



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
SPECIAL MEETING
WEDNESDAY, DECEMBER 5, 2012
6:00 p.m.**

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

II. Roll Call

Present: Maureen Call, Peter K. Strout and John A. Boris

Absent: Frank J. Milo

Also Present: Carol A. MacGown, Anne M. Cameron and Rick Fenton, CPA, Fenton, Ewald & Associates, P.C.

III. Acceptance of Minutes of Previous Meeting(s)

Peter K. Strout moved to accept the Minutes of the Regular Meeting held on Wednesday, November 14, 2012, as presented. Maureen Call seconded the motion and the vote was as follows:

Ayes

Maureen Call

Peter K. Strout

John A. Boris

Nays

IV. Communications

There were no Communications

V. Reports of the Committees

There were no Reports of the Committees

VI. Report of the Executive Director

Since this was a Special Board Meeting and our last regularly scheduled Board Meeting was held on November 14, 2012, just 2 weeks ago, Carol A. MacGown requested that the Report of the Executive Director be tabled until the next regularly scheduled Board Meeting to be held on January 9, 2013.



VII. Unfinished Business

Rainbow Terrace Porticos

Carol A. MacGown updated the Board regarding the Porticos at Rainbow Terrace. She informed the Board that NEI finished the porticos. Mike Fitzgerald and Russ Tanzer did a walk through with NEI and drew up a punch list of items and that punch list has been completed except for 2 items. Carol informed the Board that NEI has been great. Peter K. Strout agreed with Carol.

Maureen Call asked Carol A. MacGown if they were finished with all of the porticos because there was a problem with hers at 112 Rainbow Terrace. Carol A. MacGown said that she would have Mike Fitzgerald take a look at it.

Pioneer Terrace

Carol A. MacGown requested that the Board table the discussion of exterior LED Lighting at Pioneer Terrace until the next regularly scheduled Board Meeting to be held on January 9, 2013. Carol A. MacGown informed the Board that Russ Tanzer had been on sick leave and that she insisted that Russ Tanzer complete his research so that she could present it to the Board at the next Board Meeting.

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 November 7, 2012 through November 20, 2012 as presented. Peter K. Strout seconds the motion and the **roll call** vote is as follows:

Ayes

Maureen Call
Peter K. Strout
John A. Boris

Nays

Agency Wide Operating Statement(s)

Since this was a Special Board Meeting and our last regularly scheduled Board Meeting was held on November 14, 2012 just 2 weeks ago, the Agency Wide Operating Statement

was not available in time for the Special Board Meeting. The Agency Wide Operating Statement will be presented at the Regular Board Meeting to be held on January 9, 2013.

X. New Business

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, 2013.

Rick stated that when the budget guidelines come out, he and Carol start the process of reviewing the budget of the past year and preparing the budget for the new year. This process takes some time.

Rick handed out and reviewed in detail the Budget Summary worksheet and applicable graphs. When Rick finished he asked if anybody had any questions. Peter K. Strout asked the question "Are the Salem Housing Authority Salaries in comparison with other Housing Authorities"? Rick Fenton informed the Board that yes they are. He said that last year Carol A. MacGown had him do a study of salaries of other Authorities and he received salaries from about 80 Housing Authorities. Rick did note, however, that Carol A. MacGown's salary was under what other Executive Directors are paid.

The Salem Housing Authority continues to enjoy a healthy financial position in all of its programs. It works hard to maintain a good reserve level in its State Consolidated (4001) program. Over the past ten years, the State program has had an average increase of 1.68%. This increase in funding will allow that programs reserves to increase by about \$90,000.00. or 6.3%. This brings up the programs reserves to a good healthy level.

The Section 8 program continues to be under funded at 80% of the formula funding level. This represents about \$240,000 of the lost revenue and is causing us to budget an operating loss of for fiscal year 2013 of \$80,000.00. There is over \$900,000.00 in reserves of the program so the Salem Housing Authority can wait out the funding shortfall for a few years.

The good news is that with the State spending Cap of 6.5% and the overall strength of the programs, the Salem Housing Authority has been able to budget for next year without any real problems. We have been able to make adjustments to some salaries and provide a 5% increase in all positions. Labor rates on average went up by 2.8%.

Rick informed the Board that there are a few new procedures that have to be taken and they are as follows:

1. Board Attendance has to be filed on line;
2. Certify the Budget; and
3. Report the Housing Authority's five (5) highest paid employees.

The structure of the organization is unchanged. One position is currently unfilled.

Rick assured the Board that the Salem Housing Authority is in a good financial situation. Salem Housing Authority had done extremely well in receiving plenty of funding for modernization which other authorities have not received. The Salem Housing Authority is in a good healthy financial position.

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.

Pre-2004 Section 8 Reserve Money

On August 8, 2012 the Board of Directors authorized Carol A. MacGown to spend Pre-2004 Section 8 Reserve Monies up to Five Thousand (\$5,000.00) Dollars to expend without further Board approval. Carol requested the Board to restore the Five Thousand (\$5,000.00) Dollars for the Fiscal Year ending September 30, 2013 using the same guidelines as the Board authorized on August 8, 2012. Carol pointed out to the Board that in their packets she enclosed an accounting sheet of said expenses so that they could see the balance.

Maureen Call moved to authorize Carol A. MacGown to restore the Five Thousand (\$5,000.00) Dollars from the Section 8 Reserve Monies for Fiscal Year ending September 30, 2013 using the same guidelines as authorized by the Board on August 8, 2012.

Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call

Peter K. Strout

John A. Boris

Annual Christmas Party

Carol A. MacGown asked that the Board to allow her to close the Authority from 1:00 p.m. until 4:00 p.m. on Wednesday, December 19, 2012 in order to host the annual Christmas party. Should an employee choose not to attend the party, he/she will work a regular day. Carol informed the Board that she has cut the party time short 1 hour and that she thinks that is sufficient. In the past, the party was from 12:00 noon to 4:00 p.m.

Peter K. Strout moved to authorize Carol MacGown to close the Authority Wednesday, December 19, 2012 from 1:00 noon until 4:00 p.m. in order to host the annual employee Christmas Party. Maureen Call seconded the motion and the vote was as follows:

Ayes

Nays

Maureen Call

Peter K. Strout

John A. Boris

27 Charter Street - Various Repairs to leaking units (203, 204, 207, 802 and 1102)

Carol A. MacGown informed the Board in detail of the process that DHCD takes on projects of this sort. DHCD assigns an Architect to go out and take a look at the job. Carol told the Board that DHCD assigned John Giubilo to this project. John Giubilo came out and took a look at the units in question with Mike Fitzgerald and Russ Tanzer. John Giubilo then puts together a scope of work. DHCD must approve it. Then the Salem Housing Authority procures a contractor to do the work.

Carol apologized to the Board if she did not explain the process that DHCD requires at the last Board Meeting in detail.

Maureen Call asked Carol if Unit 502 was on that list because the window in that unit still leaks. Carol stated that she thought the problem in that unit had been rectified but that she would check into it.

Peter K. Strout moved to accept the lowest, eligible and responsive quote received on November 28, 2012 from Robert A. Tremblay Contractors, Inc. in the amount of \$9,950.00 for various repairs to leaking units (203,204,207, 802 and 1102) and authorize execution of a contract by John A. Boris, Chairman. Maureen Call seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Peter K. Strout
John A. Boris

Nays

Admissions and Continued Occupancy Policy (ACOP)

Carol A. MacGown presented the revised Admissions and Continued Occupancy Policy (ACOP). Chapter 4 (Preferences) has been amended. These amendments are as a result of HUD having approved the Salem Housing Authority Agency Plan to eliminate all preferences except for local preferences.

Peter K. Strout moved to adopt the newly revised edition of the Admissions and Continued Occupancy Policy (ACOP) as submitted. Maureen Call seconded the motion, and the vote was as follows:

Ayes

Maureen Call
Peter K. Strout
John A. Boris

Nays

Section 8 Housing Choice Voucher Program Administrative Plan

Carol A. MacGown presented the revised Section 8 Housing Choice Administrative Plan. Chapter 4 (Preferences) and 7 (Verification) have been amended. These amendments are

as a result of HUD having approved the Salem Housing Authority Agency Plan to eliminate all preferences except for local preferences.

Peter K. Strout moved to adopt the newly revised edition of the Section 8 Housing Choice Administrative Plan as submitted. Maureen Call seconded the motion, and the vote is as follows:

Ayes

Maureen Call
Peter K. Strout
John A. Boris

Nays

XI. Other Business/Late Communications

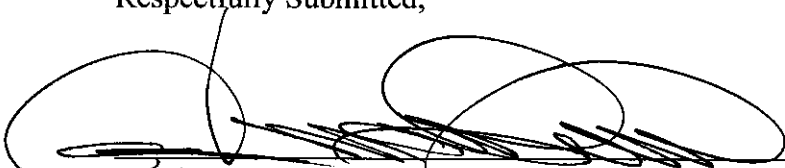
The regularly scheduled meetings of the Board of Directors for 2013 are as follows:

Wednesday, January 9, 2013
Wednesday, February 13, 2013
Wednesday, March 13, 2013
Wednesday, April 10, 2013
Wednesday, May 8, 2013
Wednesday, June 12, 2013

Wednesday, July 10, 2013
Wednesday, August 14, 2013
Wednesday, September 11, 2013
Wednesday, October 9, 2013
Wednesday, November 13, 2013
Wednesday, December 11, 2013

XII. Meeting was Adjourned at 7:00 p.m.

Respectfully Submitted,



Carol A. MacGown Executive Director



Anne M. Cameron, Executive Secretary