



John A. Boris, Chairman
Frank J. Milo, Vice Chairman
Peter K. Strout, Second Vice Chairman
Maureen Call, Treasurer
William E. Luster, Assistant Treasurer
Carol A. MacGown, Executive Director

**MINUTES OF THE
REGULAR MEETING
WEDNESDAY, APRIL 12, 2017
6:00 p.m.**

I. Call 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)

Maureen Call moved to accept the Minutes of the Regular Meeting held on Wednesday, March 8, 2017. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

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Nays

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IV. Communications

- April 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.

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 the following matters:

- The Executive Director reminded the Board that mandatory online training must be completed by June 19, 2017. The Director said that if any Board Member needed to use a computer they could take the training at the Housing Authority.
- DHCD is launching Performance Management Review (PMR) which is their management audit. DHCD will be coming to the Housing Authority some time this summer. The Director told DHCD that no invitation is needed. They may come to the SHA anytime and perform a management audit.
- Spring Clean-ups are in full swing. Winter equipment has been washed, waxed and put away.
- The \$200.00 per unit given to the SHA by DHCD will be used for various paving projects and other modernization projects that the SHA deems necessary. The Authority is in the process of receiving bids and quotes for the different projects.
- The Mass NAHRO Spring Conference shall take place from May 21, 2017 through May 24, 2017. Carol informed the Board that if any Board Member was interested in attending the conference to please let her know and she would be happy to register them for said conference.

VII. Unfinished Business

- The proposed garden at Rainbow Terrace

John Boris, Chairman said that he reached out to the YMCA on several occasions to discuss the proposed garden at Rainbow Terrace and the YMCA has not responded to him. This is very disappointing. The following Board Vote was taken:

Peter K. Strout moved to make a motion to approve the proposal by the YMCA to plant a garden at Rainbow Terrace. 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

VIII. Recommendations of the Chairman

- SHA Committee for Affordable Housing
The Chairman said that this will be discussed at the next regularly scheduled Board Meeting on May 10, 2017. If anyone has any thoughts or ideas he would like to hear them.

IX. Report of the Treasurer

Bills and Transfers

Maureen Call moved to approve the bills and transfers for the period March 3, 2017 through April 6, 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 five (5) months ending February 28, 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

Financial Statements for the Fiscal Year Ended September 30, 2016 with Independent Auditor's Report Submitted by Guyder Hurley, P.C.

The Director presented to the Board of Directors the Financial Statements for the Fiscal Year Ended September 30, 2016 with Independent Auditor's Report. The Director informed the Board that if they wish Mike Guyder to come to the Board Meeting on May 10, 2017 and discuss the audit with the Board he would be happy to do so.

Maureen Call moved to accept the Financial Statements for the Fiscal Year Ended

September 30, 2016 with Independent Auditor's Report submitted by Guyder Hurley, P.C. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

Justification of Proprietary Specifications for the Procurement of 3 Boilers for the Leefort Terrace Community Building, 33-1 Park Street and 117-6 Congress Street

The Director presented and explained to the Board of Directors the Justification of Proprietary Specifications for the Procurement of 3 Boilers for the Leefort Terrace Community Building, 33-1 Park Street and 117-6 Congress Street.

Peter Strout asked how come they are not gas fired boilers as oil is not as efficient. The Director answered his question. Frank Milo asked how big the boilers were. The Director she was not sure but she could ask the Maintenance Manager. Peter asked if the SHA has had any issues with them running dry. The Director replied "the SHA has monitors". Frank Milo asked if the maintenance department is licensed to work on oil burners. The Director replied that the SHA has a licensed plumber on staff. Frank Milo also asked if the department takes Continuing Ed courses and the Director said that the Maintenance Manager, Foreman, Plumber, Electrician and Pesticide men all take Continuing Ed courses. Peter Strout asked if the maintenance men were OSHA Certified and the Director replied "yes".

Peter K. Strout moved to approve the Justification of Proprietary Specifications for the Procurement of 3 Boilers for the Leefort Terrace Community Building, 33-1 Park Street and 117-6 Congress Street as attached. Maureen Call seconded the motion and the vote was as follows;

Ayes

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Nays

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Certificate of Final Completion for DHCD Project #258103 Roof Replacement at Farrell Court (705-3) effective March 23, 2017

The Director presented to the Board of Directors Certificate of Final Completion for DHCD Project #258103 Roof Replacement at Farrell Court (705-3) effective March 23, 2017.

Peter K. Strout moved to accept the Certificate of Final Completion for DHCD Project #258103 Roof Replacement at Farrell Court (705-3) effective March 23, 2017 as submitted by WPI Construction, Inc. and approved by DHCD Architect John Giubilo and

to authorize that Carol A. MacGown, Contract Officer, execute the Certificate. Frank J. Milo seconded the motion and the vote was as follows:

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

Application and Certificate for Payment #2 (Final) for DHCD Project #258103 Roof Replacement at Farrell Court (705-3)

The Director presented to the Board of Directors the Application and Certificate for Payment #2 (Final) for DHCD Project #258103 Roof Replacement at Farrell Court (705-3).

Peter K. Strout moved to accept the Application and Certificate for Payment #2 (Final) for DHCD Project #258103 Roof Replacement at Farrell Court (705-3) in the amount of \$1,890.00 as submitted by WPI Construction, Inc. and approved by DHCD Architect John Giubilo and to authorize that Carol A. MacGown, Contract Officer, execute the Application. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

<u>Ayes</u>	<u>Nays</u>
Maureen Call Frank J. Milo Peter K. Strout John A. Boris	

Low Bid Approval for Work Plan 258025001; DHCD Fish #258102 Envelope Repointing at 3 Broad Street (667-A) and 117 Congress Street (705-2B)

The Director presented to the Board of Directors the low bid approval letter for Work Plan 258025001; DHCD Fish #258102 Envelope Repointing at 3 Broad Street (667-A) and 117 Congress Street (705-2B).

Peter K. Strout moved to accept the low bid approval and moves to award the low bid for Work Plan 258025001; DHCD Fish #258102 Envelope Repointing at 3 Broad Street (667-A) and 117 Congress Street (705-2B) in the amount of \$117,000.00 to APC Development Group, the lowest, eligible and responsible bidder and authorize Chairman John A. Boris to execute the contract. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

<u>Ayes</u>	<u>Nays</u>
Maureen Call Frank J. Milo Peter K. Strout John A. Boris	

XI. Other Business/Late Communications

Maureen Call said that Waste Management said that there appears to be a lot of trash around the dumpsters at 120 Rainbow Terrace. Carol stated that this was just brought to her attention this morning. Carol also said that a notice will be sent to all the tenants reminding them that only recyclables go into the recycling bins. Peter Strout asked how often trips were made to the dump on a weekly basis by SHA maintenance men. Carol said approximately four (4) times a week. Peter stated that the SHA may want to look into purchasing a trash truck. Frank Milo said that they cost approximately \$100,000.00. Peter Strout said that it was something to think about in the future.

Chairman Boris opened the discussion up to the attendees.

Inar Ragnar, 28 Leefort Terrace made the following comment:

Mr. Ragnar asked if Bill Luster was okay. Peter Strout replied "the Governor did not re-appoint him to the Board.


Mr. Ragnar also commented on how to dispose of TVs, computers, etc.

XII. Adjournment

Frank J. Milo moved that the Board adjourn the Regular Meeting of April 12, 2017 at 6:35 p.m. Peter K. Strout seconded the motion and the vote was as follows:

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

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary



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



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

Nays

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

Nays

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

Nays

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 Wilikinson 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
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Nays
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Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary