



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

Carol A. MacGown, Executive Director

**MINUTES OF THE
REGULAR MEETING
WEDNESDAY, AUGUST 8, 2018
6:00 p.m.**

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

II. Roll Call

Present

Maureen Call
Frank J. Milo
John A. Boris

Absent

Kimberley Driscoll (Arrived at 6:05
p.m)
Peter K. Strout

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, July 11, 2018. Frank J. Milo seconded the motion and the vote was as follows:

Ayes
3

Nays
0

Maureen Call moved to accept the Minutes of the Special Board Meeting held on Thursday, July 26, 2018. Frank J. Milo seconded the motion and the vote was as follows:

Ayes
3

Nays
0



IV. Communications

- July/August 2018 NAHRO Newsletter – The Director informed the Board that the July/August 2018 NAHRO Newsletter had not been published as of the date of the meeting.

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 Directors of the following matters:

- The Salem Housing Authority has gone out to bid on cleaning services and the bids are due on September 5, 2018.
- The Director met with Chris Poulin, Developer, Pequot Highlands and informed her and Jacqueline Guzman that Pequot Highlands is nearing substantial completion.
- The Salem Housing Authority Parking Officer has been patrolling public housing nights and weekends.
- The following projects are in the pipeline and will be starting in the next few months: Window Project at 117 Congress and the Window Project at the Zisson building and the flooring and painting project at various developments.
- The annual Capital Improvement Plan will be submitted this month for review and approval by DHCD. The plan is in each board member's packet.

VII. Unfinished Business

There was no unfinished business.

Kimberley Driscoll arrived at the meeting at 6:05 p.m.

VIII. Recommendations of the Chairman

The Chairman requested each board member to think about some ideas for community preservation needs related to the Community Preservation Act (CPA) in the City of Salem relative to SHA.

IX. Report of the Treasurer

There was no report of the Treasurer.

Bills and Transfers

Maureen Call moved to approve the bills and transfers for the period June 27, 2018 through August 2, 2018 as presented. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

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 nine (9) months ending June 30, 2108. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

X. New Business

Employee Appreciation Luncheon

The Director will hold the employee appreciation luncheon on August 29, 2018 from 11:30 to 3:30 at Salem Willows Park. The Director invited all Board Members to attend if they are able.

Bid for Elevator Maintenance and Repairs at Various Developments for Three (3) Years With 2-1 year options to renew at the sole discretion of the Salem Housing Authority

The Director presented the results of the bid for elevator maintenance and repairs at various developments for three (3) years with 2-1 year options to renew at the sole discretion of the Salem Housing Authority. Kim Driscoll asked if 3Phase Elevator was responsive. The Director said “yes they are, however they may not always have the special part they need on hand and therefore have to order it.”

Maureen Call moved to accept the lowest, responsive and responsible bid of \$82,620.00 from 3Phase Elevator Corporation for elevator maintenance and repairs at various developments for 3 years with 2-1 year options to renew at the sole discretion of the Salem Housing Authority and to authorize that John Boris, Chairman execute the contract. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call

Frank J. Milo

Kimberley Driscoll

John A. Boris

Certificate of Substantial Completion Effective May 28, 2018 for DHCD Project #258115 Roof Replacement at Bertram Terrace (667-1A)

The Director presented to the Board of Directors the Certificate of Substantial Completion Effective May 28, 2018 for DHCD Project #258115 Roof Replacement at Bertram Terrace (667-1A).

Maureen Call moved to accept the Certificate of Substantial Completion effective May 28, 2018 submitted by JD&D Construction, Inc. for DHCD Project #258115 Roof Replacement at Bertram Terrace (667-1A) and approved by the Department of Housing and Community Development with the attached punch list and authorize Carol A. MacGown, Contract Office to execute said Certificate of Substantial Completion. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

4

Nays

0

Certificate of Final Completion as of July 26, 2018 for DHCD Project #258115 Roof Replacement at Bertram Terrace (667-1A)

The Director presented to the Board of Directors the Certificate of Final Completion as of July 26, 2018 for DHCD Project #258115 Roof Replacement at Bertram Terrace (667-1A).

Maureen Call moved to approve the Certificate of Final Completion as of July 26, 2018 in the amount of \$2,269.46 for DHCD Project #258115 Roof Replacement at Bertram Terrace (667-1A) as submitted by JD&D Construction and pending DPCD approval and authorize Carol A. MacGown, Contract Office to execute said Certificate of Final Completion. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

Application and Certificate of Payment #3 (Final) for DHCD Project #258115 Roof Replacement at Bertram Terrace (667-1A)

The Director presented to the Board of Directors Application and Certificate of Payment #3 (Final) for DHCD Project #258115 Roof Replacement at Bertram Terrace (667-1A).

Maureen Call moved to approve the Application and Certificate of Payment #3 (Final) in the amount of \$3,269.46 for project #258115 Roof Replacement at Bertram Terrace (667-1A) as submitted by JD&D Construction, Inc. and authorize Carol A. MacGown, Contract Office to execute said Certificate of Final Completion. Kimberley Driscoll seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

2019 Five Year Capital Improvement Plan “Salem CIP-2019 – Salem Housing Authority -00109

The Director presented the 2019 Five Year Capital Improvement Plan “Salem CIP-2019 – Salem Housing Authority-00109 for the years 2019, 2020, 2021, 2022, and 2023 for submission to DHCD. Kim Driscoll asked if Carol would explain in detail how the CIP Plan works as she is a new member on the board. Carol reviewed the CIP Plan line by line and answered all of the questions the Board had relative to the plan.

Maureen Call moved to approve the 2019 Five Year Capital Improvement Plan “Salem CIP-2019- Salem Housing Authority-00109 for the years 2019, 2020, 2021, 2022, and 2023 for submission to DHCD. Kimberley Driscoll seconded the motion and the vote was as follows:

Ayes
4

Nays
0

Collection of Losses - Write Offs through April 30, 2018 for State Developments 667 and 705

Carol A. MacGown requested Board approval to write off accounts per Public Housing Notice 2017-17.

Maureen Call moved to approve write offs through July 31, 2018 for State Development 667 in the amount of \$663 and 705 in the amount of \$67.00 per Public Housing Notice 2017-17. Kimberley Driscoll seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

XI. Other Business/Late Communications

Chairman Boris opened up the floor to the attendees.

Calvin Young, President CSTA, 27 Charter Street

Mr. Young said he along with 3 other board members were at the meeting. Those members are Pat Bresnahan, Don Rivard, and Carol Lemueux. Mr. Young said that the CSTA submitted a 53 page document report as a result of the CIP meeting that was held on June 6, 2018. The main concerns that the Tenants would like addressed are new elevators, the mold in the building, new windows and would like walk in tubs. Carol Lemueux went into detail about the issues that the tenants would like addressed and why they would like them addressed. There was lengthy discussion amongst the Board Members and the CSTA relative to the elevators in the building. Kim Driscoll asked the Director if she could get some feedback at the next board meeting regarding the elevators and other issues in the building that were discussed. Calvin Young handed out the CSTA news letter to the Board Members. The Director praised Calvin Young and the members of the CSTA and said they were doing a great job.

Lorelee Stewart of Barnes Road, Salem, MA (Affordable Housing – League of Women Voters) spoke and made the following comments:

Stewart said that she thought that Calvin Young and the CSTA Board Members were doing a great job as the Tenants' Association for 27 Charter Street Tenant. She said that she would like to see them represent all of the housing developments or encourage the tenants at other developments to form Tenants' Organizations. She said that if Calvin and his Board needed any assistance, they would be happy to help. Chairman John Boris encouraged Calvin Young to speak with tenants at other developments to see if he could get them involved and to form their own Tenants' Organizations. Calvin said that the CSTA has coffee hours and Sunday brunches and said that they are trying to build community togetherness as well. He said it is a slow process. Maureen Call said that she was a past president of a Tenant's organization and she said it was very hard to get tenants involved.

Stewart shared what they used to do at the Boston Housing Authority to assist the tenants. Calvin Young said that he has reached out to SSU to see if he could get some interns and some Spanish speaking individuals to translate at CSTA meetings and to translate the newsletter into Spanish.

Ellen Simpson, Salem, MA commented on the window issue and said that she would be upset too. She asked if the SHA could give some follow up information on the window issue.

The Executive Director so that she would be happy to meet and discuss any issues the CSTA may have and work with them.

Pat Bresnahan, 27 Charter Street said that Calvin Young and the CSTA Members are working very hard.

Chairman John Boris applauded Calvin Young and the CSTA Members and said that he is impressed with the job they are doing.

Kim Driscoll requested that the Wait List be part of the Board of Directors Agenda each Month. The Director said "absolutely" and that she would take care of that.

The Chairman thanked everyone in attendance.

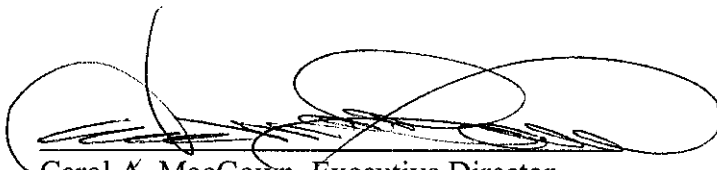
XII. Adjournment

Frank J. Milo moved that the Board adjourn the Regular Meeting of August 8, 2018 at 6:55 p.m. Maureen Call seconded the motion and the vote was as follows:

Ayes
4

Nays
0

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary