



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, NOVEMBER 12, 2014
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

None

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

III. Acceptance of the Minutes of Previous Meeting(s)

Peter K. Strout moved to accept the Minutes of the Regular Meeting held on Wednesday, October 8, 2014. Maureen Call seconded the motion and the vote was as follows:

Ayes

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Nays

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Frank J. Milo moved to accept the Minutes of the Special Meeting held on Friday, October 24, 2014. Peter K. Stout seconded the motion and the vote was as follows:

Ayes

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Nays

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IV. Communications

- November 2014 Mass NAHRO Newsletter
- Correspondence dated October 23, 2014 from Carol A. MacGown to Putnam Farm at Danvers, Associate Fund enclosing a check in the amount of \$100.00 in memory of Jane T. Lundregan
- Email from Intelligrants.com to Carol A. MacGown dated November 5, 2014 informing her that the Salem Housing Authority's Capital Improvement Plan (CIP) for 2015 has been approved by DHCD
- Correspondence dated November 7, 2014 to John A. Boris, Chair from the



Department of Housing and Community Development notifying the Authority that it has been awarded a \$25,000.00 grant toward the design and installation of one emergency generator that the 667-7B Dalton Residence Development.

V. Reports of the Committees

- John A. Boris asked the Board if they had any comments or suggestions regarding the Community Preservation Act Plan so that a consensus could be developed and put in writing and mailed to the CPC no later than Thursday, November 20, 2014 at noon. There were none.

VI. Report of the Executive Director

- Carol A. MacGown informed the Board that the Salem Housing Authority continues to make energy improvements to its developments such as LED, hot water heaters, boilers, etc. Diane Boulay is managing this project with Action Energy. Carol said that she is doing a great job and that she commends her for it. To date, the Authority has received \$965,750.60 in energy efficient upgrades.
- Carol A. MacGown informed the Board that the Bed Bug Extermination at the Dalton Building has been going along very smoothly. Carol said that the Dalton residents have been very cooperative and that the authority has received a few thank-you cards acknowledging a good job. There have been a few hiccups and by that Carol explained that some small things have been damaged. Carol said she hopes to have the Bed Bug Extermination completed by November 17, 2014. Frank J. Milo asked if when the extermination was completed, would there be a final inspection of the units. Carol stated that there would be a final inspection. Further discussion was had between Carol and the Board relative to whether A-1 and the SHA should enter Unit 203 if he/she did not allow them in Unit. The Board said that they would go along with the decision of both Chris Casey, Esq. and Martin Rooney, Esq.
- Carol A. MacGown informed the Board the the sidewalks at Rainbow Terrace have been repaired by the City of Salem. Carol said that they did three-quarters of the sidewalks and that was much more than she had expected. They look great. Carol stated that she sent a "thank-you" letter on behalf of the Board of Directors, the tenants and herself to Mayor Driscoll and sent a copy to Councilor Joseph O'Keefe, DPW Director, John Tomasz and the Board.
- Carol A. MacGown informed the Board that she will be attending the Mass NAHRO Fall Conference on November 16, 2014 and November 17, 2014 with her the Assistant Executive Director, Debra Tucker in Plymouth, Massachusetts.

- Carol A. MacGown informed the Board that the Authority has placed an advertisement for a Maintenance Operations and Facilities Manager at the Authority in the newspapers and that the deadline for all applications is Friday, November 21, 2014 at 12:00 noon. Chairman Boris requested that Peter K. Strout sit in on the interviewing process as has been done in the past. Peter K. Strout agreed to do so.
- Carol A. MacGown informed the the Board that she is planning on having the Christmas Luncheon on Tuesday, December 16, 2014. Carol said that she would love for the Board of Directors to attend and that the staff also enjoys it when the Board is present.
- Carol A. MacGown informed the Board that on October 28, 2014 she and William Luster met with Principles from Blue Wave Capital regarding solar energy. Carol thanked William Luster for his presence at the meeting. The two things he took away from the meeting was that 1) Blue Wave is looking for particular buildings and/or sites of the Authority in which it could put solar panels on and 2) Blue Wave is currently developing a solar energy site in Haverhill, MA and the Authority could benefit from buying solar tax credits. Carol informed the Board that copies of all utility bills have been sent to Blue Wave Capital per their request in order for them to prepare a more accurate proposal. William Luster said that he would like to know what DHCD's thoughts are on all of this.
- Carol A. MacGown informed the Board that she still has not received the Budget Guidelines and that she probably would not be presenting them to the Board before December 2014 or January 2015.

VII. Unfinished Business

There was none.

VIII. Recommendations of the Chairman

- Chairman John A. Boris thanked those Board Members who attended the training for Boards provided by the City of Salem.

IX. Report of the Treasurer

Bills and Transfers

Maureen Call moved to approve the bills and transfers for the period October 2, 2014 through November 5, 2014 as presented. William E. Luster seconded the motion and the **roll call** vote was as follows:

<u>Ayes</u>	<u>Nays</u>
Maureen Call	None
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 twelve (12) months ending September 30, 2014. Frank J. Milo seconded the motion, and the **roll call** vote was as follows:

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

X. New Business

Bid for Boiler and Domestic Water Heater Replacement Project, Zisson Building and Power Building, HUD No. MA 055-003

Carol A. MacGown presented and explained the bid received on October 16, 2014 to the Board of Directors.

Peter K. Strout moved to accept the apparent, lowest, eligible and responsive bid for the Boiler and Domestic Water Heater Replacement Project, Zisson Building and Power Building, HUD No. MA 055-003 in the amount of \$194,785.00 submitted by Byors and Sons Mechanical and authorize Chairman, John A. Boris to execute a contract. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

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

Year End Submissions

Carol A. MacGown explained to the Board that every year the Authority has to submit certain documentation which has to be executed by the Board of Directors to DHCD and those documents are listed below:

Quarterly Operating Statements (Quarter Ending 9/30/14) and Year End Financial Statements (FYE 9/30/14) for Programs 4001 and MRVP

Carol A. MacGown presented the Quarterly Operating Statements (Quarter Ending 9/30/14) and Year End Financial Statements (FYE 9/30/14) for Programs 4001 and MRVP and requested signatures for same.

Maureen Call moved to accept the Quarterly Operating Statements (Quarter Ending 9/30/14) and Year End Financial Statements for Fiscal Year Ending 9/30/14 for Programs 4001 and MRVP. William E. Luster seconded the motion, and the **roll call** vote was as follows:

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

Schedule of Positions and Compensation Form – Top Five (5) Highest Paid Staff

In accordance with Public Housing Notice 2012-03 Carol A. MacGown submitted to the Board the Schedule of Positions and Compensation Form – Top Five (5) Highest Paid Staff. Carol A. MacGown explained to the Board that this is a new requirement of DHCD and that the Board signed this form last year as well. Carol A. MacGown submitted the Top Five (5) Highest Paid Staff to DHCD.

Peter K. Strout moved to certify and execute the Schedule of Positions and Compensation Form – Top Five (5) Highest Paid Staff as submitted by Carol A. MacGown for the Salem Housing Authority to be submitted with year end documentation. William E. Luster seconded the motion and the vote was as follows:

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

Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws

Peter K. Strout moved to certify and execute the Certification of Compliance with Notification Procedures for Federal and State Paint Laws as submitted by Carol A. MacGown for the Salem Housing Authority to be submitted with year end documentation. Maureen Call seconded the motion, and the vote was as follows:

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

Section 8 Management Assessment Plan (SEMAP)

Carol explained in detail the Section 8 Management Assessment Plan (SEMAP) to the Board.

Maureen Call moved to approve the Section 8 Management Assessment Plan (SEMAP) as submitted and to authorize Carol A. MacGown to submit said report to the Department of Housing and Urban Development (HUD). William E. Luster seconded the motion, and the vote was as follows:

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

Repayments

Carol A. MacGown distributed a calculation of the monies collected for the period October 1, 2013 through September 30, 2014. The Staff does a fantastic job collecting monies owed to the Authority.

Appoint Contract Officer and Alternate Contract Officer for Exterior Brick Masonry Tuckpointing Project at 33 Park St./26 Prince St. (705-2A)

Carol A. MacGown explained to the Board the Exterior Brick Masonry Tuckpointing Project at 33 Part St./26 Prince Street (705-2A). The job is supposed to commence on March 1, 2015. The Board did not think that was a realistic date. The job should commence only if weather permits. All Board Members agreed.

William E. Luster moved to appoint Carol A. MacGown as Contract Officer and Peter K. Strout as Alternate Contract Officer for Exterior Brick Masonry Tuckpointing Project at 33 Park St./26 Prince St. (705-2A). Peter K. Strout seconded the motion, and the vote was as follows:

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

Appoint Contract Officer and Alternate Contract Officer for 2014 Federal Elderly (Zisson & Power) Heat Upgrade/Conversion to Natural Gas Project and Domestic Hot Water Heater

William E. Luster moved to appoint Carol A. MacGown as Contract Officer and William E. Luster as Alternate Contract Officer for 2014 Federal Elderly (Zisson & Power) Heat Upgrade/Conversion to Natural Gas Project and Domestic Hot Water Heater Replacement. Peter K. Strout seconded the motion, and the vote was as follows:

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

Appoint Contract Officer and Alternate Contract Officer for the 2014 Office Renovation Project

William E. Luster moved to appoint Carol A. MacGown as Contract Officer and Maureen Call as Alternate Contract Officer for the 2014 Office Renovation Project. Peter K. Strout seconded the motion, and the vote was as follows:

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

XI. Other Business/Late Communications

- Carol A. MacGown informed the Board that the Assistant Executive Director attended a training wherein they said that all Housing Authority Procurement Policies should have language contained in them in case there may be a tie between bidders. John A. Boris, Chairman requested the Board make a motion.

William E. Luster moved to authorized Carol A. MacGown to revise the Procurement Policy by adding language to said policy to the effect that if there is a tie between bidders then there will be a coin toss to break said tie. Frank J. Milo seconded the motion and the vote was as follows:

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

John A. Boris, Chairman opened up the floor to the attendees.

Laura Orum, 12 A Pioneer Terrace. Laura informed the Board that she is now the acting President of the Salem Tenant's Association in place of Lorelee Stewart. She said that according to the Tenant Association By-Laws an Election must take place to vote her in. Laura said that she did not know when the Election would take place but that she would advise Carol A. MacGown as soon as a date was set. Laura also submitted a letter with a request to set up a meeting with Carol A. MacGown regarding the SHTA Accounting Fund. Laura said that she was now prepared to meeting with Carol. Carol informed Laura that she would have Anne Cameron call her to set up a date and time.

Inar Ragnar, 28 Leefort Terrace asked the question: What effect do you think the election will have on the LTO? John A. Boris, Chairman said that he would not comment on that.

Kathleen Burke, 205 Bridge Street made the following comments:

Kathleen asked the Board for permission to put up signs asking residents for a 49 cent donation to help assist in the cost of the postage of mailing Christmas Cards to the Military. The Board agreed to let her put up signs and commended her for taking on that task.

Kathleen Burke conveyed to the Board that she was not happy about finding out that there was a police officer at the meeting that was held at the Dalton Building regarding Bed Bug Extermination. She said she had no knowledge of that. She said that her civil rights have been violated and that she is looking into the matter with the Civil Liberties Union and that the SHA would be hearing from her regarding this issue. Kathleen was very upset about this.

John A. Boris asked if there were anymore questions or comments. There were none.

XII. Adjournment

Frank J. Milo moved that the Board convene into Executive Session at 6:40 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. 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

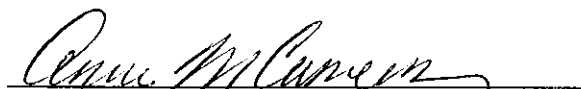
Nay

None

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary