



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, JUNE 14, 2017
6:00 p.m.**

I. Called Meeting to Order at 6:05 p.m.

II. Roll Call

Present

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

Absent

(Vacant Seat)

Also Present: Carol MacGown, Anne Cameron. Christina Mihos, Esq. Richard Osgood,
Union President and Kenneth Sousa, Salem Housing Authority, Plumber/Laborer

III. Minutes of Previous Meeting(s)

Maureen Call moved to accept the Minutes of the Regular Meeting held on Wednesday,
May 10, 2017. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

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Nays

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IV. Communications

- June 2017 MassNAHRO Newsletter
- Public Housing Notice 2017-05 from Sarah Glassman, Associate Director,
Division of Public Housing & Rental Assistance re: Local Housing Authority
Mandatory Board Member Training A copy was re-issued to the Board Members
as a reminder (fourth copy). Three of the four Board Members have received
their certificates for the online training. The Executive Director said that she
expected to receive the the last certificate tomorrow.



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:

- The Senate has passed a state operating budget for 64.5 million. The House added 1 million at the request of MassNAHRO. The final amount is to be determined.
- The Authority is in the process of changing over all of its vendors to the Automatic Clearing House (ACH) meaning all payments to vendors will be automatically deposited into each vendor's account.
- Lisa Jimenez resigned on June 9, 2017. The Authority is advertising for a Public Housing Office Assistant. All applications are due on June 26, 2017 by 3:30 p.m.
- The Authority is in the process of creating a Website and is currently working with Micro Support Group and Adrenaline Design. It will take approximately 3 months to create.
- Surveillance cameras have been installed at 5 Barton Square (Power Block) and 292 Essex Street (YMCA). They will be monitored remotely by the Maintenance Manager.
- The new T.V. in the Community Room was stolen. A surveillance camera will be installed to monitor the activity in said room.
- New regulations have been received from DHCD by the Authority. The Executive Director and Assistant Executive Director are reviewing them and making the necessary revisions and additions as necessary.

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 May 5, 2017 through June 8, 2017 as presented. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
Peter K. Strout
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 seven (7) months ending April 30, 2017. 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

X. New Business

Price Quotation for the Replacement of Front Entry Doors and Front Storm Doors at Farrell Court 705-3

The Executive Director presented to the Board the Price Quotation for the Replacement of Front Entry Doors and Front Storm Doors at Farrell Court 705-3.

Maureen Call moved to accept the lowest, responsive and responsible price quotation from MJS Construction, Inc. in the amount of \$13,600.00 for the replacement of front entry doors and front storm doors at Farrell Court 705-3 and authorize John A. Boris, Chairman to execute a contract. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

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Nays

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Change Order #1 for DHCD Project #258096 Generator Initiative at the Dalton Building (667-7B).

The Executive Director presented to the Board Change Order #1 for DHCD Project #258096 Generator Initiative at the Dalton Building (667-7B).

Maureen Call moved to approve Change Order #1 in the amount of \$10,290.83 for DHCD project #258096 Generator Initiative at the Dalton Building (667-7B) as submitted by Brite-Lite Electrical Co., Inc. and approved by Nangle Engineering, Inc. The work is for labor and materials to replace the meter socket and to replace the feeder from the generator breaker to the transfer switch and the contract will be extended by 387 calendar days for additional work and delays by National Grid and authorize John A. Boris, Chairman to execute said Change Order #1. 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

Certificate of Substantial Completion Effective May 26, 2017 for DHCD Project #258106 ADA Community Room Ramp and Asbestos Removal at Pioneer Terrace (667-4) and Leefort Terrace (667-1).

The Executive Director presented to the Board the Certificate of Substantial Completion Effective May 26, 2017 for DHCD Project #258106 ADA Community Room Ramp and Asbestos Removal at Pioneer Terrace (667-4) and Leefort Terrace (667-1).

Maureen Call moved to approve the Certificate of Substantial Completion effective May 26, 2017 for DHCD #258106 ADA Community Room Ramp and Asbestos Removal at Pioneer Terrace (667-4) and Leefort Terrace (667-1) as submitted by Richard Alvord Architects on behalf of Eagle Eyes Contractor, Inc. and authorize Carol A. MacGown, Contract Officer to execute said Certificate of Substantial Completion. Peter K. Strout seconds the motion and the vote was as follows:

Ayes

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Nays

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Amendment #11 to the Capital Improvement Work Plan 5001 in the amount of \$645,690.49

The Executive Director presented to the Board Amendment #11 to the Capital Improvement Work Plan 5001 in the amount of \$645,690.49.

Maureen Call moved to approve Amendment #11 to the Capital Improvement Work Plan 5001 in the amount of \$645,690.49 and to authorize that John A. Boris, Chairman, execute the Amendment. Amendment #11 increases the Contract for Financial Assistance from \$6,447,088.35 to \$7,092,778.84 and extends the contract through June 30, 2020. This Amendment represents: DHCD Fish #258061 FY2020 Formula Funding award of \$642,924.00, DHCD Fish #258101 (667-5 roof) ebid rebate \$1,107.20 DHCD Fish #258108 (667-4 Fire alarm upgrade) ebid rebate \$1,135.86 and DHCD Fish #258111 (retaining wall 667-1) ebid rebate \$523.43. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

Metro PCS Rooftop Antenna Lease - Renewal

The Executive Director discussed the Metro PCS Rooftop Antenna Lease Renewal. The Director informed the Board of the terms and what Metro PCS is currently paying and what they propose to pay. The Board requested to table said matter until the next regularly scheduled Board Meeting on July 12, 2017.

Frank J. Milo moved to table the Metro PCS Rooftop Antenna Lease Renewal discussions until the next regularly scheduled Board Meeting on July 12, 2017. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

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Nays

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Revisions to Section 8 Housing Choice Voucher Program Administrative Plan

The Executive Director presented the Section 8 Housing Choice Voucher Program Administrative Plan with revisions.

Peter K. Strout moved to approve the revisions to Section 8 Housing Choice Voucher Program Administrative Plan (Amended Chapters: 1, 2, 3, 5, 6, 7, 8, 10, 11, 12, 15, 16 and 17) as presented. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

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Nays

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XI. Other Business/Late Communications

The Chairman opened up the discussion to the attendees.

Inar Ragnar, 28 Leefort Terrace commented on using plastic bags from Market Basket or Shaws. He also asked if the next Board Meeting was to be held on the 2nd Wednesday of July 2017. The Chairman confirmed.

XII. Adjournment

Maureen Call moved that the Board convene into Executive Session at 6:22 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