



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, MAY 10, 2017
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

(Vacant)

Also Present: Carol MacGown and Anne Cameron

III. Minutes of Previous Meeting(s)

Peter K. Strout moved to accept the Minutes of the Regular Meeting held on Wednesday, April 12, 2017. Maureen Call seconded the motion and the vote was as follows:

Ayes

4

Nays

0

IV. Communications

- May 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 (third copy). The Director informed the Board that John Boris completed his on line training. Peter Strout said that he also completed his online training on May 6, 2017
- Correspondence to John A. Boris, Chair from Department of Housing & Community Development dated April 14, 2017 regarding the Formula Funding Award in the amount of \$642,924.00 for Fiscal Year 2020.
- Email dated April 27, 2017 from Department of Housing and Community

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Development to Carol MacGown regarding Office of the Inspector General Board Member Training Opportunity

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 Board Member Training required by DHCD must be completed by June 19, 2017.
- The Finance Department is working on changing over to Automated Clearing House for each of the SHA Vendors. The Finance Department will be doing a mass mailing when this is completed. The Director and Chairman will still be authorizing and overseeing payments. The Director wants this department to be more effective and efficient.
- Due to changes in Violence Against Woman Act (VAWA) issued by HUD, the SHA is implementing all necessary documentation that must be mailed to all federal recipients of federal funds.
- The MASS NAHRO Spring Conference will be held on May 21, 2017 through May 23, 2017. Debbie Tucker, Randy Comito and I will be attending said conference.
- The \$200.00 per unit given to the Authority by DHCD will be used for the various paving projects and other modernization projects that the SHA deems necessary. The Authority is in the process of receiving bids and quotes.
- The House Ways and Means Committee has added \$1 million to the Housing Authority operating subsidy account for Fiscal Year 2018. The State budget for fiscal 2018 now goes to the Senate for its consideration.
- The Intergovernmental Agency Agreement between the Salem Housing Authority and the City of Salem re: trash pick-up expires on June 30, 2017. Beth Rennard, City Solicitor is working on drafting up a 3 year extension to said agreement. It will be placed on the agenda for the June 14, 2017 regular Board Meeting. John Boris asked if TVs were still being dropped off at City Site and Carol said "yes" they were. Randy Comito

called several time and left messages and no one has called him back. Carol said that the SHA will continue to use the City Site until someone tells them otherwise.

VII. Unfinished Business

There were 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 April 7, 2017 through May 4, 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 six (6) months ending March 31, 2017. 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

X. New Business

Price Quotation for Interior Painting of Vacant One (1) Bedroom Units As They Become Vacant

The Director presented to the Board of Directors the price quotation for Interior Painting of Vacant One (1) Bedroom Units as they become vacant.

Peter K. Strout moved to approve the price quote of \$530.00 per one bedroom unit for the Interior Painting of Vacant 1 Bedroom Units as they become vacant for one (1) year with a one (1) year option to renew at the Salem Housing Authority's sole discretion as per bid specification as submitted by American Painting Co. and to authorize John A. Boris, Chairman to execute the contract. 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

Price Quotation for the Replacement of 3 Boilers at 1 Leefort Terrace, 33-1 Park Street, and 117-6 Congress Street

The Director presented to the Board of Directors the price quotation for the replacement of 3 Boilers at 1 Leefort Terrace, 33-1 Park Street and 117-6 Congress Street.

Peter K. Strout moved to accept the price quote of \$26,950.00 as submitted by Glionna Plumbing & Heating Services, Inc. for the replacement of 3 boilers at 1 Leefort Terrace, 33-1 Park Street, and 117-6 Congress Street as per the bid specification and to authorize John A. Boris, Chairman to execute the contract. Maureen Call seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

Work Order Scope of Services for 258110 Flooring and Painting at Various Developments (667-1A, 667-2, 667-3A, 667-3B, 667-4, 667-5, 667-6, 667-7A, 667-7B and 689-1)

The Director presented to the Board of Directors Work Order Scope of Services for 258110 Flooring and Painting at Various Developments (667-1A, 667-2, 667-3A, 667-3B, 667-4, 667-5, 667-6, 667-7A, 667-7B and 689-1).

Peter K. Strout moved to approve the Work Order Scope of Services for 258110 Flooring and Painting at Various Developments (667-1A, 667-2, 667-3A, 667-3B, 667-4, 667-5,

667-6, 667-7A, 667-7B and 689-1) with Raymond T. Guertin, Architect, with a construction budget of \$400,840.00 and a design fee of \$45,100.00 and authorize John A. Boris, Chairman to execute the Work Order Scope of Services. Maureen Call seconded the motion and the vote was as follows:

Ayes

Nays

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

Price Quotation for Replacement of Awnings at 86 Essex Street

The Director presented the price quotation for replacement of awnings at 86 Essex Street. Peter Strout stated that the Contractor must obtain a non applicable permit from the City of Salem, Historical Commission as they are putting up the same awning as currently existing.

Peter K. Strout moved to accept the price quotation of \$17,600.00 from Quality Renovations for Replacement of Awnings at 86 Essex Street as per the bid specification and authorize John A. Boris, Chairman to execute the contract. 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

Bid for Paving at 5 Developments (Leefort, Colonial, Charter, Ruane and Farrell)

The Director presented the Bid for Paving at 5 Developments (Leefort, Colonial, Charter, Ruane and Farrell).

Peter K. Strout moved to accept the lowest, responsive and responsible bid of \$40,198.00 from Cassidy Corp. for Paving at 5 Developments (Leefort, Colonial, Charter, Ruane and Farrell) and authorize John A. Boris, Chairman to execute the contract. 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

Change Order #1 for Additional Removal of Asbestos Material in the Boiler Room at the Leefort Terrace Community Building for DHCD Project 258106

The Director presented to the Board of Directors Change Order #1 for Additional Removal of Asbestos Material in the Boiler Room at the Leefort Terrace Community Building for DHCD Project 258106.

Peter K. Strout moved to approve Change Order #1 for Additional Removal of Asbestos Material in the Boiler Room at the Leefort Terrace Community Building for DHCD Project 258106 ADA community room Ramp and Exterior Door Replacement and authorize Carol A. MacGown, Contract Office to execute said Change Order #1. seconds the Motion and the vote was as follows:

| | |
|-------------|-------------|
| <u>Ayes</u> | <u>Nays</u> |
| 4 | 0 |

Salem Housing Authority Model Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking

The Director presented and explained the Salem Housing Authority Model Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking. The Director informed the Board that this is a HUD Form and that the SHA personalized it to its needs. The Director will have a staff training when the plan is launched. This only applies to federal recipients.

Maureen Call moved to adopt the Salem Housing Authority Model Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking as presented. Peter K. Strout seconded the motion and the vote was as follows:

| | |
|-------------|-------------|
| <u>Ayes</u> | <u>Nays</u> |
| 4 | 0 |

XI. Other Business/Late Communications

Chairman Boris opened the meeting up to the attendees.

Inar Ragnar, 28 Leefort Terrace, Salem, MA

Mr. Ragnar asked if the next Board Meeting would be held at its regular time and date. The Director replied “yes”.

Mr. Ragnar commented on the recycling issue and said that he saw that the Director had sent a letter to all tenants asking them to stop putting items in the recycling bins that do not belong.

Mr. Ragnar also wanted the Board to let John Wilkinson know that a tenant at Leefort Terrace by the name of "Patrick" had passed away. He was an advocate on Veteran's Affairs.

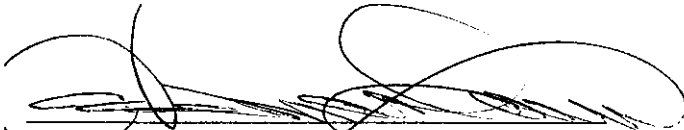
XII. Adjournment

Peter K. Strout moved that the Board adjourn the Regular Meeting of May 10, 2017 at 6:27 p.m. Frank J. Milo seconded the motion and the vote was as follows:

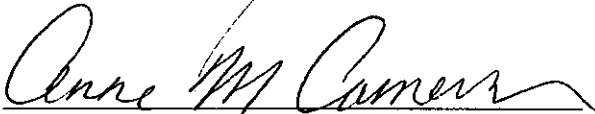
Ayes
4

Nays
0

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary