



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 13, 2016  
6:00 p.m.**

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**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

William E. Luster

Also Present:

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

Maureen Call moved to accept the Minutes of the Regular Meeting held on Wednesday, March 9, 2016. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

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Nays

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**IV. Communications**

- April 2016 MassNAHRO Newsletter
- Correspondence from Chrystal Kornegay, DHCD to Chair, Salem Housing Authority dated March 15, 2016 re: award in the amount of \$14,842.00 for asbestos removal in connection with the Roof replacement project at the 667-5 Charter Street development.
- Memo from City of Salem, Office of the City Council to Carol A. MacGown, Executive Director and the Board of Directors re: city-wide tree census and on going maintenance and long-term replacement plan for trees on any city owned property. Frank Milo said that he did not think it was necessary that the Board attend the meeting. John Boris requested that the Executive Director send the City Clerk a letter stating that the SHA appreciates the invitation, however, the Board is not available to attend said meeting.



William E. Luster arrived at said meeting at 6:08 p.m.

## V. Reports of the Committees

### - Solar Energy Committee

John A. Boris, Chairman up-dated the Board Members regarding the Energy Sub-Committee Meeting which was held on April 12, 2016. Mr. Boris said that Jeff Elie, Energy Expert for the City of Salem was present at said meeting and reviewed the proposal from BlueWave Capital, LLC. Mr. Elie advised the Board that he had no issues with the proposal and that the SHA would have to decide which price option to go with. The Energy Sub-Committee also agreed that SHA Counsel should review any contract BlueWave Capital, LLC proposes. If necessary, language shall be added to protect the SHA from any added or increased costs.

Frank J. Milo moved to make a motion to go forward to the next step with BlueWave Capital, LLC which would encompass reviewing the Net Metering Credit Agreement between BlueWave Capital, LLC and the Salem Housing Authority and any and all due diligence that the Salem Housing Authority deems necessary and appropriate. Maureen Call seconded the motion and the vote was as follows:

Ayes  
5

Nays  
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## VI. Report of the Executive Director

The Executive Director informed the Board of Directors of the following:

- Randy Comito, Osvaldo Cintron and Luis Lopez are attending a 3 day training (April 11-14, 2016) in Connecticut on Housing Quality Standards. The Seminar was conducted by an Instructor of Nan McKay.
- Carol and Debbie Tucker attended their first meeting at the Department of Housing and Community Development regarding the Insurance Consultant Committee. Carol also informed the Board that there will be approximately 12 meetings in May 2016 that she and the Assistant Director will be attending.
- Carol has a few speaking engagements this month. Carol said that she will be speaking at the Beverly Cooperative Bank on April 14, 2016 and she will also be speaking at the Point Neighborhood Association Meeting on April 25, 2016.

- In April and May of 2016 Carol is having the following benefit seminars for the employees: April 22, 2016 Short Term Disability & Boston Mutual Life Insurance, May 12, 2016 Empower/457 Plan and May 19, 2016 The Guardian Dental. These seminars will educate the employees on their benefits and allow them to ask any questions they may have.
- Lisa Jimenez is back after being out for a short term absence. The new receptionist has started and now the SHA is back to a full staff.
- Spring Clean-Ups have begun at the developments.
- The new Chevrolet 2500 Van and Chevrolet Equinox SUV are being delivered before the end of April 2016.

#### **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 February 26, 2016 through April 7, 2016 as presented. Peter K. Strout 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 Five (5) months ending February 29, 2016. Peter K. Strout 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

**X. New Business**

Financial Statements for the Fiscal Year Ended September 30, 2015 with Independent Auditor's Report Submitted by Ross & Company, Certified Public Accountant

The Executive Director explained to the Board that they have before them the Independent Audit which was conducted by John Ross, CPA which is a requirement of HUD. There were no findings. Each Board Member was given a copy of said Audit.

Maureen Call moved to accept the Financial Statements for the Fiscal Year Ended September 30, 2015 with Independent Auditor's Report submitted by Ross & Company Certified Public Accountant. 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

Quote for Work to Replace the Intercom System at 26 Prince St./33 Park Street and 117 Congress under DHCD FISH #258107

The Executive Director explained to the Board the Quote for Work to Replace the Intercom System at 26 Prince St./33 Park Street and 117 Congress Street.

Peter K. Strout moved to accept the price quotation of \$5,385.00 from Cranney Companies for work to replace the intercom system at 26 Prince St./33 Park St. and 117 Congress under DHCD FISH #258107 and authorize that John A. Boris, Chairman to execute a contract with Cranney Companies. 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

Work Order for Formula Funding Project #258111, Retaining Wall Repairs at Leefort Terrace (667-1)

The Executive Director explained to the Board the Work Order for Formula Funding Project #258111, Retaining Wall Repairs at Leefort Terrace (667-1).

Peter K. Strout moved to authorize that John A. Boris, Chairman, execute the Work Order for Formula Funding Project #258111, Retaining Wall Repairs at Leefort Terrace (667-1) with Allen & Major Associates, Inc. for a fee of \$3,232.00. William E. Luster 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

Quote for DHCD #258109 Replacement of Closet Doors at Bertram Terrace (667-1A)

The Executive Director explained to the Board the Quote for DHCD #258109 Replacement of Closet Doors at Bertram Terrace (667-1A).

William E. Luster moved to accept the lowest, responsive and responsible price quote of \$8,942.00 from MJS Construction for DHCD #258109 Replacement of Closet Doors at Bertram Terrace (667-1A) and authorize John A. Boris, Chairman to execute a 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

Certificate of Final Completion as of March 22, 2016 for DHCD Fish #258066 Doors, Trim & Window Replacement and Related Work at Pioneer Terrace (667-4)

The Executive Director explained to the Board the Certificate of Final Completion as of March 22, 2016 for the above project.

William E. Luster moved to approve the Certificate of Final Completion as of March 22, 2016 in the amount of \$48,007.71 for DHCD Fish #258066 Doors, Trim & Window

Replacement and Related Work at Pioneer Terrace (667-4) and authorize Carol A. MacGown, Contract Officer to execute said Certificate of Final Completion. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

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

Nays

Application and Certificate for Payment for #10 (Final) for DHCD Fish #258066 Doors, Trim & Window Replacement and Related Work at Pioneer Terrace (667-4)

The Executive director explained to the Board the Application and Certificate for Payment for #10 (Final) for the above project.

The Board asked if the contractor agreed to the price for the asbestos removal and Carol said that he did.

William E. Luster moved to approve the Application and Certificate for Payment #10 (Final) in the amount of \$48,007.71 for DHCD Fish #258066 Doors, Trim & Window Replacement and Related Work at Pioneer Terrace (667-4) and authorize John A. Boris, Chairman to execute said Application and Certificate for Payment #10 (Final). Peter K. Strout 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

**XI. Other Business/Late Communications**

- Frank Milo suggested that a sub-committee be formed to continue research and gather information in order to help assist veterans who apply for housing in the City of Salem. The Director informed Frank that she did do research surrounding veterans and housing in the City of Salem and that she put that into a Memorandum and passed it out to each Board Member last month. Frank Milo, Peter Strout, John Boris and Carol said that would be happy to serve on the sub-committee. Carol informed the Board that SHA has had one meeting with Kim Emerling, Veterans Agent, a representative from the Lynn Housing Authority, North Shore Elder Services and John Boris, Chairman.

Frank Milo also suggested that a meeting be set up with Sgt. Dennis King, to speak about having a unit available for elders who may need a temporary place to live if going through domestic issues. The Director said that she would set up an appointment with Sgt. King.

Inar Ragnar, 28 Leefort Terrace made the following comments:

Mr. Ragnar brought up the subject of Veterans and addiction to drugs.

Mr. Ragnar said that at the last Board meeting Mr. Luster requested that Mr. Ragnar address the invoice he received for the maintenance charge with the SHA administration. Mr. Ragnar will follow up with administration.

## **XII. Adjournment**

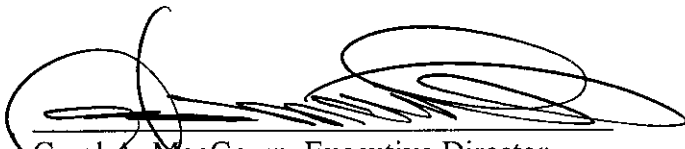
Peter K. Strout moved that the Board convene into Executive Session at 6:31 p.m. to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. The Board will 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


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