



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 FOR THE
REGULAR MEETING
WEDNESDAY, DECEMBER 14, 2016
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

William E. Luster
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, November 9, 2016. 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 Meeting held on Tuesday, November 29, 2016. Frank J. Milo seconded the motion and the vote was as follows:

Ayes
3

Nays
0

IV. Communications

- December 2016 Mass NAHRO Newsletter
- Correspondence from Leo P. Dauwer, Management Consultant

V. Reports of the Committees

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There were no reports of the Committees.

VI. Report of the Executive Director

There was no report of the Executive Director.

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 November 4, 2016 through December 8, 2016 as presented. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
John A. Boris

Nays

Balance Sheet and Statements of Revenues and Expenses

Maureen Call moved to place the Balance Sheet and Statements of Revenues and Expenses prepared by Rick Fenton of Fenton, Ewald & Associates, P.C. for one (1) month ending October 31, 2016 on the agenda for January 11, 2017. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
John A. Boris

Nays

X. New Business

Change Order #2 for DHCD Project #258101 Low Slope Roof Replacement at 27 Charter Street (667-5)

Carol MacGown presented and explained to the Board of Directors Change Order #2 for DHCD Project #258101, Low Slope Roof Replacement at 27 Charter Street.

Maureen Call moved to approve Change Order #2 in the amount of a credit for \$39,553.23 for DHCD Project #258101 Low Slope Roof Replacement at 27 Charter Street (667-5). This Change Order #2 represents Salem Housing Authority costs from September 12, 2016 through October 23, 2016 as a result of roof leak (08/10/16) damage. 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	
John A. Boris	

Certificate of Substantial Completion as of November 2, 2016 for DHCD Project #258101 Low Slope Roof Replacement at 27 Charter Street (667-5)

The Director presented to the Board of Directors the Certificate of Substantial Completion as of November 2, 2016 for DHCD Project #258101 Low Slope Roof Replacement at 27 Charter Street (667-5).

Maureen Call moved to approve Certificate of Substantial Completion as of November 2, 2016 for DHCD Project #258101 Low Slope Roof Replacement at 27 Charter Street (667-5). Frank J. Milo seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
3	0

Certificate of Final Completion Effective for DHCD Project #258101 Low Slope Roof Replacement at 27 Charter Street (667-5)

The Director presented to the Board of Directors the Certificate of Final Completion for DHCD Project #258101 Low Slope Roof Replacement at 27 Charter Street (667-5).

Maureen Call moved to approve Certificate of Final Completion submitted by LGRI, Inc. and approved by Raymond T. Guertin, Architect, for DHCD Project #258101 Low Slope Roof Replacement at 27 Charter Street (667-5). Frank J. Milo seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
3	0

Application and Certificate for Payment #4 (Final) for DHCD Project #258101 Low Slope Roof Replacement at 27 Charter Street (667-5)

The Director presented to the Board of Directors the Application and Certificate for Payment #4 (Final) for DHCD Project #258101 Low Slope Roof Replacement at 27 Charter Street (667-5).

Maureen Call moved to approve Certificate of Final Completion #4 (Final) in the amount of \$8,968.74 submitted by LGRI, Inc. and approved by Raymond T. Guertin, Architect, for DHCD Project #258101 Low Slope Roof Replacement at 27 Charter Street (667-5). 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	
John A. Boris	

Salem Housing Authority's Integrated Pest Management Policy

The Director presented and explained to the Board of Directors the purpose of the Salem Housing Authority's Integrated Pest Management Policy to the Board of Directors.

Maureen Call moved to adopt the Salem Housing Authority's Integrated Pest Management Policy as presented. Frank J. Milo seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
3	0

Contract Officer and Alternate Contract Officer for all Modernization Projects for the Salem Housing Authority

Maureen Call moved to appoint Carol A. MacGown as the Contract Officer and Peter K. Strout as the Alternate Contract Officer for all modernization projects for the Salem Housing Authority. Frank J. Milo seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
3	0

Salem Housing Authority's Section 3 Plan

The Director presented and explained to the Board of Directors the Salem Housing Authority's Section 3 Plan.

Maureen Call moved to adopt Salem Housing Authority's Section 3 Plan as presented. Frank J. Milo seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
3	0

Certificate of Substantial Completion as of November 21, 2016 for DHCD Project #258111 Retaining Wall Replacement at Leefort Terrace (667-1)

The Director presented to the Board of Directors the Certificate of Substantial Completion as of November 21, 2016 for DHCD Project #258111 Retaining Wall Replacement at Leefort Terrace (667-1).

Maureen Call moved to approve the Certificate of Substantial Completion as of November 21, 2016 submitted by William F. Dunn Landscaping & Contracting, Inc. for DHCD Project #258111 Retaining Wall Replacement at Leefort Terrace (667-1). Frank J. Milo seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
3	0

Certificate of Final Completion for DHCD Project #258111 Retaining Wall Replacement at Leefort Terrace (667-1)

The Director presented to the Board of Directors Certificate of Final Completion for DHCD Project #258111 Retaining Wall Replacement at Leefort Terrace (667-1).

Maureen Call moved to approve the Certificate of Final Completion as submitted by William F. Dunn Landscaping & Contracting, Inc. for DHCD Project #258111 Retaining Wall Replacement at Leefort Terrace (667-1). Frank J. Milo seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
3	0

Application and Certificate for Payment #2 (Final) for DHCD Project #258111 Retaining Wall Replacement at Leefort Terrace (667-1)

The Director presented to the Board of Directors Application and Certificate for Payment #2 (Final) for DHCD Project #258111 Retaining Wall Replacement at Leefort Terrace (667-1).

Maureen Call moved to approve the Application and Certificate for Payment #2 (Final) in the amount of \$962.60 as submitted by William F. Dunn Landscaping & Contracting, Inc. for DHCD Project #258111 Retaining Wall Replacement at Leefort Terrace (667-1). 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	
John A. Boris	

XI. Other Business/Late Communications

The Director presented the Agreement for Legal Services between the Salem Housing Authority and the Law Office of Casey & Lundregan, P. C. for the period October 1, 2016 through September 30, 2017 to the Board of Directors and informed them that the legal contracts are prepared by DHCD and that all terms and conditions of said contract remain the same as 2015-2016. The legal contract is for a period of One (1) Year.

Maureen Call moved to approve the Agreement for Legal Services between the Salem Housing Authority and the Law Office of Casey & Lundregan, P.C. for the period October 1, 2016 through September 30, 2017 for an amount not to exceed \$65,000.00 at an hourly rate of \$160.00 and authorize Chairman John A. Boris to execute said agreement. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
John A. Boris

Nays

The regularly scheduled meetings of the Board of Directors for 2017 are as follows:

Wednesday, January 11, 2017	Wednesday, July 12, 2017
Wednesday, February 8, 2017	Wednesday, August 9, 2017
Wednesday, March 8, 2017	Wednesday, September 13, 2017
Wednesday, April 12, 2017	Wednesday, October 11, 2017
Wednesday, May 10, 2017	Wednesday, November 8, 2017
Wednesday, June 14, 2017	Wednesday, December 13, 2017

Chairman Boris asked the opened the floor up to the attendees:

Inar Ragnar, 28 Leefort Terrace, Salem, Massachusetts.

Mr. Ragnar asked if there would be any change in date to the regularly scheduled Board Meeting for January of 2017. The Chairman answered “no”.

Mr. Ragnar asked how the newly passed marijuana law will effect Housing Authorities. The Board did not comment on that.

Mr. Ragnar asked if the Director had contacted the Massachusetts Bar Association to assist her in finding a labor lawyer. The Director said that she is working on it.

Kathleen Burke, 205 Bridge Street, Apartment 306, Salem, MA

Ms. Burke asked for clarification on the Integrated Pest Management Policy. The Director clarified it for Ms. Burke.

XII. Adjournment

Frank J. Milo moved that the Board adjourn the Regular Meeting of December 14, 2016 at 6:25 p.m. Maureen Call seconded the motion and the vote was as follows:

Ayes
3

Nays
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Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary