



John A. Boris, Chairman
Kimberley Driscoll, Second Vice Chairman
Maureen Call, Treasurer
Charity Lezama

**MINUTES FOR THE
REGULAR MEETING
WEDNESDAY, MARCH 13, 2019
6:00 p.m.**

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

II. Roll Call

Present

Maureen Call
Frank J. Milo
Kimberley Driscoll
Charity Lezama
John A. Boris

Absent

Also Present: Debra A. Tucker, Acting Executive Director and Anne Cameron

III. Minutes of Previous Meeting(s)

Kimberley Driscoll moved to accept the Minutes of the Seventy-First (71st) Annual Meeting held on Wednesday, February 13, 2019. Frank J. Milo seconded the motion and the vote was as follows:

Ayes
5

Nays
0

Kimberley Driscoll moved to accept the Minutes of the Regular Meeting held on Wednesday, February 13, 2019. Frank J. Milo seconded the motion and the vote was as follows:

Ayes
5

Nays
0



IV. Communications

- March 2018 MassNAHRO Newsletter – Mass NAHRO informed Anne that the March Newsletter would be late this month.
- Waitlist

V. Reports of the Committees

There were no reports of the Committees.

VI. Report of the Acting Executive Director

Debra Tucker, Acting Executive Director informed the Board of the following matters:

- The Salem Housing Authority is beginning their Capital Improvement Plan for 2020. This will encompass several meetings with the tenants at various developments and listening to their comments and suggestions.
- The Authority will be installing new handicap door openers at Charter Street. The cost of the installation will be \$4,600.00.

VII. Unfinished Business

Retirement Party Discussion

Chairman John Boris read his statement to the audience relative to his decision to cancel the retirement party for Carol MacGown. Said statement is attached for reference.

Search Committee

The Board ensued in lengthy discussion surrounding forming a Search Committee and who should serve on the Search Committee. Ms. Driscoll stated firmly that she would like to see 2 Board Members instead of 5 Board Members serve on the search Committee and stated that if there is a majority of Board Members serving on the Search Committee then the process would have to take place in Open Session and would therefore limit qualified applicants who may have applied for the position as they would not want their identity made public due to current employment. Ms. Driscoll stated that we have to move this process forward. It has been 3 months and we are going in circles.

John Boris, Chairman asked the Board to make a motion to have a Special Meeting so that the Board could finalize plans and launch a Search Committee.

Kimberley Driscoll moved to have the Board of Directors hold a Special Meeting so that discussion could ensue as to who would be the best individuals to serve on the Search Committee, vote to forming a Search Committee for the Executive Director and vote to approve the Legal Advertisement prepared by Leo Dauwer, Management Consultant. Said Special Meeting shall be held as soon as possible. Charity Lezama seconded the motion and the vote was as follows:

Ayes
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Nays
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By-Laws of the Salem Housing Authority

Debra A. Tucker, Acting Executive Director, presented the By-Laws at the Annual Meeting on Wednesday, February 13, 2019 for review and recommendations at the March meeting.

Kimberley Driscoll 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
5

Nays
0

VIII. Recommendations of the Chairman

- There were no recommendations of the Chairman.

IX. Report of the Treasurer

Bills and Transfers

Debra Tucker, Acting Executive Director presented the Bills and Transfers to the Board of Directors.

Maureen Call moved to approve the bills and transfers for the period February 7, 2019 through February 28, 2019 as presented. Frank J. Milo seconded the motion and the roll call vote was as follows:

Ayes
Maureen Call
Frank J. Milo
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

Balance Sheet and Statements of Revenues and Expenses

Debra Tucker, Acting Executive Director presented the 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, 2019. Frank J. Milo seconded the motion and the roll call vote was as follows:

Ayes

Maureen Call
Frank J. Milo
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

X. New Business

Employee Check Signing Security Agreement

Debra A. Tucker, Acting Executive Director, presented to the Board of Directors the revised Employee Check Signing Security Agreement. Debra informed the Board that it was presented last month, however, the SHA had to remove one employee and add another employee.

Maureen Call moved to approve the revised Employee Check Signing Security Agreement as presented. Charity Lezama seconded the motion and the vote was as follows:

Ayes

5

Nays

0

Groundskeeping Bid

Debra A. Tucker, Acting Executive Director, presented the Groundskeeping Bid to the Board of Directors. Debra stated that she did an extensive reference check and they were all good. Frank Milo asked if Ferrai Landscaping performed work for any other Housing Authorities. Debra said "no" but they have done work for the City of Peabody City of Lynn and large property management companies.

Maureen Call moved to approve the lowest, responsive and responsible bid of \$45,952.00 from Artic Oil, Inc. d/b/a Ferrai Landscaping, for Groundskeeping Services at Various Locations for the period of April 1, 2019 through November 30, 2019 with 2-

one year options to renew at the sole discretion of the Salem Housing Authority. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

Change Order #1, DHCD Project #258110 Carpet Replacement at Various Developments

Debra A. Tucker, Acting Executive Director, presented to the Board of Directors Change Order #1, DHCD Project #258110 Carpet Replacement at Various Developments

Maureen Call moved to approve Change Order #1 as submitted by Environmental Restorations, Inc. for DHCD Project #258110 Carpet Replacement at various developments and approved by Raymond T. Guertin, Architect. This Change Order #1 in the amount of \$5,684.00 increases the contract time by 196 calendar days and represents replacement of sealants and repair of cracks and expansion joints at windows at 667-5. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

Collection of Losses – Write Offs Through 02/28/19 per Public Housing Notice 2017-17.

Maureen Call moved to approve write offs through February 28, 2019 for State Development 667 in the amount of \$132.00 pursuant to Public Housing Notice 2017-17. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

State Income Limits Effective March 1, 2019

Debra Tucker, Acting Executive Director will present to the Board of Directors the State Income Limits effective March 1, 2019 for a 17 month period from March 1, 2019 through July 31, 2020 or until DHCD issues revised income limits.

Maureen Call moved to approve the above State Income Limits Effective March 1, 2019 listed below:

One:	\$56,800	Five:	\$ 87,600.00
Two:	\$64,900	Six:	\$ 94,100.00
Three:	\$73,000	Seven:	\$100,600.00
Four:	\$81,100	Eight:	\$107,100.00

for a 17 month period to wit: March 1, 2019 through July 31, 2020 or until DHCD issues revised income limits. Frank J. Milo seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
5	0

Public Housing Assessment System (PHAS) Score Report

Debra Tucker, Acting Executive Director, informed the Board that she received the PHAS Score Report which states that the Salem Housing Authority received a score of 90%. Debra congratulated the Staff for their excellent performance.

XI. Other Business/Late Communications

Kimberley Driscoll asked that the Chairman have the Board make a motion to rescind the vote taken last month by the Board approving the use of Pre-2004 Section 8 Monies for Carol MacGown's retirement party. Ms. Driscoll said that the Board should be made aware of these things so that they are not put in an embarrassing situation.

Charity Lezama moved to rescind the vote taken at the February 13, 2019 Regular Board Meeting approving the use of Pre-2004 Section 8 Monies to be used for Carol MacGown's retirement party. Maureen Call seconded the motion and the roll call vote was as follows:

<u>Ayes</u>	<u>Nays</u>
Maureen Call	
Frank J. Milo	
Kimberley Driscoll	
Charity Lezama	
John A. Boris	

Chairman Boris open the meeting to the floor for their comments.

Calvin Young, 27 Charter Street stated that it is now March of 2019 and the Salem Housing Authority has yet to approve the CSTA's Budget. It is off by .21. The Acting Director stated that the Salem Housing Authority has met with the CSTA several times and has sent correspondence to the CSTA and they have not responded to said correspondence. The Acting Executive Director said that she would be happy to meet with them anytime.

Don Rivard, 27 Charter Street stated that on a positive note that after meeting with the City of Salem and Randy Comito, Maintenance Operations and Facilities Manager the Salem Housing Authority went from 6 recycling bins to 9 recycling. He thanked Randy Comito for his efforts relative to this matter.

Lindsay Morsello, 53 Broad Street stated that the ability to hire a new director is a golden shot and a time to sort of recast the whole organization. He said that he would like to see an Executive Director look at the tenants as a customer and not as a problem to be solved.

Carol Lemieux, 27 Charter Street stated that the Capital Improvement Plan Process was not followed according to By-Laws and CSTA wasn't given proper notice.

Diane White, 205 Bridge Street stated that during the last storm the Parking Lot at Morency Dalton was a mess and the company hired by SHA didn't plow the parking vacant parking spaces. The Acting Executive Director stated this was an on going issue and that she would speak with Randy Comito and All Pro Snow. Diane also stated that there is an issue with Aides assisting tenants who live in Morency and Dalton buildings parking in tenant spaces and leaving no spaces for the tenants.

Michael Shaffer, 205 Bridge Street said that he is disabled and that the snow is an issue for him and said that he has to shovel snow that was six (6) feet in front of his car just to get out.

Amy Stockellburg, 45 St. Peter Street stated that she has a bad back and that she has a problem with the snow removal. She said that it would be nice if the snow removal company could clear out the tenant's space if car is moved from space.

William Legault, 2 Orne Street asked how much the deposit for the retirement party was, if it will be refunded and who made the arrangements. John Boris, Chairman said that it was \$900.00 and that yes it will be refunded. Mr. Boris also said that he made the arrangements with a staff member.

Kathleen Burke, 205 Bridge Street stated that it would prudent when searching for an Executive Director to look for someone with the knowledge and expertise on

how to apply for funds that would be beneficial to the Housing Authority. She also commented on the plywood in the elevator at the Dalton Building. Ms. Burke also requested to have an in house meeting regarding rodents in the Dalton Building. Debra Tucker replied, that the building had been inspected but that she would be happy to meet with her at any time.

Diane White, 205 Bridge Street commented on parking issues and snow removal issues.

Sue Kirby, 45 St. Peter Street commented on parking situation relative to aides parking in lot and assisting tenants. Ms. Kirby offered some suggestions that may help the situation.

Lynn DeGrandpre, 125 Rainbow Terrace commented on the dumpsters continue to be overflowing with trash and therefore are attracting rodents. The Acting Executive Director said that she will inform the Maintenance Manager and have him contact Waste Management.

Carol Lemieux, 27 Charter Street state that she supported Sue Kirby in in that she agreed with her and she would like to see 3 tenant members on search committee.

Kathleen Burke, 205 Bridge Street stated that Loring Tower dumpsters must be 3 sided and have to be a certain distance from buildings.

Amy Stockellburg, 45 St. Peter Street, stated that residents do not know the difference between recycle bins and trash bins. It may be helpful to post literature on recycling so as to educate the tenants. Debra Tucker thought it would be a good idea.

Billie McGregor, 205 Bridge Street stated that in the future the Board needs to be more transparent and supportive of a city-wide tenants association and that the Board will tap into the wealth and knowledge the tenants association has. She said that the Board will do their job and get the appropriate training that is necessary to be on the Board of Directors.

Don Rivard, 27 Charter Street stated that he has extension training in pesticide use and application and that he could monitor the building.

Richard Greaves, 27 Charter Street stated that there was a power outage at 10:45 p.m. to 11:30 p.m. Saturday night. He said that he call the SHA 24 Service Phone. He had no idea what was happening or when the electricity would be back on. He stated that the generator did kick on. What do the tenants do when this happens? Ms. Driscoll stated that it was a National Grid problem and that the tenants should call and report it to National Grid. It is out of the SHA's hands.

Diane White, 205 Bridge Street made a comment on power outages at the Dalton Building.

Kathleen Burke, 205 Bridge Street made a comment on power outages at the Dalton Building. Kathleen Burke said that she could hear the generator go on.

Calvin Young, 27 Charter Street stated that he would like to see Don Rivard go to Morency and Dalton Buildings and work on recycling as he did at 27 Charter Street.

Jeff Cohen, Salem, MA said stated that going door to door and education the tenants on recycling would be helpful to them. The City of Salem has some good education on recycling. Debra Tucker, Acting Executive Director said that Don Rivard has been very helpful and she thought it was a good idea to educate the tenants.

MaryAnn McCabe, 27 Charter Street commented that there is still an issue with the wheel chair access buttons on tenant entrance.

Jennifer Shambaugh, 205 Bridge Street commented on power outages at the Dalton Building. Debra Tucker, Acting Executive Director said that the tenants should report it to National Grid. They may also call the SHA 24 Hour Service.

Kimberley Driscoll stated that when there is a power outage the tenants must report it to National Grid and that the tenants may also report it to the Salem Police Department. Power outages are out of Salem Housing Authority's hands

Ryan Kath, Channel 10 News Reporter asked the Acting Executive Director how much money was in the fund? What other bills has it been used to pay for? Has the fund been used for other parties? Debra Tucker, Acting Executive Director state the the fund had approximately \$450,000.00 of which \$350,000.00 was slated to be used for a Window replacement project at the Zisson Building which is a Federal Elderly Building. She explained that every expense is listed on the Bills and Transfers each month and approved by the Board of Directors.

Kathleen Burke, 205 Bridge Street, commented that the SHA is subsidized housing and the funds should be used appropriately and ethically. Ms. Burke made mention of the Chelsea Housing Authority.

Judy Nida, 27 Charter Street commented that she has and assistant come and help her. Where can she park? Debbie Tucker said that all cars must have SHA stickers on them or they will be towed. Ms. Tucker said that she could park on the street or in the parking garage.

Paul Corrida, 27 Charter Street, commented that he has had a stroke and when he sees someone park in the lot/s without a sticker he will advise them to move or they will be towed.

Diane White, 205 Bridge Street, commented on the parking situation and asked if the parking officers hours could be extended. Ms. Tucker said that the parking officer works from 7:30 a.m. to 4:00 p.m. and that his hours cannot be extended.

Robin Vita, 27 Charter Street commented on the parking situation and asked where can the caregivers park? Ms. Tucker said that they can park on the street or in the parking garage. Anyone who parks in the SHA lot must have a parking sticker or they will be towed.

MaryAnn McCabe, 27 Charter Street commented on parking and said that it seems to be an ongoing issue.


XII. Adjournment

Kimberley Driscoll moved that the Board adjourn the Regular Meeting of March 13, 2019 at 7:26 p.m. Charity Lezama seconded the motion and the vote was as follows:

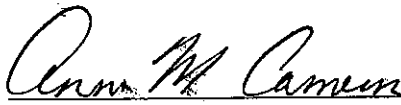
Ayes
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Nays
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Respectfully Submitted,



Debra A. Tucker, Acting Executive Director



Anne M. Cameron, Executive Secretary



John A. Boris, Chairman
Frank J. Milo, Vice Chairman
Maureen Call, Treasurer
Kimberley Driscoll
Claudia E. Chuber

Carol A. MacGown, Executive Director

At the last board meeting held on February 13, 2019 the board voted to approve the costs related to a retirement party for long time deserving Executive Director, Carol MacGown, be charged to the Section 8 Operating Reserve Account (pre-2004).

Prior to that meeting Salem Housing Authority accountants had determined and verified that this was an allowable use of those funds and subsequently this was confirmed by the United States Department of Housing and Urban Development.

However, based upon further reflection and public feedback I recommend to the Board that this event be cancelled. I instructed the Acting Executive Director to mail a copy of a letter to the parties who have received an invitation.

Carol has been with the SHA for 43 years—20 of them as the Executive Director and she has been an asset to the Authority.

I would like to state for the record that Carol has done an outstanding job as Executive Director of the Salem Housing Authority and is admired by her peers and by local, state, and federal officials.

She has gained the respect of her staff, and as a result has led the team to providing decent, safe, and affordable housing to many deserving recipients.

We look forward to honoring Carol in another fashion at a later date.

John A. Boris
Chairman