



John A. Boris, Chairman
Peter K. Strout, Vice Chairman
Frank J. Milo, Second Vice Chairman
Maureen Call, Treasurer
William E. Luster, Assistant Treasurer
Carol A. MacGown, Executive Director

**MINUTES FOR THE
REGULAR MEETING
WEDNESDAY, JANUARY 14, 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
Peter K. Strout
John A. Boris

Absent

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

Chairman Boris requested the Board's permission to take the agenda out of order this evening and have Rick Fenton of Fenton, Ewald & Associates, P.C. be first on the Agenda so that he may present the Budget to the Board of Directors. All Board Members agreed.

Budget Presentation

Rick Fenton, Certified Public Accountant, from Fenton, Ewald & Associates, P.C. presented in detail the State 4001 and MRVP/DMH budgets for fiscal year ending September 30, 2015. Mr. Fenton said that when he presents the budget to the Board he likes to accomplish two (2) things: 1) Compare Fiscal Year ending 9/30/14 to Fiscal Year 9/30/15 to define where the Authority was and where the Authority will be financially. 2) Prepare a narrative outlining key points about the Financial situation of the Authority and discuss the Federal and State Programs by comparison to Fiscal Year ending 9/30/14 and previous years. Rick Fenton discussed the budget at length and presented and reviewed graphs with the Board of Directors. Attached is Mr. Fenton's Budget Narrative for Budgets FYE 9/30/2015. In closing, Mr. Fenton said that most budget line items only changed by small percentages other than those, like miscellaneous costs, that result from the large growth in the Section 8 Program. The Salem Housing Authority continues to enjoy a healthy financial position. Mr. Fenton asked the Board if they had any questions. Chairman Boris asked Mr. Fenton if he could talk about the



Governor's hiring freeze at the State level. Mr. Fenton discussed it in detail and said that the hiring freeze does not effect the Authority and that they have not control over the Authority in that respect. Mr. Fenton said that it could affect DHCD but does not affect the Authority. Mr. Milo asked about the increase in utility costs. Mr. Fenton said that the price of gas increased last year by 3 times its previous cost. He did say that now the Authority is in a program with Viridian and that this should help save the Authority money as utility rates continue to rise.

Maureen Call moved to approve the **MRVP/DMH** Budget for fiscal year ending September 30, 2015. William E. Luster seconded the motion and the **roll call** vote was as follows:

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

Maureen Call moved to approve the **Program 4001** Budget for fiscal year ending September 30, 2015. William E. Luster seconded the motion and the **roll call** vote was as follows:

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

The Board Members signed the Budget Certification for both the **4001** and the **MRVP** Programs.

III. Minutes of Previous Meeting(s)

Maureen Call moved to accept the Minutes of the Regular Meeting held on Wednesday, December 10, 2014. Frank J. Milo seconded the motion and the vote was as follows:

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

Maureen Call moved to accept the Minutes of the Special Meeting held on Friday, January 2, 2015. Frank J. Milo seconded the motion and the vote was as follows:

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

0

IV. Communications

- January 2015 MassNAHRO Newsletter
- Correspondence dated January 7, 2015 from DHCD to John A. Boris, Chair awarding the Authority \$361,000.00 for the asbestos removal cost in connection with the doors, trim, windows, replacement and community room accessibility project at the 667-4 Pioneer Terrace Development

V. Reports of the Committees

There were no reports of the Committees.

VI. Report of the Executive Director

- Carol A. MacGown informed the Board that Bedbug Extermination costs at the Dalton Building totaled the amount of \$105, 333.00. The Bedbug extermination has been completed.
- Carol A. MacGown informed the Board that the HUD REAC Inspection of Federal Public Housing Properties will take place on February 3, 2015 and February 4, 2015.
- Carol A. MacGown informed the Board that the Annual Independent Audit is currently being conducted by John Ross, CPA. Said audit will take approximately six (6) to eight (8) days to complete.
- Carol A. MacGown informed the Board that she has been working with Rick Fenton of Fenton, Ewald & Associates on the Budget for Fiscal Year 9/30/15. Carol said that she will be submitting it to DHCD.
- Carol A. MacGown informed the Board the Management Computer Services will no longer be providing payroll service to the Authority. The Authority has engaged the services of PayChex located in North Reading, MA. Carol said the transition has been rather smooth with one hiccup and that being that they added sick time and vacation time together.
- Carol A. MacGown informed the Board that the RAD Conversion at Pequot Highlands was completed on December 31, 2014. She said that the Section 8 staff did an amazing job. HUD requested to use the Section 8 Department to do some training on RAD conversions for other Authorities, however, Carol had to decline as the Authority is very busy at this time.
- Carol A. MacGown informed the Board that since the Authority has been without a Maintenance Supervisor there have been thirty-five (35) vacancies in two (2)

months. Carol informed the Board that the Authority will usually get sixty (60) vacancies in one (1) year. The Maintenance Department is trying to get caught up but due to “no heat calls” and snow removal it is taking the department longer than usual.

- Carol A. MacGown informed the Board that the Power Block Building Boiler Room flooded out due to a burst pipe. There has been no heat or hot water for One (1) day. The Plumber and Michaud and Raymond are on site rectifying the problem. Eric Wilkins will deliver space heaters. The Board requested that when the Contractor, Byors & Sons install the new boilers that a sump pump be installed at the same time so that if a pipe bursts in the future the boiler room will not flood. The Board would also like to see some sort of security alarm that senses water in the building. The Board said that it would be a good idea to have sump pumps in all boiler rooms of the SHA properties.

VII. Unfinished Business

There was no unfinished business.

VIII. Recommendations of the Chairman

Chairman John A. Boris will appoint a Sub-Committee to investigate Solar Energy.

Chairman John A. Boris thought it would be a good idea to form a committee to investigate Solar Energy as there have been many vendors interested in speaking with the Authority about solar energy.

Peter K. Strout moved to approve John A. Boris to form a Sub-Committee to investigate solar energy for the Salem Housing Authority and to appoint John A. Boris, William E. Luster and Carol A. MacGown to said Sub-Committee. Frank J. Milo seconded the motion and the vote was as follows:

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

IX. Report of the Treasurer

Bills and Transfers

Maureen Call moved to approve the bills and transfers for the period December 4, 2014 through January 7, 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	
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 Two (2) months ending November 30, 2014. 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

X. New Business

Maintenance Operations and Facilities Manager

Twelve (12) applications for the Maintenance Operations and Facilities Manager's position were received and Carol A. MacGown and Peter Strout interviewed all twelve (12) candidates on December 4, 2014 and December 8, 2014. Carol introduced the candidate of their choice for Board Approval.

Carol A. MacGown introduced Randel Comito to Board of Directors. Carol informed the Board that she and Peter K. Strout interview Mr. Comito and they both felt that he meets the requirements of the Maintenance Operations and Facilities Manager's position. Mr. Comito has years of construction experience and knowledge of building maintenance. Mr. Comito has worked for Government Agencies and is familiar with the paperwork required. Carol said that she believes Mr. Comito will be an asset to the Authority.

Carol A. MacGown asked the Board if they had any questions for Mr. Comito. Mr. Luster said that if Carol and Peter Strout felt he was the candidate then he was fine with their choice. Mr. Milo said that as long as Mr. Comito's knows that there is a 6 month probation period and if it didn't work out then the work relationship would end.

Peter K. Strout moved to make a conditional offer of employment to Randel G. Comito with a six (6) month probationary period for a full time position as Maintenance Operations and Facilities Manager at an annual salary of \$75,000.00 with a start date to be determined by the Executive Director. Employment is also conditioned upon receipt of a passed SHA paid physical examination including drug test, a favorable Criminal Offense Record Information (CORI) check, and a favorable driving record prior to employment. 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

Salem Housing Authority Grievance Panel – Appointment of Representative and Alternate

Carol A. MacGown explained to the Board that all of the Grievance Panel Representatives' terms will be expiring on February 28, 2015. Carol A. MacGown also informed the Board that due to James Page's retirement and relocation to another state it is necessary for the the Authority to appoint a new Representative to the Salem Housing Grievance Panel. Carol recommended Dennis King from the SPD as the new representative for the Authority. Carol also informed the Board that Frances Grace was willing to serve as an alternate for an additional three (3) year term.

Maureen Call moved to appoint Dennis King as a Representative to the Salem Housing Authority Grievance Panel and Frances Grace as an Alternate. Frank J. Milo seconded the motion and the vote was as follows:

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

Non-Smoking Policy

Carol A. MacGown presented to the Board of Directors a draft of the Non-Smoking Policy. Carol informed the Board that a draft of the Non-Smoking Policy was sent to the Laura Orum, Vice President of the Tenant's Association and also to Theresa Prescott, the Treasurer for their review, comments and suggestions. Carol informed the Board that lease addendums have to be prepared and signed by all tenants. Carol said that she will market the policy in February and March of 2015. Carol would like to have the Smoke Free Policy finalized and launched by April 1, 2015.

XI. Other Business/Late Communications

The next regularly scheduled meeting of the Board of Directors is the **Annual Meeting** on **Wednesday, February 11, 2015 at 6:00 p.m.** which will be immediately followed by the **Regular Meeting**.

Amendment #4, DHCD Project No. 258066, Contract for Financial Assistance 5001: Public Housing Compliance Reserve Award to Fund asbestos removal costs in connection with 667-4 Pioneer Terrace doors/trim/window replacement/community room accessibility project.

Carol presented and explained to the Board of Directors Amendment #4, DHCD Project 258066, Contract for Financial Assistance 5001: Public Housing Compliance Reserve Award to fund asbestos removal costs in connection with 667-4 Pioneer Terrace doors/trim/window replacement/community room accessibility project.

Peter K. Strout moved to approve Amendment #4 in the amount of \$361,000.00, DHCD Project No. 258066, Contract for Financial Assistance 5001: Public Housing Compliance Reserve Award to Fund asbestos removal costs in connection with 667-4 Pioneer Terrace doors/trim/window replacement/community room accessibility project and to authorize John A. Boris, Chairman to execute said Amendment #4. 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

Change Order #2 for FF#258066 Window, Door, Stair, and Trim Replacement at Pioneer Terrace

Carol A. MacGown presented explained Change Order #2 for FF#258066 Window, Door, Stair, and Trim Replacement at Pioneer Terrace.

William E. Luster moved to approve Change Order #2 for FF #258066 Window, Door, Stair, and Trim Replacement at Pioneer Terrace in the amount of \$139,581.68 with a time extension of 67 days, which represents adding paneling at main entries, new vinyl soffits at existing verandas, repainting existing metal railings at all verandas and a credit for deleting the removal of wood soffits and skylight curbs and authorize Carol A. MacGown to execute said Change Order #2. Peter K. Strout seconded the motion and **roll call** vote was as follows:

Ayes

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

Nays

William E. Luster departed the Board Meeting at 6:50 p.m.

Kathleen Burke, 205 Bridge Street, Apartment 306. Kathleen Burke commented as follows:

Kathleen Burke asked about asbestos removal and exposure to the residents at Pioneer Terrace. Carol A. MacGown informed Kathleen Burke that the removal was done safely

and in accordance with EPA Standards and there was no harm or threat to residents. Carol also informed Kathleen that the residents were notified.

Kathleen Burke asked Carol A. MacGown about MacGray, the company hired to fix the coin operated washing machines and dryers at Morency. Kathleen said that a note was found from MacGray informing the residents that there would be an increase in the coin operating washers and dryers. Carol said that she had no knowledge of any letters or increases in cost. Carol had Anne Cameron make a copy of said letter and she said that she would look into the matter.

Kathleen Burke asked Carol A. MacGown if the Tenant's Association has been in touch with her regarding the vacancy on the Tenant's Association Board and the Tenant's Association Accounting. Carol said "yes". Kathleen Burke informed Carol that apparently the Seaport Credit Union is no longer doing business with the Salem Housing Tenants' Association due to overdrafting the account. Kathleen Burke said that is what she heard. Kathleen Burke said that she realizes that this is hurting the Tenants' Association but that it is a good Tenants' Association and they seem to be holding their own.

XII. Adjournment into Executive Session.


Maureen Call moved that the Board convene into Executive Session at 7:02 p.m. to conduct strategy sessions in preparation with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with union personnel and 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. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

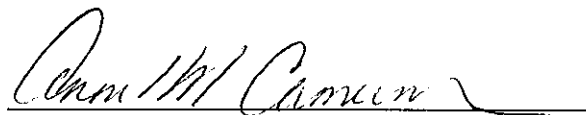
Maureen Call
Frank J. Milo
William E. Luster
Peter K. Strout
John A. Boris

Nays

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary