



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, SEPTEMBER 9, 2015
6:00 p.m.**

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

II. Roll Call

Present

Maureen Call
Peter K. Strout
John A. Boris

Absent

Frank J. Milo
William E. Luster

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, August 12, 2015. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

3

Nays

0

IV. Communications

- September 2015 – MassNAHRO Newsletter
- Correspondence dated August 31, 2015 from DHCD to John A. Boris, Chair re: award in the amount of \$7,810.00 from the Public Housing Compliance Reserve for Leefort Terrace
- FY16 Community Preservation Plan – Request for Comment/Input

V. Reports of the Committees

- Solar Energy Sub-Committee – There was no report.

VI. Report of the Executive Director

1 | Page Regular Board Meeting of September 9, 2015



- The Director informed the Board that the Budget Guidelines are in and that she has been working with the finance department to compile the information for budget which will be prepared by Rick Renton of Fenton, Ewald & Associates. The Director will be meeting with Randy Comito, Maintenance Operations and Facilities Manager tomorrow to complete the last portion of the budget.
- The Director informed the Board that the Employee Appreciation Luncheon will be held on October 7, 2015 at Salem Willows from 12:00 p.m. to 3:00 p.m. An invitation will be mailed to Frank J. Milo and William E. Luster who were not in attendance.
- The Director informed the Board that the Extermination at the Morency Building has been completed. The K-9 Inspection will be scheduled for the Charter Street building some time this month. The K-9 inspections will continue to be conducted quarterly as per the Board's request.
- The Director informed the Board that the Department of Housing and Community Development (DHCD) visited the SHA on September 2, 2015 to conduct its pilot audit. DHCD was very impressed. A few of the representatives from DHCD were able to visit a few of the SHA properties that day and were very impressed with the condition of the properties. DHCD will be making a second visit on September 16, 2015 from 10:00 a.m. to 4:00 p.m. to tour all of the SHA developments.
- The Director informed the Board that Michael Fitzgerald was in the Salem District Court on September 8, 2015 re: the individual who smashed the glass at the tenant entry door at 27 Charter Street in June of 2014. The individual was sentenced to 9 months of jail time, however, the Judge did not demand he pay restitution as he is homeless. Great job by Michael Fitzgerald.

VII. Unfinished Business

- Snow Contract

The Executive Director informed the Board that she has negotiated with Bryan Jeffers of All Pro Landscaping a two (2) year snow contract for the period November 1, 2015 – May 1, 2017 in the amount of \$98,520.00 per season. Carol stated that she invited Bryan to attend tonight's Board Meeting to answer any questions the Board may have. She also invited Randy Comito, Maintenance Operations and Facilities Manager. Peter Strout stated that the SHA's most important concerns were for the safety and well being of the tenant/residents and

that being said, all areas of egress on the properties need to be cleared in order for fire, police and ambulance personnel to access to the property in an emergency situation. Bryan said that there will be individuals at all of the sites shoveling and clearing and dispersing ice melt on all egresses of the SHA Developments (under contract) in order to allow all emergency personnel access to the property. Peter Strout also asked Bryan if he has a relationship with T. Mackey & Sons, Inc. in case he needs their assistance this winter. Bryan said that yes he does have a relationship with T. Mackey & Sons. The Director informed the Board that the SHA is in compliance with Chapter 30 B of the Procurement Laws.

Peter K. Strout moved to approve the Snow Removal Contract between the Salem Housing Authority and All Pro Landscaping for the period November 1, 2015 through May 1, 2017 in the amount of \$98,520.00 per season. Maureen Call seconded the motion and the vote was as follows:

Ayes

Maureen Call
Peter K. Strout
John A. Boris

Nays

The Director thanked Bryan Jeffers and Randy Comito for their attendance at the Board Meeting this evening.

VIII. Recommendations of the Chairman

- The Chairman recommended the following changes to the regularly scheduled Board Meetings for October 2015 and November 2015.
The regularly scheduled Board Meeting on Wednesday, October 14, 2015 at 6:00 p.m. shall be changed to Thursday, October 15, 2015 at 6:00 p.m.
The regularly scheduled Board Meeting on Wednesday, November 11, 2015 at 6:00 p.m. shall be changed to Thursday, November 12, 2015 at 6:00 p.m. due to the Veteran's Holiday.

IX. Report of the Treasurer

Bills and Transfers

Maureen Call moved to approve the bills and transfers for the period August 7, 2015 through September 3, 2015 as presented. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
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 ten (10) months ending July 31, 2015. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

<u>Ayes</u>	<u>Nays</u>
Maureen Call	
Peter K. Strout	
John A. Boris	

X. New Business

Appeal of Grievance Panel Decision by Theresa Prescott of 9 Garden Terrace

The Board rendered their decision relative to Theresa Prescott's appeal of Grievance Panel Decision with reference to clothes lines at the Garden Terrace Development. After discussion amongst the Board, the Board's decision is to remove fifty (50%) percent of the existing clotheslines at Garden Terrace.

Maureen Call moved to approve the Board's Decision to uphold the Executive Director's decision to remove fifty (50%) percent of the existing clotheslines at Garden Terrace. Peter K. Strout seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
Maureen Call	
Peter K. Strout	
John A. Boris	

Accounting Services Contracts

The Director presented the contracts for Accounting Services to the Board. The accounting contracts are for a period of one (1) year.

Maureen Call moved to approve the contract for Accounting Services between the Salem Housing Authority and Fenton, Ewald & Associates, P.C. for **state programs** for the period October 1, 2015 through September 30, 2016 and authorize Chairman John A. Boris to execute said contract. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

<u>Ayes</u>	<u>Nays</u>
Maureen Call	
Peter K. Strout	
John A. Boris	

Maureen Call moved to approve the contract for Accounting Services between the Salem Housing Authority and Fenton, Ewald & Associates, P.C. for **federal programs** for the period October 1, 2015 through September 30, 2016 and authorize Chairman John A. Boris to execute said contract. Peter K. Strout seconded the motion and the **roll call** vote is as follows:

Ayes

Maureen Call
Peter K. Strout
John A. Boris

Nays

Legal Services Agreements

The Director presented the legal contracts to the Board and inform them that the legal contracts are prepared by DHCD and that all terms and conditions of said contracts remain the same as 2014. The legal contracts are for a period of one (1) year.

Peter K. Strout moved to approve the Agreement for Legal Services between the Salem Housing Authority and the Law Office of Casey & Lundregan, P.C. for the period October 1, 2015, through September 30, 2016 for an amount not to exceed \$65,000.00 at an hourly rate of \$160.00 and authorize Chairman John A. Boris to execute said agreement. Maureen Call seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Peter K. Strout
John A. Boris

Nays

Peter K. Strout moved to approve the Agreement for Legal Services between the Salem Housing Authority and Daniel B. Kulak Law Office for the period October 1, 2015 through September 30, 2016 for an amount not to exceed \$10,000.00 at an hourly rate of \$160.00 and authorize Chairman John A. Boris to execute said agreement. Maureen Call seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Peter K. Strout
John A. Boris

Nays

Section 8 Utility Allowance Study

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

Maureen Call moved that all Allowances for Tenant-Furnished Utility and other services provided by Happy Software be adopted, as presented, effective October 1, 2015. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

Maureen Call
Peter K. Strout
John A. Boris

Nays

PHA Board Resolution – U.S. Department of Housing and Urban Development

The Director presented the PHA Board Resolution to the Board and informed them that HUD requests this every year. The PHA Resolution basically states that the SHA will recognize the FYE 9/30/15 until the budget for FYE 9/30/16 has been approved.

Peter K. Strout moved to approve the PHA Board Resolution from the U.S. Department of Housing and Urban Development, PHA Name-Salem Housing Authority, PHA Code MA-055, PHA Fiscal Year Beginning: 10/01/2015 and authorize Chairman John A. Boris to execute said PHA Board Resolution. Maureen Call seconded the motion and the vote was as follows:

Ayes

3

Nays

0

Certificate of Final Completion for DHCD Project #258095 Office Renovation at 27 Charter Street (667-5)

The Director presented the Certificate of Final Completion for DHCD Project #258095 Office Renovation at 27 Charter Street. The Director informed the Board that the Electrical Inspector came to sign off on the permit, however, the electrical work failed. There was discussion between the Director and the Board Members as to why the Electrical Inspector failed the work. The Director said that she did not feel comfortable submitting payment to CBBC, Inc. without getting the electrical work signed off on by the City of Salem, Electrical Inspector. The following vote was taken:

Peter K. Strout moved to approve the Certificate of Final Completion subject to the electrical work being signed off on by the City of Salem, Electrical Inspector for DHCD project #258095 Office Renovation at 27 Charter Street (667-5), approved by Blackstone Block Architects, Inc and authorize the Contract Officer to execute said Certificate of Final Completion. Maureen Call seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Peter K. Strout
John A. Boris

Nays

Change Order #4 for DHCD Project #258066 Window, Door, Stair and Exterior Trim Replacement at Pioneer Terrace

The Director presented Change Order #4 for DHCD Project #258066 Window, Door, Stair and Exterior Trim Replacement at Pioneer Terrace. This Change Order represents the cost to clean the sky lights.

Peter K. Strout moved to approve Change Order #4 for DHCD Project #258066 Window, Door, Stair and Exterior Trim Replacement at Pioneer Terrace as submitted by New England Builders & Contractors, Inc. and approved by Blackstone Block Architects, Inc. in the amount of Six Thousand Two Hundred Thirty-Eight and 96/100 (\$6,238.96) and authorize the Contract Officer to execute said Change Order #4. Maureen Call seconded the motion and the **roll call vote** was as follows:

Ayes

Maureen Call
Peter K. Strout
John A. Boris

Nays

Bid Tabulation for Elevator Maintenance and Repair Services for 9 Elevators at 7 Locations for Three (3) Years with the Option to Renew.

The Director was unable to present the bid tabulation for Elevator Maintenance and Repair Services for 9 Elevators at 7 Locations for Three (3) Years with the option to renew. The Director informed the Board that all bids collected were incorrect and the SHA rejected all bids. No vote was taken.

Price Quotation for the Replacement of Carpet at Various Units as they become Vacant for One (1) Year or the Completion of \$24,999.99 of Work, whichever occurs first

Carol A. MacGown presented the price quotation for the replacement of carpet at various units as they become vacant for one (1) year or the completion of \$24,999.99 of work, whichever occurs first.

Peter K. Strout moved to accept the apparent, lowest, eligible and responsive price quotation submitted by Bass River Flooring Corp. in the amount of \$26.60 for the replacement of carpet at various units as they become vacant for one (1) year or the

completion of \$24,999.99 of work, whichever occurs first and authorize Chairman, John A. Boris to execute a contract. Maureen Call seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Peter K. Strout
John A. Boris

Nays

Admissions and Continued Occupancy Policy (ACOP)

Carol A. MacGown presented the revisions to the Admissions and Continued Occupancy Policy (ACOP) to the Board which became effective on June 1, 2015.

Maureen Call moved to approve the revisions to the Admissions and Continued Occupancy Policy (ACOP) effective June 1, 2015 as submitted. Peter K. Strout seconded the motion, and the vote was as follows:

Ayes

Maureen Call
Peter K. Strout
John A. Boris

Nays

XI. Other Business/Late Communications

Inar Ragnar of 28 Leefort Terrace made the following comments:

He was disappointed that the individuals who did not want the clothes lines taken down at Garden Terrace did not attend this evenings meeting to hear the Board's decision.

He commented on the electrical work not passing inspection relative to the Office Renovation.

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

XII. Adjournment into Executive Session

Maureen Call moved that the Board convene into Executive Session at 6:34 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

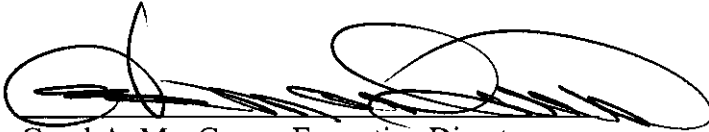
the meeting from Executive Session. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

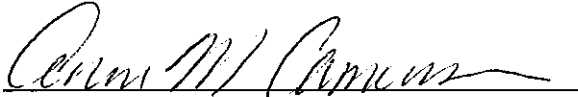
Maureen Call
Peter K. Strout
John A. Boris

Nays

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary