



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  
WEDNESDAY, MAY 20, 2015  
6:00 p.m.**

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

**II. Roll Call**

Present

Maureen Call  
William E. Luster  
Peter K. Strout  
John A. Boris

Absent

Frank J. Milo

Also Present: Carol A. MacGown and Anne M. Cameron

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

Maureen Call moved to accept the Minutes of the Special Meeting held on Wednesday, April 15, 2015. William E. Luster seconded the motion and the vote was as follows:

Ayes

Maureen Call  
William E. Luster  
Peter K. Strout  
John A. Boris

Nays

William Luster stated that in Frank Milo's absence he would like to discuss page 5 of the minutes relating to the paragraph "RAD Update". Discussion ensued between the Board Members relative to page 5 of the minutes Re: "RAD Update". William Luster said that he thought that the all of the Board Members in general did not agree. Maureen Call said that she did agree to approving the retroactive rate increase. William Luster then requested to please have his name added on Page 5 of the minutes as to those Board Members who were not in agreement to approving the retroactive rate increase.

The Board moved to amend the Minutes of the Special Meeting held on Wednesday, April 15, 2015 to wit: Page 5 under the Paragraph "RAD Update" by adding William Luster's name to those Board Members who were not in agreement to approving



the retroactive rate increase and that Maureen Call was in favor of approving the retroactive rate increase.

#### **IV. Communications**

- May 2015 MassNAHRO Newsletter
- Memorandum dated May 6, 2015 from DHCD (Department of Housing & Community Development) to the Salem Housing Authority re: 2015 Rooftop Snow and Ice Removal Costs

The Executive Director, Carol A. MacGown informed the Board Members that DHCD has reimbursed the Housing Authority for snow and ice removal from the roof tops in the amount of \$35,475.00. The Housing Authority has also received \$23,660.00 to assist with snow removal costs. The Executive Director also informed the Board Members that the Authority has submitted an application to FEMA but has not heard back as of this date. The Director stated that she will keep the Board up to date as soon as the Authority hears from FEMA.

- Correspondence from Doug Roberts, 2 Norton Terrace to Board Members, Carol A. MacGown, Lorri DeFrancesco and Arlette Medina

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

The Executive Director reported that John Boris' Two (2) Year Term serving on the Community Preservation Committee (CPA) expired on May 14, 2015. The Executive Director requested that the Board vote to re-appoint him for an additional three (3) year term in accordance with the CPA Guidelines. Said term will run from May 20, 2015 through May 19, 2018.

Maureen Call moved to re-appoint John A. Boris to serve on the Community Preservation Committee for an additional three(3) year term in accordance with the CPA Guidelines to wit May 20, 2015 through May 19, 2018. Peter K. Strout seconded the motion and the vote was as follows:

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

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

- The Director informed the Board that Seventy-five (75%) of the Office Renovations have been completed. CBBC, Inc. has worked nights and weekends to get the job done. The overall job was slated to be completed in one (1) month.

The Director informed the Board that she expects the job to be 100% complete by July 3, 2015.

- The Director informed the Board that Mayor Driscoll has terminated its contract with Northside Carting. The City has engaged the services of Waste Management. A meeting has been scheduled with the City of Salem, David Knowlton, Julie Rose, Jason Silva, myself and Randy Comito and a Representative from Waste Management on Wednesday, May 27, 2015.
- The Director informed the Board that Frank Milo has conversed with Randy Comito, Maintenance Operations and Facilities Manager and Mr. Milo conveyed to Randy Comito what he would like to see in the Specifications. The trucks have been put out to bid.
- The Director informed the Board that the No Smoking Policy went into effect on April 1, 2015. There are only 20 residents who have not executed the Lease Addendum and the No Smoking Policy. The Housing Authority will be holding a Cessation Meeting on Friday, May 29, 2015 at 10:30 a.m. for tenants/residents who are interested.
- The Director informed the Board that Spring Clean-Up is 80% completed. The Maintenance Department is holding off on Garden Terrace as there is insulation work being done at site. They will do Spring Clean-Up at site as soon as insulation work is complete.
- The Director informed the Board that the Authority will be installing back-up cameras in all of the trucks in early June 2015. Carol A. MacGown also informed the Board that GPS will be installed in the new vehicles the Authority is purchasing.
- The Director informed the Board that Action Energy has agreed Bates and Norton Terrace are eligible for upgrades even though they were listed as ineligible.
- The Director informed the Board that A1-Exterminators completed a follow-up inspection for bedbugs at the Dalton Building. There were 4 units that showed as hot. Carol negotiated with the Union and the Union agreed to have A1-Exterminators go into the four (4) units and treat as this was a follow-up to when they treated back in October of 2014. Discussion ensued between the Board

Members regarding the treatment back in October of 2014 in which the Authority paid approximately \$100,000.00. The Board Members asked the Director what type of certification or guarantee does the Authority get when the extermination is complete? The Board also asked if DHCD had any guidelines to follow. Carol said “no” that DHCD relies solely on the Authority when dealing with those issues. Carol also said that A1-Exterminators will not give any certification or guarantee as they cannot give a guarantee or warranty mainly due to the nature of the problem. Further discussion ensued surrounding the subject and Carol stated that she would be happy to invite Jeff Weisberg of A1-Exterminators to the next regularly scheduled Board Meeting. The Board said that would be a good idea.

- The Director informed the Board that she interviewed for the position of Public Housing Inspector on May 7, 2015 but has not moved forward as of yet.

## **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 April 10, 2015 through May 14, 2015 as presented. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call  
William E. Luster  
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 six (6) months ending March 31, 2015. William E. Luster seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call  
William E. Luster  
Peter K. Strout  
John A. Boris

**X. New Business**

Pre-2004 Section 8 Reserve Money

On August 8, 2012 the Board of Directors authorized Carol A. MacGown to spend Pre-2004 Section 8 Reserve Monies up to Five Thousand (\$5,000.00) Dollars without further Board approval. Carol requested the Board to restore the Five Thousand (\$5,000.00) Dollars using the same guidelines as the Board authorized on August 8, 2012.

Peter K. Strout moved to authorize Carol A. MacGown to restore the Five Thousand (\$5,000.00) Dollars from the Section 8 Reserve Monies using the same guidelines as authorized by the Board on August 8, 2012. Maureen Call seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call  
William E. Luster  
Peter K. Strout  
John A. Boris

Nays

Quote - Interior Painting at Various Vacant 1 Bedroom Units as they become vacant for 1 year or the completion of \$25,000.00, whichever occurs first

Carol A. MacGown presented to the Board and discussed with the Board the Quote for Interior Painting at Various Vacant One (1) Bedroom Units as they become vacant for One (1) year, July 1, 2015 through June 30, 2016 or the completion of \$25,000.00, whichever occurs first.

William E. Luster moved to accept the apparent, lowest, eligible and responsive quote submitted by American Painting Co. in the amount of \$450.00 per unit for Interior Painting at Various Vacant One (1) Bedroom Units as they become vacant for One (1) year, July 1, 2015 through June 30, 2016 or the completion of \$25,000.00, whichever

occurs first and authorize John A. Boris to execute a construction contract. Maureen Call seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call  
William E. Luster  
Peter K. Strout  
John A. Boris

Nays

Price Quotation for Automotive Repair Services for a Fleet of Vehicles from June 1, 2015 through May 31, 2016

Carol A. MacGown presented to the Board the Price Quotation submitted by Salem BP for Automotive Repair Services for a Fleet of Vehicles from June 1, 2015 through May 31, 2016. Carol informed the Board that Bouchard was the low bidder last and the Authority requested that they provide drop-off and pick-up service. The Authority has requested Salem BP to do the same and they have agreed to provide drop-off and pick-up service for the Authority.

Maureen Call moved to accept the price quotation submitted by Salem BP for Automotive Repair Service for a fleet of vehicles from June 1, 2015 through May 31, 2016 (labor rate) in the amount of \$55.00 per hour for labor and authorize Chairman John A. Boris to execute a service contract. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call  
William E. Luster  
Peter K. Strout  
John A. Boris

Price Quotation for Exterior Railing Replacement at Bertram Terrace (667-1A)

Carol A. MacGown presented and explained to the Board that DHCD asked the Authority to solicit quotes and put packages together for Exterior Railing Replacement at Bertram Terrace (667-1A). The quotes were due on May 20, 2015 at 10:00 a.m.

Peter K. Strout moved to accept the price quotation submitted by FGF Network Services, Inc. for Exterior Railing Replacement at Bertram Terrace (667-1A) in the amount of \$21,795.00 and authorize Chairman John A. Boris to execute a construction contract. Maureen Call seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call  
William E. Luster  
Peter K. Strout  
John A. Boris

**XI. Other Business/Late Communications**

John A. Boris, Chairman opened the discussion to the attendees.

Inar Ragnar, 28 Leefort Terrace made the following comments:

1. Mr. Ragnar said that he agreed with Mr. Strout regarding the Company who is hired to treat for bedbugs at the housing authority should provide some sort of

certification that when they finish treating and a final inspection is done that there are no bedbugs present at the time of the final inspection.

2. Mr. Ragnar asked if the Board Meetings have been switched to the third Wednesday of the month. The Chairman said no they have not and they will continue to be on the second Wednesday of the month.
3. Mr. Ragnar said that he thinks that people who are not residents are doing laundry in the SHA buildings and they should not be allowed to do so.
4. Mr. Ragnar said that he believes that random people who are not residents in Housing are dumping trash in the dumpsters and therefore, they are filling up quicker. He suggested putting locks on the dumpsters. Maureen Call said that she has seen people come in and dump things in the dumpsters at Rainbow Terrace late at night. The Chairman said that the Authority cannot do that because the Waste Management Company won't allow the Authority to do it. The Chairman thanked Mr. Ragnar for his comments.

Kathleen Burke, 205 Bridge Street, Apartment 306 made the following comment

1. Kathleen Burke said that she is very upset to hear that there are 4 units that have bedbugs in the Dalton Building. She said that when the Authority treated for bedbugs back in October of 2014 that it was a very long process and it interrupted the entire building. She was upset that the Authority did not have the extermination company bring in a dog to inspect when they finished treating. Kathleen requested that the Authority along with the LTO come up with a strategy to provide training and or educate the tenants/residents on bedbugs. The Executive Director said that they have educated the tenants by having A1-Exterminators, Jeff Weisberg speak to the tenants at the Dalton Building as well as herself. William Luster added that the tenants need to be knowledgeable about bedbugs and some ongoing education for the tenants/residents may be helpful.

Theresa Prescott, 9 Garden Terrace made the following comment:

1. Theresa Prescott said that she was at the meeting to file a Grievance regarding the Authority removing clothes lines from Garden Terrace. The Executive Director said that this was not a matter before the Board at this time. The Chairman and the Executive Director thanked Theresa Prescott.

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

Maureen Call moved that the Board convene into Executive Session at 6:39 p.m. to discuss strategy with respect to collective bargaining or litigation if an open meeting may

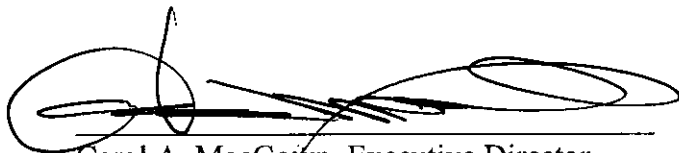
have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. The Board will not reconvene into Open Session and will adjourn the meeting from Executive Session. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

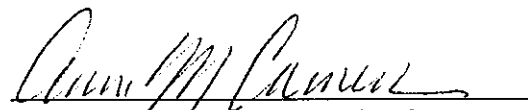
Maureen Call  
William E. Luster  
Peter K. Strout  
John A. Boris

Nays

Respectfully Submitted,



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Carol A. MacGown, Executive Director



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Anne M. Cameron, Executive Secretary