

**MINUTES OF THE
REGULAR MEETING
WEDNESDAY, AUGUST 12, 2015
6:00 p.m.**

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

II. Roll Call

Present

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

Absent

Peter K. Strout

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, July 8, 2015. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

4

Nays

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IV. Communications

- July/August 2015 – MassNAHRO Newsletter.

V. Reports of the Committees

- Solar Energy Sub-Committee
John A. Boris informed that Board that he will be meeting with William E. Luster to make a decision on a Solar Energy Vendor and it will be reported to the Board.

VI. Report of the Executive Director

- The Executive Director informed the Board that the Office Renovations were 99% complete.



- The Director informed the Board that she will be holding an Employee Appreciation Luncheon sometime in September 2015. The date has not yet been finalized.
- The Director informed the Board that the FEMA Application has been submitted and it appears that the SHA will be receiving approximately \$17,751.40 in reimbursement costs in connection with snow removal during the snow storms which occurred on January 26-28th, 2015.
- The Department of Housing and Urban Development has approved the Salem Housing Authority Five (5) Year Plan. Jacqueline Guzman did a great job.
- The Director updated the Board on the Police Details at Rainbow Terrace. To date, the Housing Authority has expended \$1,300.00.
- The Director informed the Board that the Department of Housing and Community Development will be coming to the Housing Authority on September 2, 2015 to perform an audit. This audit is as a result of a new Pilot Program that DHCD has implemented. The Director said that she is expecting five (5) or six (6) individuals from DHCD to attend the Audit.
- The Director informed the Board that an employee had come to her and discussed their situation with her. She informed the Board that after hearing their story she felt the need to donate some of her sick leave to this employee. Carol stated that it does not address this matter in the personnel policy. Carol asked the Board if they would consider amending the personnel policy by adding some language that gives employees the right to donate some of their sick leave into a bank to be used by other employees if he/she were to need it for a life threatening illness. William Luster said that he thought that it was a good idea and the other Board Members agreed. Mr. Luster suggested that in the next ninety (90) to one hundred twenty (120) days the Authority amend the policy so that language is included in a sick bank policy. In the meantime, the Board agreed that the Director may begin to start a sick bank at the SHA in her discretion. Frank Milo thanked the Director for donating her sick leave and also told her how thoughtful he thought it was.

The following motion was made:

Frank J. Milo moved to authorize Carol A. MacGown, Executive Director to commence research for implementing a Sick Bank Policy for the Salem Housing Authority. William E. Luster seconded the motion and the vote was as follows:

Ayes
4

Nays
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- The Director informed the Board that K-9 Inspections were conducted on July 29, 2015 at the Morency and Dalton Buildings.

VII. Unfinished Business

- Snow Contract
The Executive Director informed the Board that she has been in discussions with All Pro Landscaping. She reserved the right to discuss the snow contract at the regularly scheduled Board Meeting in September.

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 July 3, 2015 through August 6, 2015 as presented. William E. Luster seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
William E. Luster
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 nine (9) months ending June 30, 2015. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

X. New Business

Cleaning Contract

Carol informed the Board that Randy Comito had telephoned CRESPO on Wednesday August 5, 2015, to ask why they had not cleaned on Tuesday, August 4, 2015. The Owner of CRESPO reported to Randy that they were walking off the job thereby breaching their contract. Carol informed the Board that she immediately followed the procurement laws and hired TNT Cleaning for three (3) months. TNT had the previous contract with the SHA. This will give the Director a chance to go out to bid for a cleaning contract for a one (1) year term.

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

The Board heard Theresa Prescott's appeal of Grievance Panel Decision relative to clothes lines at the Garden Terrace Development. The following comments were made:

Theresa Prescott addressed the Board of Directors as to why she was appealing the Grievance Panel Decision. Theresa said that she brought Susan Bonner with her and she then requested that Susan Bonner speak to the Board. Susan Bonner introduced herself, gave her credentials and the purpose of her attendance at the Board Meeting this evening. Susan gave the Board a history on why and when the Grievance Panel was established. The Executive Director wanted it noted for the record that Susan Bonner was an alternate member of the Salem Housing Authority Grievance Panel. Susan also informed the Board that she told Melanie Loveland-Hale of DHCD that should would be helping the Salem Housing Tenants Association reorganize their tenant board.

Theresa Prescott then addressed the Board and discussed 3 points she wanted to focus on: 1) the petition signed by the tenants at Garden Terrace, 2) all the tenants at Garden Terrace are either low income, no income or fixed income and 3) please leave the clothes lines in place as they serve a purpose for "poor" tenants.

Kathleen Burke, 205 Bridge Street, Apartment #301 spoke in favor of Theresa Prescott. She said that she realized there were some issues with the clothes lines being up and that it made it more difficult to remove the snow in the winter months. Ms. Burke also mentioned that the SHA is going green with LED Lights and energy efficient appliances, etc. and keeping the clothes lines would fit into this category.

The Executive Director then gave the Board the background of how this issue came to fruition. The Board discussed amongst themselves their thoughts on the clothes lines. The Board also discussed whether to vote on the matter this evening or take some time to think about it and vote on it at the September 2015 Board Meeting. The Board Members all agreed to table the matter for 30 days until the September 2015 Board Meeting.

The Chairman thanked Theresa Prescott for appearing before the Board regarding this matter.

Certificate of Substantial Completion effective July 8, 2015 for DHCD Project #258088 FY14 Emergency Generator Initiative for Morency Manor (667-6)

The Executive Director discussed with the Board the Certificate of Substantial Completion effective July 8, 2015 for DHCD Project #258088_FY14 Emergency Generator Initiative for Morency Manor (667-6).

William E. Luster moved to approve the Certificate of Substantial Completion effective July 8, 2015 for DHCD project #258088 FY14 Emergency Generator Initiative for Morency Manor (667-6) 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

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

Nays

Change Order #1 for DHCD Project #258088 FY14 Emergency Generator Initiative for the Morency Manor (667-6)

The Executive Director discussed with the Board Change Order #1 for DHCD Project #258088 FY14 Emergency Generator Initiative for the Morency Manor.

William E. Luster moved to approve Change Order #1 for DHCD Project #258088 FY14 Emergency Generator Initiative for Morency Manor (667-6) as submitted by Brite-Lite Electrical Co., Inc. and approved by Nangle Engineering, Inc. for a credit in the amount of Two Thousand Three Hundred Twenty-Eight (\$2,328.00) and a time extension of one hundred fifty-one (151) days and authorize the Contract Officer to execute said Change Order #1. Maureen Call seconded the motion and the **roll call vote** was as follows:

Ayes

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

Nays

XI. Other Business/Late Communications

Inar Ragnar, 24 Leefort Terrace asked if Susan Bonner receives money from the SHA. The Director said that Ms. Bonner does not receive any money from SHA.

Kathleen Burke, 205 Bridge Street, Apartment 306 asked if RAD has a tenants association. The Director said that RAD does not have a tenants association.

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 6:43 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

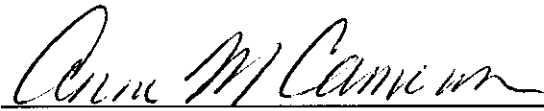
Maureen Call
Frank J. Milo
William E. Luster
John A. Boris

Nays

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary