



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  
SPECIAL MEETING  
THURSDAY, OCTOBER 15, 2015  
6:00 p.m.**

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

**II. Roll Call**

Present

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

Absent

Maureen Call

Also Present: Carol A. Mac Gown and Anne M. Cameron

Mr. Boris asked the Board if they would agree to have Mr. Fenton of Fenton, Ewald & Associates present the budget as the first agenda item. The Board agreed.

Mr. Luster arrived at the Board Meeting at 6:05 p.m.

Budget Presentation

Rick Fenton, Certified Public Accountant, from Fenton, Ewald & Associates, P.C. presented in detail the State 4001 and MRVP/DMH budgets for fiscal year ending September 30, 2016.

Mr. Fenton conveyed to the Board of Directors that it is his job to inform them of the financial situation of the housing authority, i.e. where the authority has come from, where the authority is presently and where the authority will end up. Mr. Fenton handed each Board Member a Budget Narrative (attached hereto) and several graphs for each of the Authority's programs. He reviewed them in detail with the Board. The Board asked some questions relative to salary increases and Mr. Fenton addressed all of the Boards concerns.

The Director informed the Board that there was one minor adjustment to the budget wherein one Employee received a slightly higher increase than the 3% to wit: 4.55%.



William E. Luster moved to approve the **MRVP/DMH** Budget for fiscal year ending September 30, 2016. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

William E. Luster moved to approve the **Program 4001** Budget for fiscal year ending September 30, 2016. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

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

Peter K. Strout moved to accept the Minutes of the Regular Meeting held on Wednesday, September 9, 2015. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

Nays

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### **IV. Communications**

- October 2015 – MassNAHRO Newsletter
- Correspondence dated September 10, 2015 from DHCD to John A. Boris, Chair re: award in the amount of \$11,856.00 from the Public Housing Compliance Reserve re: 667-4 Pioneer Terrace.
- Correspondence dated September 22, 2015 from Carol A. MacGown to Joseph A. O’Keefe Sr. Memorial Scholarship Fund enclosing a check in the amount of \$100.00. in memory of Joseph A. O’Keefe, Sr.
- Email dated October 4, 2015 from Kerry Murphy to Carol A. MacGown re: Rainbow Terrace playground.

### **V. Reports of the Committees**

- Solar Energy Sub-Committee  
Mr. Luster informed the Board that he did speak with the City of Beverly Mayor’s Office regarding a reference on Blue Wave. Mr. Boris will schedule a meeting in the next few weeks with the Solar Energy Sub-Committee.

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

- The Executive Director informed the Board that she received an email dated October 16, 2015 from Laurie Twomey, John Keenan's Assistant from Salem State University regarding John Keenan's attendance at the SHA November Board Meeting to speak to the Board about a potential collaboration between Salem State University and the Salem Housing Authority. The Board agreed to have John Keenan attend the regularly scheduled December 9, 2015 Board Meeting.
- The Director informed the Board that she met with John Keenan from Salem State University on Wednesday, October 14, 2015 at the Rainbow Terrace site. The University wants to plant new shrubbery along College Drive. The Director requested that they plant shrubbery (i.e. Arborvitaes) that will not bear leaves therefore making more work for the Maintenance Department. John Keenan agreed. The Board agreed so long as the shrubbery is planted on the University's property. Carol informed the Board that the University will have a landscape plan prepared for the SHA's review and approval.
- The Director informed the Board that the Administrative Staff collected \$175,030.30 on repayment agreements, legal fees, late charges, maintenance charges and move out fees. Of the money collected, the SHA is allowed to keep \$107,543.63. The Director informed the Board that the Authority had 82 vacancies for fiscal year ending 2015.
- The Director informed the Board the the Authority has collected \$126,000.00 in other income i.e. parking space rentals, rooftop antennas, etc.
- The Director informed the Board that the Employee Appreciation Luncheon was held on October 7, 2015 and was appreciated by all. The Staff enjoyed themselves very much. John Boris and William Luster attended said luncheon. Carol thanked the Board of Directors on behalf of herself and the staff.
- The Director informed the Board that the new Dump Truck was delivered on September 30, 2015.

## **VII. Unfinished Business**

- Community Preservation Act  
There were no comments or recommendations made by the Board of Directors.

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

There were no recommendations of the Chairman.

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

Bills and Transfers

William E. Luster moved to approve the bills and transfers for the period September 4, 2015 through October 8, 2015 as presented. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

Balance Sheet and Statements of Revenues and Expenses

William E. Luster 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, 2015. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Frank J. Milo  
William E. Luster  
Peter K. Strout  
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 2013 and will need to be completed this October.

The Director 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

2015 Federal Public Housing Flat Rents

Carol A. MacGown presented the 2015 Federal Public Housing Flat Rents and explained to the Board as to how the Federal Public Housing Flat Rents are determined.

Peter K. Strout moved to approve the following 2015 Federal Public Housing Flat Rents, as submitted, effective fiscal year beginning October 1, 2015:

1-Bedroom	\$ 998.00
2 Bedroom	\$1,239.00
3 Bedroom	\$1,538.00
4 Bedroom	\$1,698.00

Frank J. Milo seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Section 8 Rent Reasonableness Study

Carol A. MacGown presented the results of the Section 8 Rent Reasonableness Study to become effective October 1, 2015 prepared by Jacqueline Guzman.

Peter K. Strout moved to approve the following Rent Reasonableness Study, as submitted, effective for fiscal year beginning October 1, 2015:

1-Bedroom:	\$1,247.00
2-Bedroom:	\$1,549.00
3-Bedroom:	\$1,922.00
4-Bedroom:	\$2,123.00

William E. Luster seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws

The Director presented the Certification of Compliance with Notification Procedures For Federal and State Lead Paint Laws.

Peter K. Strout moved to certify and execute the Certification of Compliance with Notification Procedures for Federal and State Paint Laws as submitted by Carol A.

MacGown for the Salem Housing Authority to be submitted with year end documentation. William E. Luster seconded the motion, and the vote was as follows:

Ayes

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Nays

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Certificate of Final Completion as of September 28, 2015 DHCD # 258100 Exterior Railing Replacement at Bertram Terrace (667-1A)

The Director presented to the Board the Certificate of Final Completion for DHCD #258100 Exterior Railing Replacement at Bertram Terrace (667-1A).

Peter K. Strout moved to approve Certificate of Final Completion as of September 28, 2015 in the amount of \$21,795.00 for FGF Construction Network Services , DHCD #258100 Exterior Railing Replacement at Bertram Terrace (667-1A) and authorize the Contract Officer to execute said Certificate of Final Completion. William E. Luster seconds the motion and the **roll call** vote is as follows:

Ayes

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

Nays

Certificate of Substantial Completion effective September 16, 2015 for DHCD #258066 Window, Door, Stair and Trim Replacement at Pioneer Terrace 667-4

The Director presented to the Board the Certificate of Substantial Completion effective September 16, 2015 for DHCD #258066 Window, Door, Stair and Trim Replacement at Pioneer Terrace 667-4.

William E. Luster moved to approve Certificate of Substantial Completion effective September 16, 2015 for DHCD #258066 Window, Door, Stair and Trim Replacement at Pioneer Terrace 667-4 as presented by Blackstone Architects, Inc. on behalf of New England Builders & Contractors, Inc. and authorize the Contract Officer to execute said Certificate of Substantial Completion. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

Bid Tabulation for Common Area Cleaning from November 1, 2015 through October 31, 2016

The Director presented to the Board the Bid Tabulation for Common Area Cleaning.

Peter K. Strout moved to accept the bid of Rafael b Cleaners in the amount of \$37,920.00 for Common Area Cleaning from November 1, 2015 through October 31, 2016 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

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

Nays

Bid Tabulation for Elevator Maintenance and Repair from November 1, 2015 through October 31, 2018

The Director presented to the Board the Bid Tabulation for Elevator Maintenance and Repair from November 1, 2015 through October 31, 2018.

William E. Luster moved to accept the bid of 3Phase Elevator Corp. in the amount of \$82,438.56 for Elevator Maintenance and Repair November 1, 2015 through October 31, 2018 and authorize John A. Boris, Chairman to execute said contract. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

Amendment #6, DHCD Capital Improvement Work Plan 5001, Project No. 258104 and Project No. 258105 for asbestos abatement at 667-1 Leefort Terrace and 667-4 Pioneer Terrace Community Rooms

The Director presented and discussed with the Board Amendment #6, DHCD Capital Improvement Work Plan 5001 for asbestos abatement at 667-1 Leefort Terrace and 667-4 Pioneer Terrace Community Rooms.

William E. Luster moved to approve Amendment #6 in the amount of \$19,666.00 to the DHCD Capital Improvement Work Plan 5001, Project No. 258104 and Project No. 258105 for asbestos abatement at 667-1 Leefort Terrace and 667-4 Pioneer Terrace

Community Rooms and authorize John A. Boris to execute said Amendment #6. Frank J. Milo seconded the motion and the **roll call** vote is as follows:

Ayes

Nays

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

Appoint Contract Officer and Alternate Contract Officer for DHCD #258096 FY15 Generator Initiative for James A. Dalton Residence (667-B)

Frank J. Milo moved to appoint Carol A. MacGown as Contract Officer and Peter K. Strout as Alternate Contract Officer for DHCD #258096 FY15 Generator Initiative for James A. Dalton Residence (667-7B). William E. Luster seconded the motion and the vote was as follows:

Ayes

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Nays

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Bid Approval for DHCD #258096 FY15 Generator Initiative for James A. Dalton Residence (667-7B)

The Director presented to the Board the Bid Approval for DHCD #258096 FY15 Generator Initiative for James A. Dalton Residence (667-7B).

William E. Luster moved to approve the low bid in the amount of \$146,600.00 from Brite Lite Electrical Company, Inc. for DHCD #258096 FY15 Generator Initiative for the James A. Dalton Residence (667-7B) and authorize the Chairman to execute a contract with Brite Lite Electrical Company, Inc. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

Capital Improvement Plan – 2016 – Salem Housing Authority – 00644

Carol MacGown presented to the Board the 2016 Capital Improvement Plan #00644 for the Salem Housing Authority as prepared for the years 2016, 2017, 2018, 2019 and 2020. Highlights include completing projects currently underway and those still in design.

The Salem Housing Authority Tenants Association was invited on 2 separate occasions to meet in order to obtain input from them for preparation of the plan. There was no response.



Peter K. Strout moved to approve the 2016 Five Year Capital Improvement Plan #00644 for the years 2016, 2017, 2018, 2019 and 2020 for the Salem Housing Authority.

William E. Luster seconded the motion and the vote was as follows:

Ayes

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Nays

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Contract for Carpet Replacement at Vacant Units as They Become Vacant for One Year or the Completion of \$24,999.99 of Work Whichever Occurs First

The Director explained to the Board that Bass River Carpet was unable to produce the required documents to enter into a contract. The second lowest bidder was Pavilion Floors, Inc.

William E. Luster to award the contract for Carpet Replacement at vacant units as they become vacant for one year or the completion of \$24,999.99 of work, whichever occurs first to the second lowest bidder Pavilion Floors Inc. Peter K. Strout seconded the motion and the **roll vote** was as follows:

Ayes

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

Nays

Certificate of Substantial Completion as of August 21, 2015 for DHCD #258093 Brick Repointing and Masonry Repairs at 33 Park Street/26 Prince Street (705-2A)

The Director presented the Certificate of Substantial Completion for DHCD #258093 Brick Repointing and Masonry Repairs at 33 Park Street/26 Prince Street (705-2A).

William E. Luster moved to approve the Certificate of Substantial Completion as of August 21, 2015 as submitted by Danco Management, Inc. for DHCD #258093 Brick Repointing and Masonry Repairs at 33 Park Street/26 Prince Street (705-2A). Peter K. Strout seconded the motion and the vote was as follows:

Ayes

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Nays

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Certificate of Final Completion for DHCD #258093 Brick Repointing and Masonry Repairs at 33 Park Street/26 Prince Street (705-2A)

The Director presented the Certificate of Final Completion for DHCD #258093 Brick Repointing and Masonry Repairs at 33 Park Street/26 Prince Street (705-2A).

William E. Luster moved to approve the Certificate of Final Payment in the amount of \$2,867.15 as submitted by Danco Management, Inc. for DHCD #258093 Brick Repointing and Masonry Repairs at 33 Park Street/26 Prince Street (705-2A). Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Frank J. Milo

William E. Luster

Peter K. Strout

John A. Boris

## **XI. Other Business/Late Communications**

The Director presented Amendment #7 to Work Plan 5001, FISH 258096 in the amount of \$170,177.00 to convert the 667-B James Dalton generator initiative planning to a full award.

Peter K. Strout moved to approve Amendment #7 to Work Plan 5001, FISH 258096 in the amount of \$170,177.00. The Amendment increases the planning grant to a full award. This Amendment #7 increases the Contract for Financial Assistance to \$5,065,217.00 and the expiration date of June 30, 2017 remains the same. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Frank J. Milo

William E. Luster

Peter K. Strout

John A. Boris

Inar Ragnar of 28 Leefort Terrace made the following comments:

Mr. Ragnar asked if the November Board meeting would be held on November 12, 2015 due to the Verteran's Day Holiday. The Chairman responded.

Mr. Ragnar suggested that the SHA may want to look into what types of plants/shrubbery are fast growing so that SHA may suggest said shrubbery to Salem State University.

Mr. Ragnar asked if the Contractors who win the bids on particular jobs do a CORI check. The Director responded.

Chairman John A. Boris asked if there was any other business to come before the Board. There was none.

## **XII. Adjournment into Executive Session**

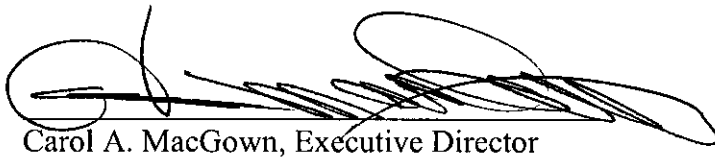
William E. Luster moved that the Board convene into Executive Session at 7:15 p.m. to conduct strategy sessions in preparation for negotiations with nonunion personnel or to

conduct collective bargaining sessions or contract negotiations with nonunion personnel and 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. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

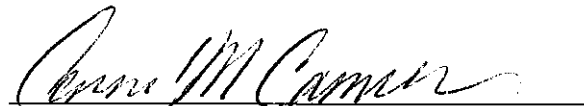
Ayes  
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Nays  
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Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary