



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, APRIL 15, 2015  
 6:00 p.m.**

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

**II. Roll Call**

<u>Present</u>	<u>Absent</u>
Maureen Call	None
Frank J. Milo	
William E. Luster	
Peter K. Strout	
John A. Boris	

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

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

Maureen Call moved to accept the Minutes of Energy Sub-Committee Meeting held on Friday, February 27, 2015. William E. Luster seconded the motion and the vote is as follows:

<u>Ayes</u>	<u>Nays</u>
5	0

William E. Luster moved to accept the Minutes of the Regular Meeting held on Wednesday, March 11, 2015. Peter K. Strout seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
5	0

**IV. Communications**

- April 2015 MassNAHRO Newsletter
- Correspondence dated March 25, 2015 from Carol A. MacGown to Mayor Kimberley Driscoll re: Trash Removal Issues (Northside Carting)



Carol A. MacGown explained to the Board that she had conversation with Mayor Kimberley Driscoll and expressed her disappointment and concerns with Northside Carting and the Mayor requested that Carol put her concerns in writing. Also, the City requested that Jeff Cox of the Mayor's Office be added to the email chain. Diane Boulay has added him to the email chain.

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

There were none.

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

- Carol A. MacGown informed the Board that there was an incident which occurred at Charter Street involving a tenant who would not allow Carol to enter the building. The tenant was extremely loud and threatening to the staff. The Salem Police Department issued a No Trespass Order to said tenant. Said Tenant has not appeared in the office. The SHA has taken action to evict that tenant. Attorney Chris Casey was in Court this date on a Motion for Speedy Trial. The parties agreed to continue the date to April 29, 2015. Carol said that she will update the Board as events unfold.
- Carol A. MacGown informed the Board that the SHA's Non-Smoking Policy became effective as of April 1, 2015. It has effected 715 Public Housing Units. Carol said that 577 tenants have executed a lease addendum and a Non-Smoking Policy. The Authority will continue to pursue the 138 tenants who have not yet signed a lease addendum and Non-Smoking Policy. Diane Knight, Director of Northeast Tobacco Free Community Partnership has contacted Carol regarding writing a letter to the Editor of the Salem News regarding Smoke-Free Housing. Diane told Carol that she is proud of what the SHA did. Carol told Diane that of course she could write a letter to the Editor of the News.
- Carol A. MacGown informed the Board that the SHA has advertised for a Public Housing Inspector and that said advertisement has been placed in the news and media. To date, the Authority has received four (4) applications.
- Carol A. MacGown informed the Board that the Operating Budget for the 4001 Program and the MRVP Program has been approved by DHCD.
- Carol A. MacGown informed the Board that through the Governor's proposed legislation DHCD is creating a Centralized Waiting List for State-Aided Public Housing. The main purpose for the Centralized Waiting List is to ease the application process for low-income families, elderly and disabled. It will reduce the amount of hours the staff spends on the administration process and waitlists and will better serve our clients.

- Carol A. MacGown informed the Board that we are continuing to save energy through upgrades of boilers, hot water heaters, refrigerators, led lighting and air tight weatherization at the SHA developments that qualify for upgrades. The Authority has received approximately \$1.1 million by way of energy upgrades. The Board had discussion as to why certain developments were not included. Carol informed the Board that they have to be eligible for the program. Carol said that she is waiting to get more information on that issue from the Maintenance Department.
- Carol A. MacGown informed the Board that the Office Renovation began on April 9, 2015 and will take approximately one (1) month to complete. Carol said that it is business as usual at the Authority.
- Carol A. MacGown asked Frank Milo if he could speak with Randy Comito, Maintenance Operations and Facilities Manager regarding the Truck that the SHA would like to purchase. Frank Milo said to have Randy Comito call him. He has had a chance to think about it and has some thoughts on it.

#### **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 March 6, 2015 through April 9, 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  
 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 five (5) months ending February 28, 2015.

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

Ayes

Nays

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

**X. New Business**

Audit Report for Fiscal Year Ending September 30, 2014

Carol A. MacGown presented the Audit Report for Fiscal Year Ending September 30, 2014 for the Board's approval. Carol explained to the Board that this Audit is performed by an independent auditor and submitted to DHCD.

Maureen Call moved to accept the Audit Report and Financial Statements submitted by Ross & Company, Certified Public Accountant for fiscal year ending September 30, 2014. William E. Luster seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

Salem Housing Authority Procurement Policy

Carol A. MacGown presented and explained the revisions that were made to the Salem Housing Authority's Procurement Policy. Carol informed the Board that the revisions were relating to procurement laws that had changed and DHCD notified the Authority of said changes.

Peter K. Strout moved to approve the Salem Housing Authority Procurement Policy as revised. Maureen Call seconded the motion and the roll call vote was as follows:

Ayes

Nays

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

RAD (Rental Assistance Demonstration) Program Funding Update

Carol A. MacGown discussed with the Board of Directors the RAD (Rental Assistance Demonstration) Program Funding Update.

Carol A. MacGown informed the Board that as they would recall that back in March of 2014 HUD asked if the Salem Housing Authority would take on a RAD Conversion at Pequot Highlands. The Authority agreed to do that. There was conversation with the Board as to whether the Authority should hire 2 new Employees to take on the case load or have the existing staff take it on. After discussion with the Board and Section 8 Staff, the Director said that they agreed not to hire additional personnel. The Director also stated that HUD funded the SHA approximately \$256,000.00 for administrative costs for the program and that the Authority has used approximately \$56,000.00 of the \$256,000.00. The Director further stated that she was here tonight to ask for approval to pay the Staff for the period March 2014 through October 1, 2014 which had been funded by HUD at the rate increase as approved in the FY Budget ending 9/30/15 which was presented in January 2015 by Rick Fenton, CPA of Fenton, Ewald & Associates. After a lengthy discussion and several questions asked to the Director by the Board Members, Frank J. Milo and Peter K. Strout were not in agreement to approving the retroactive rate increase and therefore the Board Members did not vote to give Carol the approval to pay the Staff the retroactive rate increase for the period March 2014 through October 1, 2014.

**XI. Other Business/Late Communications**

Work Order Execution for DHCD #258099 Window and Bulkhead Replacement At 33 Park St./26 Prince St. (705-2A)

Carol A. MacGown discussed and explained to the Board Work Order Execution for DHCD #258099 Window and Bulkhead Replacement at 33 Park St./26 Prince St. (705-2A) with Arnold Jacobson Associates, Inc.

William E. Luster moved to appoint Carol A. MacGown as the Contract Officer and John Boris as the Alternate Contract Officer for modernization project DHCD #258099 Window and Bulkhead Replacement at 33 Park St./26 Prince St. (705-2A). Frank J. Milo seconded the the motion and the vote was as follows:

Ayes  
5

Nays  
0

William E. Luster moved that John A. Boris, Chairman be authorized to execute the Work Order for DHCD #258099 Window and Bulkhead Replacement at 33 Park St./26

Prince St. (705-2A) with Arnold Jacobson Associates, Inc. for a fee of \$11,000.00. Frank J. Milo Seconded the motion and the roll call vote was as follows:

Ayes

Nays

Maureen Call

Frank J. Milo

William E. Luster

Peter K. Strout

John A. Boris

Kathleen Burke, 205 Bridge Street, Apartment 306 asked the following questions:

1. With reference to the energy audit and the exchange of old refrigerators for new more efficient refrigerators, if a tenant owns their own refrigerator will they be able to keep it and take it with them or pass it on to a family member. Carol said that if the refrigerator is owned by the tenant then the tenant will be able to take it with them. If the refrigerator is the property of the SHA, then it will remain in the unit.
2. Has Michael Kane reached out to you regarding the Loring Towers RAD conversion? Carol said that he has and that she has spoken to Dodge McCord of AIMCO and that the conversion will take place sometime this summer.

Kathleen Burke said that with reference to RAD Conversions she is very aware that these conversions are very time consuming and involve a tremendous amount of work by the staff and that is why HUD provides the funding for the conversion to be used for the administration.

Inar Ragnar, 28 Leefort Terrace

Inar Ragnar said that he is just trying to provide assistance and that Board Member (pointing to Frank Milo) was rude to me. Frank Milo said that he was not rude to Mr. Ragnar.

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

Peter K. Strout moved that the Board convene into Executive Session at 6:51 p.m. to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union 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

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

Nays

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary