



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, JUNE 10, 2015  
 6:00 p.m.**

**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: Carol A. MacGown and Anne M. Cameron

John A. Boris, Chairman stated that he was going to change the order of the agenda by having Carol A. MacGown, Executive Director introduced Jeff Weisberg of A1-Exterminators first to speak to the Board of Directors regarding Bedbug Extermination and Treatment.

Jeff Weisberg of A1 Exterminators presented to the Board and spoke about his company, bed bug treatment and preventative maintenance for bed bugs. Mr. Wiesberg spoke about the bed bug incident at the Dalton Building which occurred back in October of 2014 and he also spoke about the most current bed bug incident at Dalton. The Board asked Mr. Weisberg several questions. The Board agreed that a quarterly preventative maintenance plan for bed bugs at the Authority's high rise buildings would be in the best interest of the Authority. Jeff Weisberg said that he would come up with a plan and sit down and review it with Carol A. MacGown and Randy Comito. Mr. Weisberg thanked the Board for inviting him to speak at the meeting. On behalf of the Board, John A. Boris, Chairman thanked Mr. Weisberg for coming.

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

Maureen Call moved to accept the Minutes of the Special Meeting held on Wednesday,

May 20, 2015. Peter K. Strout seconded the motion and the vote was as follows:

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



#### **IV. Communications**

- June 2015 MassNAHRO Newsletter

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

- There will be an Energy Sub-Committee meeting on June 18, 2015.

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

- The Director informed the Board that the Office Renovation is nearing completion.
- The Director informed the Board that the Authority has received approximately 1.2 million in energy upgrades.
- The Director informed the Board that a smoking cessation meeting was held on May 29, 2015 and 9 residents attended.
- The Director informed the Board that she would be touring the developments for non-routine improvements on Friday, June 12, 2015 with Randy Comito.
- The Director informed the Board that the new trash company Waste Management has commenced its services for the Housing Authority. The Authority is not 100% satisfied with them at this point as they are not familiar with all of the SHA properties. The Authority has requested that they tour the developments to familiarize themselves as to where the dumpsters are located. Waste Management has agreed to do that and will be touring the developments tomorrow with Randy Comito. Maureen Call said that she heard that Waste Management will take pictures of overflowing dumpsters and charge more money. Carol said that this has not happened yet.
- The Director informed the Board that she has scheduled summer details with the Salem Police Department at Rainbow Terrace and those details will commence this weekend.
- The Director informed the Board that she spoke to Laura Taylor from DHCD and that Laura explained to Carol that DHCD is running a Pilot Program for Management Audits and asked Carol if DHCD could audit the SHA. Carol said "yes". Carol asked Laura why they had chosen the SHA and Laura said that SHA has some of the best practices and that maybe DHCD could adopt some for other housing authorities. Carol said that the audit will take place at the end of July 2015.

**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 May 15, 2015 through June 3, 2015 as presented. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

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

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 seven (7) months ending April 30, 2015. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

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

**X. New Business**

Scope of Services, DHCD Project 258102, Exterior Brick Re-pointing and Selective Door Replacement at Ruane Building (667-7A) and Congress Street (705-2B)

The Executive Director presented the Scope of Services for Exterior Brick Re-pointing and Selective Door Replacement at Ruane Building (667-7A) and Congress Street (705-2B).

Peter K. Strout moved to approve the Scope of Services for DHCD Project 258102, Exterior Brick Re-pointing and Selective Door Replacement at Ruane Building (667-7A)

and Congress Street (705-2B) and authorize John A. Boris, Chairman to execute said Scope of Services. Maureen Call seconded the motion and the vote was as follows:

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

Contract Officer and Alternate Contract Officer, DHCD Project 258102, Exterior Brick Re-pointing and Selective Door Replacement at Ruane Building (667-7A) and Congress Street (705-2B)

Peter K. Strout moved that Carol A. MacGown be appointed Contract Officer and Peter K. Strout be appointed Alternate Contract Officer for DHCD Project 258102 Exterior Brick Re-pointing and Selective Door Replacement at Ruane Building (667-7A) and Congress Street (705-2B). Maureen Call seconded the motion and the vote was as follows:

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

Change Order #1, DHCD Project 258095, Charter Street Office Renovation

The Executive Director presented Change Order #1, Charter Street Office Renovations.

Peter K. Strout moved to approve Change Order #1 in the amount of \$10,223.00 for DHCD Project 258095 - Charter Street Office Renovations as presented by CBBC, LLC and approved by Blackstone Block Architects and Robert Watt, DHCD Construction Advisor. Maureen Call seconded the motion and the **roll call** vote was as follows:

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

Change Order #3, DHCD Project 258066, Window, Door, Stair & Exterior Trim Replacement at Pioneer Terrace (667-4)

The Executive Director presented Change Order #3 Window, Door, Stair & Exterior Trim Replacement at Pioneer Terrace (667-4).

Peter K. Strout moved to approve Change Order #3 in the amount of \$6,264.00 for DHCD Project 258066, Window, Door, Stair & Exterior Trim Replacement at Pioneer Terrace (667-4). 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

Bid for Purchase of one 2015 Chevrolet Silverado 3500HD Dump Truck and one 2016 Chevrolet Express 2500 Cargo Van

The Executive Director presented the Bid for Purchase of one 2015 Chevrolet Silverado 3500HD Dump Truck and one 2016 Chevrolet Express 2500 Cargo Van.

Chairman Boris thanked Frank J. Milo and Peter K. Strout for their assistance regarding the specifications for the new trucks.

Frank J. Milo moved to approve the lowest, eligible and responsive Bid for one 2015 Chevrolet Silverado 3500HD Dump Truck and one 2016 Chevrolet Express Cargo Van submitted by Balise C, LLC in the amount of \$55,748.00. 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

Contract Officer and Alternate Contract Officer for DHCD 258100 Exterior Handrail Replacement at Bertram Terrace (667-1A)

Peter K. Strout moved to appoint Carol A. MacGown as Contract Officer and Peter K. Strout as Alternate Contract Officer for DHCD 258100 Exterior Handrail Replacement at Bertram Terrace (667-1A). Maureen Call seconded the motion and the vote was as follows:

Ayes

4

Nays

0

**XI. Other Business/Late Communications**

Change Order #1, HUD No. MA055-033 Zisson & Power Buildings Residential Housing Development Boiler and DWH Replacement Project

The Executive Director presented Change Order #1 HUD No. MA055-033 Zisson & Power Buildings Residential Housing Development Boiler and DWH Replacement Project. Carol A. MacGown informed the Board that she had just received said Change Order #1 this date.

Discussion ensued amongst the Board Members surrounding the size of the tank being removed and if a fire watch was to be scheduled if welding work is to be done on the job site. The Executive Director informed the Board that she would look into those matters and get back to them. Carol stated that she is aware of the regulations regarding a fire watch. The Board made the following vote with the understanding that the Executive Director will check on the size of the tank being removed and if a fire watch will be scheduled if welding work is to be done on the job site.

Peter K. Strout moved to approve Change Order #1, HUD No. MA055-033 Zisson & Power Buildings Residential Housing Development Boiler and DWH Replacement Project submitted by Byors and Sons Mechanical in the amount of \$18,464.65 and approved by C.A. Crowley Engineering, Inc. 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

John A. Boris, Chairman opened the meeting up to the tenants for questions and comments. The tenants had no questions or comments.

**XII. Adjournment into Executive Session**

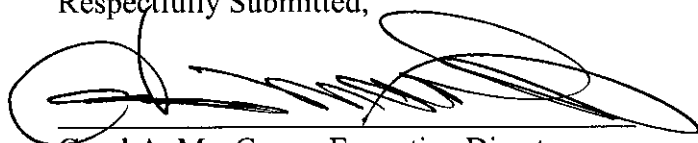
Maureen Call moved that the Board convene into Executive Session at 6:45 p.m. to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. The Board will 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  
Frank J. Milo  
Peter K. Strout  
John A. Boris

Nays

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary