



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

Carol A. MacGown, Executive Director

**MINUTES FOR THE
REGULAR MEETING
WEDNESDAY, DECEMBER 11, 2013
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

None

Also Present: Carol A. MacGown, Anne Cameron, Russ Tanzer, Lorelee Stewart, Sandra Hart, Ami Stockellburg and Inar Ragnar

John A. Boris informed the Board Members that all Motions must be read in full.

John A. Boris also informed the Board Members that there would be a suspension of the rules this evening so that Rick Fenton of Fenton, Ewald & Associates, could give an overview to Board of the Salem Housing Authority Budget.

Budget Presentation

Rick Fenton, Certified Public Accountant, from Fenton, Ewald & Associates, P.C. presented the State 4001 and MRVP/DMH budgets for fiscal year ending September 30, 2014.

Rick Fenton informed the Board that the Salem Housing Authority continues to enjoy a healthy Financial position in all of its programs. The State 4001 program has been the biggest problem for us in the past due to underfunding. This year the program received a 9% increase in its spending CAP. This is quite a change. This increase in funding will allow the State Program to spend over \$300,000.00 in operating reserves for non-routine expenses and equipment.



The Federal Housing programs are suffering from “sequestration”. The public housing program (39 units) was funded by HUD at only 76% of the formula, however we expected 82%. This year we are expecting the funding to be restored to the level of 82% unless we all go over a “fiscal cliff”.

Last year the SHA anticipated the Section 8 Program to get funded at least at 80% but due to sequestration was only funded at around 69% and is causing us to budget an operating loss for FY 2014 of \$219,000. Reserves of the program are over \$800,000.00, so we can wait out the funding shortfall for a few years.

The SHA has been able to budget for next year without any real problems or compromises. It has been able to propose salary increases of 3%, plus add a part-time inspector position and provide a two-month overlap in the Maintenance Office Assistant’s position to cover the transition there. Maintenance labor rates went up 2.5% and Overtime as also increased about 10%.

Most budget line items changed by small percentages. Overall expenses were up only 1.4%.

The Salem Housing Authority continues to have good reserve levels carried forward from prior years and the SHA is expecting to continue to reduce those reserves this year as it continues to have some non-routine expenses needs despite some programs low funding levels.

Rick Fenton asked the Board if there were any questions. Frank Milo asked if the question that if Congress does not do anything about sequestration in the near future there may be tenants on the street. Rick Fenton said “yes” that could happen. John A. Boris asked if there are other Authorities in worse shape than the SHA and Rick Fenton said “yes”.

Chairman Boris asked if anyone had any more questions. There were no more questions. Chairman Boris thanked Rick Fenton for his presentation and Rick Fenton left the meeting.

Maureen Call moved to approve the MRVP/DMH Budget for fiscal year ending September 30, 2014. 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

The Board Members signed the Budget Certification for both the 4001 and the MRVP Programs.

III. Minutes of Previous Meeting(s)

Maureen Call moved to accept the Minutes of the Regular Meeting held on Wednesday, November 13, 2013. Frank J. Milo seconds the motion and the vote is as follows:

Ayes

Nays

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

IV. Communications

- Correspondence from Carol A. MacGown, Executive Director to Jane A. Guy, Assistant Community Development Director, City of Salem dated November 14, 2013 re: Community Preservation Act;
- Correspondence from Carol A. MacGown, Executive Director to Lorelee Stewart, President, Salem Housing Tenants Association dated November 21, 2013 re: Rainbow Terrace Sanitary Sewer Evaluation;
- Correspondence from Carol A. MacGown, Executive Director to Salem Housing Authority Tenants dated November 25, 2013 re: Proper Cooking Grease and Oil Disposal
- December 2013 MassNAHRO Newsletter

V. Reports of the Committees

There were no reports of the Committees.

VI. Report of the Executive Director

Temporary Tenant Coordinators and Temporary Snow Removal Help

Carol A. MacGown informed the Board that the Salem Housing Authority advertised for the above positions and received applications. Carol informed the Board that there will be a pool of 2 for Temporary Snow Removal and a pool of 3 for Temporary Tenant Coordinators. Carol informed the Board that the Authority will pay at the rate of \$15.00 per hour for both positions and these positions are temporary and will receive no benefits. John A. Boris asked if the Authority will Cori the Applicants and Carol A. MacGown said yes if the applicant is over 17 years of age or older. Frank J. Milo asked Carol if the Authority was going to advertise again. Carol said that the Authority could, however she

informed the Board that the SHA advertised twice in the Salem News and twice in the Daily Item and posted the position at Salem State University and Salem High School.

Snow Equipment

Carol A. MacGown informed the Board that all of the snow equipment that the SHA purchased is in except for the CAT. Carol informed the Board that she called Caterpillar and requested that they let the SHA have a loaner machine for the winter months. Carol informed the Board that the SHA will have it for the months of January, February and March 2014. Caterpillar said that the SHA would not have it for December 2013. Frank J. Milo requested that Carol A. MacGown call Caterpillar and insist that the SHA have the CAT for December 2013. Carol said that she would make that call.

Safety Training

Carol A. MacGown informed the Board that on Wednesday, December 4, 2013 from 8:00 a.m. to 12:00 noon the Maintenance Department was trained on the BobKat Skid Steer by William Kershaw of Safety Equipped, Inc. The training went well and all of the men were able to operate the BobKat Skid Steer. The Salem Housing Authority will be having safety meeting every quarter and William Kershaw will be running the safety meetings. Carol A. MacGown said that she believes these meetings will be very beneficial to the maintenance men.

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.

VIII. Recommendations of the Chairman

There were no recommendations of the Chairman.

IX. Report of the Treasurer

Bills and Transfers

Maureen Call moves to approve the bills and transfers for the period November 6, 2013 through December 3, 2013 as presented. 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

Balance Sheet and Statements of Revenues and Expenses

Carol A. MacGown informed the Board that the Salem Housing Authority is pending receipt of the Balance Sheet and Statements of Revenues and Expenses Rick Fenton, CPA of Fenton, Ewald & Associates. Carol informed the Board that they will be presented at the January Board Meeting.

X. New Business

Annual Christmas Party

Carol MacGown asked that the board allow her to close the office from 1:00 p.m. until 4:00 p.m. on Wednesday, December 18, 2013 in order to host the annual Christmas party. Should an employee choose not to attend the party, he/she will work a regular day.

Frank J. Milo moved to authorize that Carol MacGown close the office on Wednesday, December 18, 2013 from 1:00 p.m. until 4:00 p.m. in order to host the annual employee Christmas Party. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

Nays

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

Certificate of Final Completion for DHCD Formula Funding Project FISH #258058
Flashing Repair, Development No. 667-5

Maureen Call moved to approve the Certificate of Final Completion for DHCD Formula Funding Project FISH #258058 for Flashing Repair, Development No. 667-5 as submitted by Corolla Roofing, Inc. and authorize John A. Boris to execute said Certificate of Final Completion. Peter K. Strout seconded the motion and the **roll call** vote is as follows:

Ayes

Nays

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

Application and Certificate for Payment #2 (Final) for DHCD Formula Funding Project
FISH #258058, Flashing Repair, Development No. 667-5

Maureen Call moved to approve the Application and Certificate for Payment #2 (Final) in the amount of \$2,379.00 for DHCD Formula Funding Project FISH #258058 for Flashing Repair, Development No. 667-5 as submitted by Corolla Roofing, Inc. and authorize John A. Boris to execute said Application and Certificate for Payment. 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

XI. Other Business/Late Communications

Correspondence to John Boris, Chairman from Billie McGregor dated November 23, 2013 regarding Salem Housing Tenants Association Executive Board Response.

Certificate of Final Completion, DHCD FISH # 258067, Development No. 667-2, Colonial Terrace, General Repairs

Peter K. Strout moved to approve the Certificate of Final Completion for DHCD FISH #258067 for painting and general repairs at Colonial Terrace (667-2) as submitted by Drizo's Contracting LLC and approved by Nilson & Siden Associates and to authorize Carol A. MacGown to execute said Certificate of Final Completion as Contract Officer. Maureen Call seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

Application and Certificate for Payment #4 (Final) for DHCD FISH # 258067, Development No. 667-2, Colonial Terrace, General Repairs

Peter K. Strout moved to approve the Application and Certificate for Payment #4 (Final) in the amount of \$2,100.00 for DHCD FISH #258067 for painting and general repairs at Colonial Terrace (667-2) as submitted by Drizo's Contracting LLC and approved by Nilson & Siden Associates and to authorize Carol A. MacGown to execute said Application and Certificate for Payment #4 (Final) as Contract Officer. Maureen Call seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call
Frank J. Milo

Peter K. Strout
John A. Boris

The regularly scheduled meetings of the Board of Directors for 2014 are as follows:

Wednesday, January 8, 2014	Wednesday, July 9, 2014
Wednesday, February 12, 2014	Wednesday, August 13, 2014
Wednesday, March 12, 2014	Wednesday, September 10, 2014
Wednesday, April 9, 2014	Wednesday, October 8, 2014
Wednesday, May 14, 2014	Wednesday, November 12, 2014
Wednesday, June 11, 2014	Wednesday, December 10, 2014

John A. Boris opened the discussion up to Lorelee Stewart.

Lorelee Stewart, Tenant Association President informed the Board that she had requested the Stipend of approximately \$3,000.00 from the Salem Housing Authority. Lorelee also said that they now have a full Tenant's Association Board and that she would inform Anne of their next meeting which will take place in January 2014.

Chairman John A. Boris wished everyone a happy holiday.

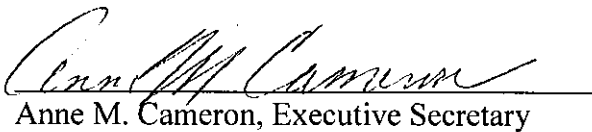
XII. Adjournment

Meeting adjourned at 6:50 p.m.

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary