



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, OCTOBER 12, 2016
6:00 p.m.**

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

II. Roll Call

Present

Maureen Call
Frank J. Milo
William E. Luster
John A. Boris

Absent

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, September 14, 2016. William E. Luster seconded the motion and the vote was as follows:

Ayes
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Nays
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IV. Communications

- October 2016 Mass NAHRO Newsletter

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:

- Budget Guidelines have been received and a picture of Charter



Street is on the front page. Very exciting to see. Carol will be working diligently with the finance department for the next few weeks on the budget for FY 9-30-16 to 9-30-17..

- A Trolley Ride was held on September 23, 2016. Representatives from Senator Joan Lovely's Office and Congressman Seth Moulton's Office, Representatives from Mayor Kimberley Driscoll's Office, State Representative Paul Tucker and Sergeant Harry Rocheville were among some of the attendees. It was very informative. All attendees were very impressed with the developments and the success that the SHA achieved. State Representative Paul Tucker sent a very nice "thank you" note to the Director.
- The Monies collected by the SHA for the period October 1, 2015 through September 30, 2016 was approximately \$187,000.00. The Salem Housing Authority is allowed to keep \$112,000.00 of the monies collected. Approximately \$132,000.00 was collected under the category "other income" including rooftop antenna leases and leased parking spaces.
- The NSHEDA Legislative Breakfast is being held on October 14, 2016. Carol and John Boris will be attending. Senator Joan Lovely and State Representative Paul Tucker will also be attending.
- The Massachusetts NAHRO Fall Conference will be held in Plymouth, MA on November 14, 2016 and November 15, 2016. Carol MacGown and Debbie Tucker will be attending said conference.

VII. Unfinished Business

- Community Preservation
Chairman John Boris had no recommendations to the CPA from the Salem Housing Authority.

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 September 9, 2016 through October 6, 2016 as presented. William E. Luster seconded the motion and the roll call vote was as follows:

Ayes

Maureen Call
Frank J. Milo
William E. Luster
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 eleven (11) months ending August 31, 2016. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
William E. Luster
John A. Boris

Nays

X. New Business

Annual Submissions

Carol A. MacGown informed the Board that once a year the Salem Housing Authority is required to have each staff member, each Board Member and other individuals considered to be state employees sign the following documents and requests execution and submission at this meeting:

- Conflict of Interest/State Ethics Commission Summary

In addition, every two (2) years the above mentioned individuals are required to complete a Conflict of Interest online training program. This online training last occurred in October of 2015 and will need to be completed again in October of 2017.

The Director also requested that the Board of Directors and each staff member sign the following documents as part of the Annual October Submissions:

- Sexual Harassment Policy
- Updated Driver's License

Bid Tabulation for Common Area Cleaning from November 1, 2016 through October 31, 2017

The Director presented to the Board the Bid Tabulation for Common Area Cleaning. Carol informed the Board that Rafael B. Cleaners is our current cleaning company and that they do a good job.

Frank J. Milo moved to accept the bid of Rafael B. Cleaners in the amount of \$37,920.00 for Common Area Cleaning from November 1, 2016 through October 31, 2017 and authorize John A. Boris Chairman to execute said contract. Maureen Call seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
William E. Luster
John A. Boris

Nays

Quote Tabulation for Carpet Replacement at Vacant Units as They Become Vacant for One Year or the Completion of \$25,000.00 of Work Whichever Occurs First

The Director presented to the Board the Quote Tabulation of Edgepro Flooring for Carpet Replacement at Vacant Units as They Become Vacant for One Year or the Completion of \$25,000.00 of Work Whichever Occurs First. Carol informed the Board that Edgepro has worked for the authority in the past and they do a very good job.

Maureen Call moved to accept the lowest, responsible and responsive quote of Edgepro Flooring \$32.99 for Carpet Replacement at vacant units as they become vacant for one year or the completion of \$25,000.00 of work, whichever occurs first and authorize John A. Boris Chairman to execute said contract. William E. Luster seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
William E. Luster
John A. Boris

Nays

Rejection of Bids for DHCD Project #258106 Ramp and Interior Flooring Replacement at Leefort Terrace (667-1) and Pioneer Terrace (667-4)

The Director explained to the Board why the SHA has been instructed by DHCD to reject the Bids for DHCD Project #258106. Carol informed the Board that the bids are being rejected based on the excessive cost of the bids received and consideration of the bidding time.

William E. Luster moved to reject all bids for DHCD project #258106 Ramp and Interior Floor Replacement at Leefort Terrace (667-1) and Pioneer Terrace (667-4) since all bids received were over the estimated amount of \$59,771.00. This scope will be reviewed and rebid at a later date. Maureen Call seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
William E. Luster
John A. Boris

Nays

Quote Tabulation for DHCD Project #258111 Retaining Wall Replacement at 35-41 Leefort Terrace (667-1)

The Director presented to the Board the Quote Tabulation for DHCD Project #258111 Retaining Wall Replacement at 35-41 Leefort Terrace (667-1).

Maureen Call moved to accept the lowest, responsible and responsive quote of \$19,252.00 from Wm. F. Dunn Landscaping & Contracting, Inc. for DHCD Project #258111 Retaining Wall Replacement at 35-41 Leefort Terrace (667-1) and authorize John A. Boris Chairman to execute said contract. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
William E. Luster
John A. Boris

Nays

Change Order #1 for DHCD Project #258101 Roof Replacement at 27 Charter St. (667-5)

The Director presented to the Board Change Order #1 for DHCD Project #258101 Roof Replacement at 27 Charter St. (667-5). Carol explained to the Board that this Change Order #1 was as a result of an insurance claim against LGR as a result of a roof leak which occurred on August 10, 2016. Carol informed the Board that there will be an addition Change Order #2 representing reimbursement for Michael Fitzgerald's time as he has been monitoring the work being done on the roof per DHCD. The job is scheduled to be completed by Tuesday, October 25, 2016.

Maureen Call moved to approve Change Order #1 in the amount of a credit for \$16,872.00 for DHCD Project #258101 Roof Replacement at 27 Charter Street (667-5). The credit represents SHA costs as a result of a roof leak which occurred on August 10, 2016 and the deletion of 4 roof drains from the project and authorize Carol A. MacGown,

Contract Officer to execute said Change Order. William E. Luster seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call
Frank J. Milo
William E. Luster
John A. Boris

Bid Tabulation for DHCD Project #258103 Roof Replacement at Farrell Court (705-3)

The Director presented to the Board Bid Tabulation for DHCD Project #258103 Roof Replacement at Farrell Court (705-3).

Maureen Call moved to accept the the lowest, responsible and responsive bid of \$37,800.00 from W.P.I. Construction, Inc. for DHCD Project #258103 Roof Replacement at Farrell Court (705-3) contingent upon approval by DHCD and authorize John A. Boris Chairman to execute said contract. Frank J. Milo seconded the motions and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call
Frank J. Milo
William E. Luster
John A. Boris

Wage Match for State Housing Guidelines

The Director explained the Wage Match Guidelines to the Board.

William E. Luster moved to approve the Wage Match Guidelines for State Housing Program Tenants as presented. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

Nays

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Section 8 Administrative Plan

The Director presented and explained to the Board of Directors the revised Section 8 Administrative Plan.

William E. Luster moved to approve the revised Section 8 Administrative Plan as presented. Maureen Call seconded the motion and the vote was as follows:

Ayes
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Nays
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XI. Other Business/Late Communications

John A. Boris, Chairman opened the discussion up to the floor:

Inar Ragnar, 28 Leefort Terrace made the following comment:

Mr. Ragnar suggested putting speed bumps in down at Leefort Terrace to slow cars down as there are small children who may be visiting a relative in the development. This was brought up at the Capital Improvement Plan Meeting held in September 2016 by a resident of Leefort Terrace.

XII. Adjournment into Executive Session

Maureen Call moved that the Board convene into Executive Session at 6:16 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. William E. Luster seconded the motion and the **roll call** vote was as follows:

Ayes

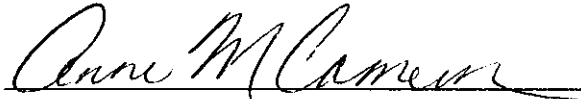
Nays

Maureen Call
Frank J. Milo
William E. Luster
John A. Boris

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary