



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 FOR THE
REGULAR MEETING
WEDNESDAY, MARCH 11, 2015
6:00 p.m.**

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

II. Roll Call

Present

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

Absent

Maureen Call

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

III. Minutes of Previous Meeting(s)

Frank J. Milo moved to accept the Minutes of the Annual Meeting held on Wednesday, February 11, 2015. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

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Nays

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IV. Communications

- March 2015 MassNAHRO Newsletter
- Correspondence to Carol MacGown from Adria Leach, Director of External Affairs, Salem State University re: pre-construction report from Wolsey Associates, LLC, Rainbow Terrace in preparation for its parking garage project

V. Reports of the Committees

John A. Boris informed the Board that the Energy Sub-Committee met on Friday, February 27, 2015 and all members received a list of vendors together with

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documentation and/or emails to review and choose 3 vendors who they would recommend the Board to interview. The Sub-Committee will meet in a one (1) week to determine the six (6) vendors to be interviewed and schedule a date for the interviews.

VI. Report of the Executive Director

- Carol A. MacGown informed the Board that to date the Authority spent approximately \$214,000.00 in snow removal. Maintenance men did a good job with snow removal as did All-Pro Landscaping.
- Carol A. MacGown informed the Board that the Authority continues to have rubbish pick-up problems with Northside Carting. The Authority has notified the Mayor and the Mayor has acknowledged the problem. The Board Members discussed amongst themselves that if, in fact, the Mayor holds a meeting with Northside Carting that the Housing Authority should be present to express their displeasure with Northside Carting. Carol said that she certainly will attend the meeting if the Mayor's Office schedules one.

Carol A. MacGown informed the Board that she hired Eric Z Disposal to pick up trash at certain SHA developments due to Northside Carting not doing its job and it was becoming a health hazard. The costs incurred by the Authority were \$2,050.00. Also, Carol informed the Board that due to all of the snowfall she hired ERI to remove snow from certain rooftops of the Authority and those costs were \$36,000.00.

- Carol A. MacGown advised the Board that the Authority has saved approximately \$195,809.13 by having Viridian as a supplier of electricity for the Authority. Carol also informed the Board that we continue to have Action Energy through National Grid come to the different sites and replace refrigerators and replace lighting with LED lighting, etc. So many changes and improvements are being made at the Salem Housing Authority to maximize its energy savings.
- Carol A. MacGown informed the Board that the Office Renovations will commence on April 11, 2015 and will take approximately one (1) month to complete. The construction will not affect the employees or the day to day operations of the Authority. Carol will ensure that the any interruptions to the office staff and the day to day operations of the SHA are kept to a minimum.
- Carol A. MacGown informed the Board that the GPS units in the vehicles are all working now and there have been no further glitches. Randy has the GPS operating so that he can check the SHA vehicle locations from his smart phone.

Carol also informed the Board that the maintenance men have noticed changes since Randy became the Maintenance Operations and Facilities Manager.

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

William E. Luster moved to approve the bills and transfers for the period February 6, 2015 through March 5, 2015 as presented. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

Balance Sheet and Statements of Revenues and Expenses

William E. Luster moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Rick Fenton of Fenton, Ewald & Associates, P.C. for four (4) months ending January 31, 2015. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

X. New Business

By-Laws of the Salem Housing Authority

Carol A. MacGown presented the By-Laws at the Annual Meeting on Wednesday, February 11, 2015 for review and recommendations at the March meeting.

Peter K. Strout moved to accept the By-Laws of the Salem Housing Authority, as presented, without any recommended changes. William E. Luster seconded the motion and the vote was as follows:

Ayes
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Nays
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Appoint Contract Office and Alternate Contract Officer for Formula Funding #258101 Low-Slope Roof Replacement at 27 Charter Street (667-5)

William E. Luster moved to appoint Carol A. MacGown as Contract Officer for Formula Funding #258101 Low-Slope Roof Replacement at 27 Charter Street (667-5) and to appoint John A. Boris as the Alternate Contract Officer. Frank J. Milo seconded the motion and the vote was as follows:

Ayes
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Nays
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William E. Luster moved to authorize John A. Boris, the Alternate Contract Officer, to sign the Work Order Scope of Services and Payment of Services for DHCD project #258101, Low-Slope Roof Replacement at 27 Charter Street (667-5). Peter K. Strout seconded the motion and the vote was as follows:

Ayes
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Nays
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Bid for Groundskeeping Services at Various Locations

Carol A. MacGown presented and explained the low bid of McCarthy & Son Landscaping, Inc. to the Board. Carol informed the Board that she negotiated with McCarthy & Son Landscaping, Inc. because their bid was very high and they were the only bidder. The result ended in McCarthy & Son reducing their bid from \$64,906.00 to \$58,750.00 which is a reduction of \$6,156.00.

William E. Luster moved to accept the lowest, eligible and responsive bid of \$58,750.00 from McCarthy & Son Landscaping, Inc. for groundskeeping services at various locations from April 1, 2015 through November 30, 2015 and to authorize that John A. Boris, Chairman execute the contract. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

Bid for Common Area Cleaning Services at Various Locations

Carol A. MacGown presented and explained the low bid of Crespo Cleaning to the Board. The was discussion amongst the Board Members as to whether Crespo Cleaning would be able to do the job and do it in a good, workman like manner to fulfill their contract. Carol said that she had a meeting with Crespo Cleaning telling them that she did not think that they could do the job for \$30,499.56. Carol said that Crespo Cleaning said that they could do the job. Randel G. Comito, Maintenance Operations and Facilities Manager will be monitoring Crespo Cleaning closely for the first thirty (30) days. If they do not fulfill the terms of their contract then the SHA will terminate their contract.

Frank J. Milo moved to accept the lowest, eligible and responsive bid of \$30,499.56 from Crespo Cleaning for Common Area Cleaning Services for the period 04-01-15 through 03-31-16 and to authorize that John A. Boris, Chairman execute the contract. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

Quote for Replacement of Carpeting in Vacant Units as they become Vacant

Carol A. MacGown presented and explained the price quote of Edge Pro Flooring to the Board.

William E. Luster moved to accept the lowest, eligible and responsive price quote of Edge Pro Flooring in the amount of \$32.99 per yard which includes padding, carpet, and cove base for the replacement of carpeting in vacant units as they become vacant for six (6) months or \$10,000.00, whichever occurs first and to authorize that John A. Boris, Chairman execute the contract. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

Quote for Fire Alarm Panel Replacement at the Dalton Building

Carol A. MacGown presented and explained the price quote from Wayne Alarm Systems for Fire Alarm Panel Replacement at the Dalton Building. Carol said that she is doing this work because the Fire Alarm Panel is old and she wants it replaced before anything happens.

William E. Luster moved to accept the price quote from Wayne Alarm Systems in the amount of \$7,374.86 for fire alarm panel replacement at the Dalton Building and to authorize that John A. Boris, Chairman execute the contract. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

Maintenance Vehicles

Carol A. MacGown discussed with the Board the specifications of two new maintenance vehicles for the Maintenance Department.

Justification of Proprietary Specification for the procurement of One (1) new Full Size ¾ ton Chevrolet Express 2500 Cargo Van

The Board Members discussed at length the above specification and were all in agreement.

In accordance with Chapter 2 of the Procurement Manual issued by the Inspector General followed by the Salem Housing Authority regarding proprietary specifications we hereby document the need to purchase one (1) new full size ¾ ton Chevrolet Express 2500 cargo van.

The reason for said purchase is that the Salem Housing Authority currently maintains a fleets of 11 Chevrolet vehicles. Service parts are kept in stock for our use.

Therefore, it is in the best interest of the Salem Housing Authority to continue to add to the Chevrolet fleet which over time has a proven record of performance and reliability.

Peter K. Strout moved to approve the Justification of Proprietary Specification for the Procurement of One (1) new Full Size ¾ ton Chevrolet Express 2500 Cargo Van. Frank J. Milo seconded the motion and vote was as follows:

Ayes
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Nays
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Justification of Proprietary Specification for the procurement of One (1) new Chevrolet Silverado 3500hd Chassis Dump Truck

The Board Members discussed in length the above specification and agreed that the final be approved by Frank J. Milo. Frank J. Milo suggested maybe buying a little trash truck for the Authority. In accordance with Chapter 2 of the Procurement Manual issued by the

Inspector General followed by the Salem Housing Authority regarding proprietary specifications we hereby document the need to purchase one (1) new Chevrolet Silverado 3500hd Chassis Dump Truck.

The reason for said purchase is that the Salem Housing Authority currently maintains a fleets of 11 Chevrolet vehicles. Service parts are kept in stock for our use.

Therefore, it is in the best interest of the Salem Housing Authority to continue to add to the Chevrolet fleet which over time has a proven record of performance and reliability.

William E. Luster moved to approve the Justification of Proprietary Specification for the Procurement of One (1) new Chevrolet Silverado 3500hd Chassis Dump Truck on the condition that it will be approved by Frank J. Milo. Peter K. Strout seconded the motion and the vote was as follows:

Ayes
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Nays
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XI. Other Business/Late Communications

Inar Ragnar of 28 Leefort Terrace made the following comment:

Inar Ragnar said that he doesn't understand why he cannot comment or ask questions before the Board is going to vote on a certain matter. He said he thought that the Tenant's Organization was able to give the Board some things to consider before voting on a certain matter. John A. Boris thanked him and said that would take his comment into consideration.

XII. Adjournment into Executive Session

William E. Luster moved that the Board convene into Executive Session at 6:56 p.m. to conduct strategy sessions to discuss strategy with respect to collective bargaining or litigation. 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

Frank J. Milo

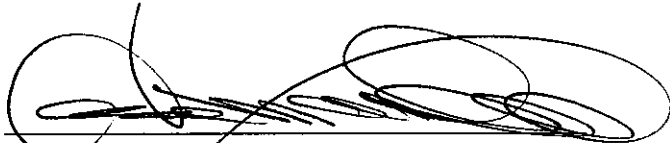
William E. Luster

Peter K. Strout

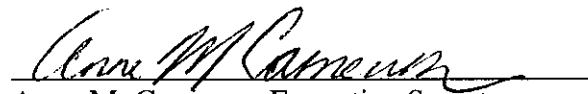
John A. Boris

Nays

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary