



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, MAY 11, 2016  
6:00 p.m.**

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**I. Called Meeting to Order at 6:00 P.M.**

**II. Roll Call**

<u>Present</u>	<u>Absent</u>
Maureen Call	
Frank J. Milo	
William E. Luster	
Peter K. Strout	
John A. Boris	

Also Present: Carol A. MacGown and Anne M. Cameron

**III. Minutes of Previous Meeting(s)**

Maureen Call moved to accept the Minutes of the Regular Meeting held on Wednesday, April 13, 2016. Frank J. Milo seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
5	0

William E. Luster moved to accept the Minutes of the Special Meeting of the Energy Sub-Committee held on Tuesday, April 12, 2016. John A. Boris seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
5	0

**IV. Communications**

- May 2016 MassNAHRO Newsletter
- Correspondence dated May 5, 2016 between Salem Housing Authority and Northeast Arc re: donation

**V. Reports of the Committees**

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- Solar Energy Committee

John A. Boris, Chairman up-dated the Board Members regarding the Proposal from BlueWave Capital, LLC. Mr. Boris informed the Board that the agreement is being reviewed by the SHA Counsel, Attorney Christopher Casey. Mr. Casey made some revisions and it was sent to George Miller of BlueWave to review.

Frank J. Milo said that 20 years is a long time to be committed to agreement. William Luster stated that without the SHA, the Solar Development cannot happen. William Luster said that the SHA Energy Sub-Committee met with Jeff Elie of the City of Salem and he reviewed the agreement and said that he did not have any issues with the agreement. Frank Milo asked if the SHA could terminate the agreement if they so choose. Carol said that she believed so but that she would have to check into what the time frame was to terminate said agreement. There was further discussion amongst the Board Members and it was agreed by all of the Board Members that this process should not be rushed along and that all Board Members and the Executive Director should feel comfortable entering into a Twenty (20) Year Agreement with BlueWave Capital, LLC. The Executive Director said that if the Board would like she would arrange to have Representatives from BlueWave Capital, LLC attend a Board Meeting to discuss the Agreement and answer questions.

## **VI. Report of the Executive Director**

The Executive Director informed the Board of the following:

- The SHA received Formula Funding Award for FY 2019 in the amount of \$632,000.00. This amount will be added to the Capital Improvement Plan. The CIP will be reviewed and amended as necessary.
- Salem State University will be replacing dead shrubs on College Drive and Rainbow Terrace. The University submitted a landscape plan to the Director showing the shrubs and placement of the shrubs. The Director approved the landscape plan and the work will be coordinated between the University, the landscape designer and Randy Comito, Maintenance Operations and Facilities Manager.

William Luster asked the Director if we could open a discussion with the University to see if they would be amenable to planting some trees near the garage to give the neighbors some privacy.

- Carol will be attending the Spring Conference in Falmouth, MA on May 22, 2016 and May 23, 2016. Carol will be taking Debbie Tucker, Assistant Executive

Director and Randy Comito, Maintenance Operations and Facilities Manager with her.

- Carol attended the Risk Management Consultant Interviews at the Department of Housing and Community Development on May 3, 2016 with Debbie Tucker.
- All spring-clean ups have been completed at all of the developments. All winter equipment has been washed, waxed and put away. All spring/summer equipment is now at the shop.
- The new 2016 Chevy Express Van and 2016 Equinox SUV have arrived.
- The new Public Housing Inspector Luis Lopez has begun inspecting public housing units.

## **VII. Unfinished Business**

There was no unfinished business.

## **VIII. Recommendations of the Chairman**

John Boris informed the Board that he and the Director attended the NSHEDA Meeting on May 4, 2016 for three (3) hours regarding the Open Meeting Law. John stated that the meeting was very informative and assessed the way Open Meetings should be conducted.

The Director added that the meeting also cautioned Board Members not to violate the regulations set by the Attorney General's Office regarding Open Meetings. All matters should be discussed amongst the Board Members in an open setting and not amongst individual Board Members outside of the meeting.

## **IX. Report of the Treasurer**

### Bills and Transfers

Maureen Call moved to approve the bills and transfers for the period April 8, 2016 through May 5, 2016 as presented. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

#### Ayes

Maureen Call  
Frank J. Milo  
William E. Luster  
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, 2016. William E. Luster seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

**X. New Business**

Award Contract to KFDA Risk Advisors of Boston, Massachusetts Pursuant to the Terms and Conditions of the SHA RFP for Risk Management and Insurance Consulting Services for an Initial Term of Twelve (12) Months

The Director explained to the Board in detail the award contract to KFDA Risk Advisors of Boston, Massachusetts.

William E. Luster moved to award the Contract to KFDA Risk Advisors of Boston, Massachusetts pursuant to the terms and conditions of the SHA RFP for Risk Management and Insurance Consulting Services for an initial term of twelve (12) months at a cost of \$80,000 for the requested basic services with hourly rates as specified in its Proposal for all additional services which may be requested pursuant to the RFP. All costs incurred will be paid from the SHA's operating reserve account. Frank J. Milo seconds the motion and the **roll call** vote was as follows:

Ayes

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

Nays

William E. Luster moved to authorize the Executive Director/Chief Procurement Officer to finalize terms of the agreement and to execute the Contract form on behalf of the SHA Board for DHCD approval. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

5

Nays

0

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

The Director explained the price quotation for Interior Painting of Vacant One (1) Bedroom Units As They Become Vacant.

William E. Luster moved to approve the price quote of \$450.00 per one bedroom unit for the Interior Painting of Vacant 1 Bedroom Units as they become vacant for one (1) year or the completion of \$24,999.00 of work as submitted by American Painting Co. 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

Nays

Maureen Call

Frank J. Milo

William E. Luster

Peter K. Strout

John A. Boris

Price Quotation for Paving at the Ruane Building (667-7A)

The Director explained the price quotation for Paving at the Ruane Building (667-7A).

Peter K. Strout moved to approve the price quote of \$5,775.00 from Atlantic Paving Corp. for Paving at the Ruane Building (667-7A) and to authorize John A. Boris, Chairman to Execute the contract. Maureen Call seconded the motion and the **roll call** vote is as follows:

Ayes

Nays

Maureen Call

Frank J. Milo

William E. Luster

Peter K. Strout

John A. Boris

Amendment #9 in the amount of \$14,842.00, Capital Improvement Work Plan 5001 for Financial Assistance for DHCD Fish #258101, Public Housing Compliance Reserve – Asbestos Removal related to 667-5 Charter St. Roof Replacement

The Director explained to the Board Amendment #9 in the amount of \$14,842.00, Capital Improvement Work Plan 5001 for Financial Assistance for DHCD Fish #258101, Public Housing Compliance Reserve – Asbestos Removal related to 667-5 Charter St. Roof Replacement.

William E. Luster moved to approve Amendment #9 in the amount of \$14,842.00 to the Capital Improvement Work Plan 5001 for Financial Assistance for DHCD Fish #258101, Public Housing Compliance Reserve – Asbestos Removal related to 667-5 Charter St. Roof Replacement and to authorize John A. Boris, Chairman, execute the contract Amendment. This Amendment increases the Contact for Financial Assistance to \$5,734,901.35 and the expiration date remains June 30, 2018. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

Bid for DHCD Modernization Project #258101 Roof Replacement at 27 Charter Street (667-5)

The Director explained to the Board the bid for DHCD Modernization Project #258101 Roof Replacement at 27 Charter Street (667-5).

Peter K. Strout moved to approve the lowest, responsive and responsible bid of \$319,000.00 by LGRI, Inc. for DHCD modernization project #258101 Roof Replacement at 27 Charter Street (667-5) and to authorize John A. Boris, Chairman to execute the Owner-Contractor Agreement. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

Certificate of Final Completion for Cranney Companies for DHCD Project 258107 Intercom Upgrade at 33 Park Street/26 Prince Street (705-2A) and 117 Congress Street (705-2B).

The Director explained to the Board the Certificate of Final Completion for Cranney Companies for DHCD Project 258107 Intercom Upgrade at 33 Park Street/26 Prince Street (705-2A) and 117 Congress Street (705-2B).

William E. Luster moved to approve the Certificate of of Final Completion for Cranney Companies for DHCD project 258107 Intercom Upgrade at 33 Park Street/26 Prince Street (705-2A) and 117 Congress Street (705-2B) and authorize Carol A. MacGown,

Contract Officer to execute the contract. Work was completed on April 27, 2016 at a cost of \$5,385.00. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

Nays

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

Price Quotation of \$17,400.00 for Minor Office Renovations at 27 Charter Street (667-5)

The Director explained to the Board the second lowest, responsive and responsible price quotation of \$17,400.00 for Minor Office Renovations at 27 Charter Street (667-5).

Peter K. Strout moved to approve the second lowest responsive and responsible price quote of \$17,400.00 for Minor Office Renovations at 27 Charter Street (667-5) from Brothers United Contracting, Inc. and to authorize that John A. Boris, Chairman execute the Owner-Contractor Agreement. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

The lowest bidder King & Khan Affordable Partnership has withdrawn from the contract for this work.

**XI. Other Business/Late Communications**

The Director stated that she had one additional matter to come before the Board and it was as follows:

Price Quotation of \$5,725.00 from Environmental Restorations, Inc. for the replacement of two (2) damaged doors at 6 Pioneer Terrace.

William E. Luster moved to approve the Price Quotation of \$5,725.00 from Environmental Restorations, Inc. for the replacement of two (2) damaged doors at 6 Pioneer Terrace and authorized John A. Boris 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

William E. Luster  
Peter K. Strout  
John A. Boris

Inar Ragnar, 28 Leefort Terrace passed out to each Board Member a copy of a document excluding the Director and the Executive Secretary. Mr. Ragnar began to discuss said court document and Chairman John A. Boris said that this is not the appropriate forum in which to discuss said document. The Board members agreed.

## XII. Adjournment


William E. Luster moved that the Board convene into Executive Session at 6:41 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. Maureen Call seconded the motion and the **roll call** vote was as follows:

Ayes

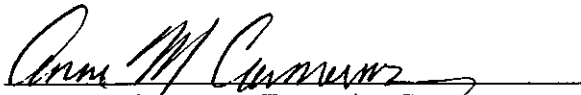
Maureen Call  
Frank J. Milo  
William E. Luster  
Peter K. Strout  
John A. Boris

Nays

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary