

**MINUTES OF THE  
REGULAR MEETING  
WEDNESDAY, FEBRUARY 10, 2016  
6:08 p.m.**

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**I. Called Meeting to Order at 6:08 p.m.**

**II. Roll Call**

Present

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

Absent

William E. Luster

Also Present: Carol A. MacGown, Anne M. Cameron and Randy Comito, Maintenance Operations and Facilities Manager

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

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

Ayes

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

Nays

**IV. Communications**

- February 2016 MassNAHRO Newsletter
- Correspondence dated January 25, 2016 from Donald Famico, Parking Officer to Carol A. MacGown re: resignation  
Carol informed the Board that Donald Famico's resignation is effective March 31, 2016.

**V. Reports of the Committees**

- Solar Energy Committee



Email from Carol A. MacGown to George Miller, Blue Wave Capital dated January 15, 2016.

The Director informed the Board that she received an email from Blue Wave Capital with some dates of their availability to meet with the Solar Energy Committee. She also stated that John Boris received a telephone call from Jeff Cohen of Endless Energy and that he would like the opportunity to meet with the Solar Committee. Chairman Boris requested that a meeting be coordinated with the Solar Energy Committee, Blue Wave Capital and Jeff Cohen of Endless Energy prior to the March 9, 2016 Board Meeting. The Director said she would coordinate said meeting.

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

- The Director informed the Board that the Budget has been returned from DHCD and has been approved.
- The Director informed the Board that the Independent Audit has been completed by John Ross, CPA of Ross and Company and there were no findings. Copies of said Audit will be distributed to the Board when received by the Director.
- The Director informed the Board that the 34<sup>th</sup> Annual Legislative Information Day will be held on Wednesday, March 2, 2016. Carol asked if any Board Members wished to attend and if so to please let her know as we have to register those that wish to attend.
- The Director informed the Board that the Office Renovations were completed except for one wall which will be extended to meet the bathroom wall. This will be done to make more storage room for filing cabinets. The Architect has drawn up plans and will not charge a fee as he feels it is part of the Office Renovation for which he has been paid.

#### **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 January 8, 2016 through February 4, 2016 as presented. 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

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 Two (2) months ending November 30, 2015. 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

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 Three (3) months ending December 31, 2015. 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

**X. New Business**

Smoke-Free Housing Policy

The Director presented to the Board the Smoke-Free Housing Policy and explained that she has amended the Smoke-Free Housing Policy wherein there shall be a change to said policy stating that there will be no smoking within 25 feet of any door or window of the SHA property. This is a HUD requirement. The current SHA Smoke-Free Policy states 20 feet. This policy was presented for discussion. Carol said that she is waiting to hear

from the Tenants' Association for their comments and said that she would wait until the next Board Meeting (March 9, 2016) before voting on said change.

Section Eight Management Assessment Program (SEMAP)

Carol A. MacGown informed the Board that she received correspondence on January 27, 2016 from Robert P. Cwicka, Deputy Director of the U.S. Department of Housing and Urban Development which states that the Salem Housing Authority's overall SEMAP score for the fiscal year ended 9/30/15 is 96%. The Salem Housing Authority is designated as a High Performer. Carol congratulated the Section 8 Staff for their excellent performance.

Approval of Specification for 2016 Chevrolet Equinox AWD LS

The Director requested approval from the Board of the specification for a 2016 Chevrolet Equinox AWD LS (Color:White). This SUV will be for use by Randy Comito, Maintenance Operations and Facilities Manager during work hours at the Salem Housing Authority. Frank Milo asked if the current SUV will be traded in and Carol said "no". She informed the Board that it would go to Louis Lopez, the new Public Housing Inspector. Frank also asked why "White". Carol said that the truck does not come in the same color red as the SHA's current fleet. Frank said that the specification is fine with him.

Frank Milo asked the Director who was monitoring the GPS in the trucks. Randy Comito, Maintenance Operations and Facilities Manager being in attendance responded and said that he monitors the GPS in the trucks.

Frank J. Milo moved to approve the specification for a 2016 Chevrolet Equinox AWD LS (Color:White) for use by Randy Comito, Maintenance Operations and Facilities Manager during work hours at the Salem Housing Authority. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

4

Nays

0

Amendment #8 to the Contract for Financial Assistance for Work Plan #5001 in the amount of \$654,842.35

The Director presented and explained to the Board Amendment #8 to the Contract for Financial Assistance for Work Plan #5001 in the amount of \$654,842.35.

Frank J. Milo moved to approve Amendment #8 to the Contract for Financial Assistance for Work Plan #5001 in the amount of \$654,842.35. This Amendment increases the Work Plan to \$5,720,059.34 and extends the expiration date to June 30, 2018 and funds

the following: 258061 FY18 Formula Funding award \$652,763.00, 258066 Ebid rebate \$1,188.35, 258088 Ebid rebate \$841.00, and 258098 Ebid rebate \$50.00. 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 for Formula Funding Project #258108, Electrical Upgrades for Fire Alarm System at Pioneer Terrace (667-4)

Peter K. Strout moved to authorize John A. Boris, Chairman to execute the Work Order for Formula Funding Project #258108, Electrical Upgrades for Fire Alarm System at Pioneer Terrace (667-4) with Nangle Engineering Inc. for a fee of \$19,120.00. 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

Appointment of Contract Officer and Alternate Contract Officer for Formula Funding Project #258106 ADA Community Room Ramp at Pioneer Terrace (667-4)

Maureen Call moved to appoint Carol A. MacGown as the Contract Officer and Peter K. Strout as the Alternate Contract Officer for Formula Funding Project #258106, ADA Community Room Ramp at Pioneer Terrace (667-4). Frank J. Milo seconded the motion and the vote was as follows:

Ayes  
4

Nays  
0

Appointment of Contract Officer and Alternate Contract Officer for Formula Funding Project #258108, Electrical Upgrades for Fire Alarm System at Pioneer (667-4)

Maureen Call moved to appoint Carol A. MacGown as the Contract Officer and Peter K. Strout as the Alternate Contract Officer for Formula Funding Project #258108, Electrical Upgrades for Fire Alarm System at Pioneer (667-4). Peter K. Strout seconded the motion and the vote was as follows:

Ayes  
4

Nays  
4

Appointment of Contract Officer and Alternate Contract Officer for Formula Funding Project #258111, Retaining Wall Repairs at Leefort Terrace (667-1)

Peter K. Strout moved to appoint Carol A. MacGown as the Contract Officer and Peter K. Strout as the Alternate Contract Officer for Formula Funding Project #258111, Retaining Wall Repairs at Leefort Terrace (667-1). Frank J. Milo seconded the motion and the vote was as follows:

Ayes  
4

Nays  
0

**XI. Other Business/Late Communications**

Frank Milo broached two subjects as follows:

- Mr. Milo would like to see the SHA take 1 Unit off line to be used for domestic violence separation so that these individuals have a temporary place to stay until they are able to get their feet back on the ground. The Board Members discussed the matter amongst themselves at length. Mr. Milo said that the Peabody Housing Authority has a Unit off line for this purpose. Mr. Milo said that this is a good thing and he would like to see this happen at the SHA.
- Mr. Milo said that he would also like to see the SHA do more for the Veterans. The Board Members discussed at length the SHA and Veterans' Housing. Frank Milo asked the Director if she could send him the Tenant Selection Procedure.
- Mr. Milo also said that he could have the State Representative Paul Tucker and Senator Lovely and other Legislative Representatives come to the Housing Authority and discuss the above matters with the Salem Housing Authority if necessary.

Inar Ragnar, 28 Leefort Terrace made the following comments:

Inar suggested the Board speak with John Wilkinson as he is very involved with the Veterans Affairs.

Inar also made a comment about the SHA Snow Removal Notice and LED lights.

**XII. Adjournment**

Peter K. Strout moved that the Board convene into Executive Session at 7:00 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  
Peter K. Strout  
John A. Boris

Nays

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary