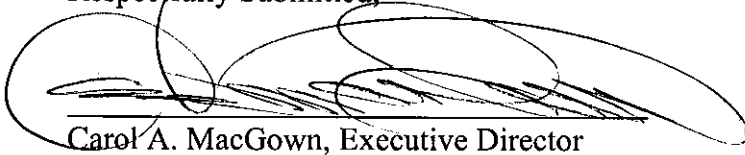
Maureen Call moved that the Board convene into Executive Session at 6:27 p.m. to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. The Board will not reconvene into Open Session and will adjourn the meeting from Executive Session. 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

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary