



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, DECEMBER 10, 2014
6:00 p.m.**

I. Called Meeting to Order at 6:03 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

III. Minutes of Previous Meeting(s)

Maureen Call moved to accept the Minutes of the Regular Meeting held on Wednesday, November 12, 2014. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

4

Nays

0

IV. Communications

- Correspondence from John A. Boris, Chairman to Jane A. Guy, Assistant Community Development Director, City of Salem dated November 19, 2014 re: Community Preservation Act; At this time, there were no requests or suggestions from the Housing Authority Board of Directors.
- December 2014 MassNAHRO Newsletter

V. Reports of the Committees

VI. Report of the Executive Director

- Carol A. MacGown informed the Board that she received the Budget Guidelines on November 12, 2014 and that Rick Fenton of Fenton, Ewald & Associates will



Present the budget for the period ending September 30, 2015 in December 2014 or at the January 2015 Board Meeting.

- Carol A. MacGown informed the Board that she received a telephone call from John Keenan, Salem State University and he conveyed to Carol that the University would like to build a playground at Rainbow Terrace and construct a walkway between the University's Library and Rainbow Terrace. Carol said that she was meeting with her Board on December 10, 2014 and she would discuss it with the Board Members. After discussion amongst the Board Members, the following vote was taken:

Frank J. Milo moved to authorize Carol A. MacGown to contact John D. Keenan, Vice President of Administration at Salem State University and advise him that at this time the Salem Housing Authority was not interested in the University constructing a playground at Rainbow Terrace nor were they interested in the construction of a walkway between University's Library entrance and Rainbow Terrace. Peter K. Strout seconded the motion and the vote was as follows:

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

- Carol A. MacGown informed the Board that she had conversation with Blue Wave Capital and they will be sending the Authority a detailed report of the proposed energy savings by purchasing solar tax credits through Blue Wave Capital.
- Carol A. MacGown informed the Board that the Bed Bug extermination has been completed by A-1 Exterminators. Professional Profiles is now doing the rug cleaning. Carol said that it went very smoothly with just a few hiccups. Frank J. Milo asked how much the total cost was and Carol said that it was approximately \$100,000.00.
- Carol A. MacGown informed the Board that the GPS have been installed in each of the Maintenance Vehicles. The men have been experiencing some problems with the batteries and lights in their vehicles. Reltima has had their installer out to the Authority on two (2) different occasions to rectify the issues. Carol has met with Reltima once for training and will be meeting again on January 8, 2015 for additional training.
- Carol A. MacGown informed the Board that John Ross, CPA of Ross & Company will be at the Authority for approximately seven (7) days to perform an Independent Audit of the Authority's records.

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 November 6, 2014 through December 3, 2014 as presented. 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

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 One (1) month ending October 31, 2014. 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

X. New Business

Annual Christmas Party

Carol MacGown asked that the Board allow her to close the office from 12:00 p.m. until 4:00 p.m. on Wednesday, December 17, 2014 in order to host the annual Christmas party. Should an employee choose not to attend the party, he/she will work a regular day.

Peter K. Strout moved to authorize that Carol MacGown close the office on Wednesday, December 17, 2014 from 12:00 noon until 4:00 p.m. in order to host the annual employee Christmas Party. Maureen Call seconded the motion and the vote was as follows:

Ayes
4

Nays
0

Computer System Hosting and Managed Services

Carol A. MacGown informed the Board that she solicited quotes for Computer System Hosting and Managed Services. Carol presented the lowest, eligible and responsive quote to the Board of Directors. Carol said Micro Support Group is very responsive and very knowledgeable and consistently does a great job for the Authority. Carol informed the Board that there fee for services is the same as last year. It has not increased.

Frank J. Milo moved to accept the lowest, eligible and responsive quote of Micro Support Group, Inc. in the amount of \$1260.11 per month and \$125.00 per hour for additional services for Computer System Hosting and Managed Services and authorize Carol A. MacGown to execute a contract between the Salem Housing Authority and Micro Support Group, Inc. for the period January 16, 2015 through January 15, 2016. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

Amendment #3, DHCD Capital Improvement Work Plan 5001, Project No. 258096
Design and Installation of One (1) Emergency Generator at the Dalton Development -
667-7B

Carol A. MacGown explained to the Board in detail the Emergency Generator Initiative Award to the Salem Housing Authority by DHCD.

Peter K. Strout moved to approve Amendment #3 in the amount of \$25,000.00 to the DHCD Capital Improvement Work Plan 5001, Project No. 258096 for the design and installation of One (1) emergency generator at 667-7B the Dalton Development and authorize John A. Boris to execute said Amendment #3. Maureen Call seconded the motion and the **roll call** vote is as follows:

Ayes

Nays

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

Electrical Service Upgrades at 121 ½ Bridge Street

Carol A. MacGown explained in detail to the Board the Electrical Service Upgrades to be done at 121 ½ Bridge Street. Carol A. MacGown also said that the Cranney Companies have done work for the Authority in the past and have done a good job.

Frank J. Milo moved to accept the lowest, eligible and responsive quote of Cranney Companies in the amount of \$9, 525.00 for Electrical Service Upgrades at 121 ½ Bridge Street and authorize John A. Boris to execute a contract between the Salem Housing Authority and Cranney Companies. 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

Formula Funding # 258066, Pioneer Terrace, Change Order #1 for Additional and Modified Door Hardware and Change to Storm Doors (Self-Storage Panel)

Carol A. MacGown explained in detail Formula Funding #258066, Pioneer Terrace, Change Order #1 for Additional and Modified Door Hardware and Change to Story Doors (Self-Storage Panel).

Peter K. Strout moved to approve Formula Funding #258066, Pioneer Terrace, Change Order #1 in the amount of \$41,037.28 for Additional and Modified Door Hardware and Change to Storm Doors (Self-Storage Panel) and authorize John A. Boris to execute said Change Order #1. 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

Formula Funding #258095, Office Renovation, 27 Charter Street

Carol A. MacGown shared with the Board of Directors the results of the Bid Opening for the Office Renovation which took place on November 18, 2014. Carol A. MacGown explained in detail to the Board Formula Funding #258095, Office Renovation 27 Charter Street

Peter K. Strout moved to accept the lowest, eligible and responsive quote of CBBC, LLC in the amount of \$69,905.00 for Office Renovations at 27 Charter Street pending DHCD approval and authorize John A. Boris to execute a contract between the Salem Housing Authority and CBBC, LLC. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
Peter K. Strout

Nays

John A. Boris

Admissions and Continued Occupancy Policy (ACOP)

Carol A. MacGown presented the revised Admissions and Continued Occupancy Policy (ACOP) to the Board and explained the ACOP Policy to the Board. Carol A. MacGown discussed what revisions were made.

Maureen Call moved to adopt the newly revised edition of the Admissions and Continued Occupancy Policy (ACOP) as submitted. Peter K. Strout seconded the motion, and the vote was as follows:

Ayes

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

Nays

XI. Other Business/Late Communications

Carol A. MacGown explained that every December, Anne Cameron will provide the Board with the scheduled meetings of the Board of Directors for the following year.

The regularly scheduled meetings of the Board of Directors for 2015 are as follows:

Wednesday, January 14, 2015	Wednesday, July 8, 2015
Wednesday, February 11, 2015	Wednesday, August 12, 2015
Wednesday, March 11, 2015	Wednesday, September 9, 2015
Wednesday, April 8, 2015	Wednesday, October 14, 2015
Wednesday, May 13, 2015	Wednesday, November 11, 2015
Wednesday, June 10, 2015	Wednesday, December 9, 2015

Frank J. Milo inquired as to how the process was going to establish a Smoke Free Housing Authority. Carol A. MacGown informed the Board that the Authority is at the stage of drafting a Smoke-Free Policy and the Public Housing Administrator will be drafting a policy. Carol said that she is hopeful that by Spring of 2015 the Authority will be Smoke-Free. Carol informed the Board that 75% of tenants/resident were in favor of a Smoke-Free Housing Authority.

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

Relative to the Smoke-Free Policy that will be established, how will it address medical marijuana? Carol A. MacGown informed Kathleen Burke that there are other ways of taking medical marijuana. It does come in a pill substance. Those details will have to be worked out when drafting the Smoke-Free Policy.

Regarding the Bed Bug Extermination, a dog was supposed to come to each of the units and the units were to be inspected and that did happen. When the inspectors came with dog, they came into the unit and she had just taken a shower and was in a towel and had told them to wait a moment before coming in. They came in without waiting. Carol A. MacGown said that this is the first she heard of this and she asked Kathleen why she didn't call her.

Kathleen Burke said that she had a conversation with Michael Kane of Mass Alliance of HUD Tenants and he conveyed to Kathleen that the Authority has agreed to participating in a RAD conversion at Loring Towers. Kathleen said that that is wonderful news. Carol A. MacGown said that yes she did speak with Michael Kane and she informed him that the Authority would do it but not until Spring/Summer 2015.

Kathleen Burke said that Jim Page was no longer of the Salem Police Department Force and that he is member of the Salem Housing Authority Grievance Panel. Kathleen asked Carol A. MacGown to keep them informed as to what transpires. Carol A. MacGown said that the Authority is well aware of that.

Kathleen Burke said that on a lighter note she was not going to pursue the matter of the police officer being present at a meeting with the tenants/residents at the Dalton Building regarding the Bed Bug Extermination that was going to take place. Kathleen said that she was just letting it go.

Inar Ragnar of 28 Leefort Terrace said that there have been many illegal entries. Carol A. MacGown said that there have not been illegal entries made. John A. Boris said "point taken".

John A. Boris asked if there were any more questions or comments. There were none. The Chairman thanked those who were in attendance.

XII. Adjournment

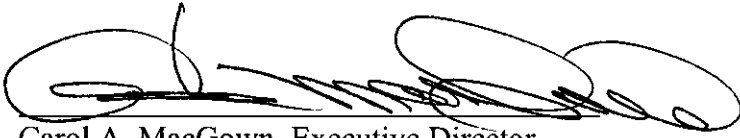
Peter K. Strout moved that the Board convene into Executive Session at 6:47 p.m. to conduct strategy sessions in preparation with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with union personnel and to discuss strategy with respect to collective bargaining 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
Peter K. Strout
John A. Boris

Nays

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Carol A. MacGown', written over a horizontal line.

Carol A. MacGown, Executive Director

A handwritten signature in black ink, appearing to read 'Anne M. Cameron', written over a horizontal line.

Anne M. Cameron, Executive Secretary