



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, OCTOBER 8, 2014
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. Acceptance of Minutes of Previous Meeting(s)

Maureen Call moved to accept the Minutes of the Regular Meeting held on Wednesday, September 10, 2014 as presented. Peter K. Strout seconded the motion and the vote was as follows:

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

IV. Communications

- Mass NAHRO Newsletter - October 2014
- Correspondence dated September 23, 2014 from Robert Cwieka, Deputy Director, HUD to Carol A. MacGown, Executive Director regarding: Approval of PHA Plan for Fiscal Year beginning October 1, 2014
- Correspondence dated 10-6-14 from a Dalton Resident

V. Reports of the Committees

John A. Boris discussed the Fiscal Year 2014 Community Preservation Act Plan and

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the Fiscal Year 2015 Community Preservation Act Survey for Boards received from Jane A. Guy, Assistant Community Development Director, City of Salem, Department of Planning & Community Development on September 17, 2014. The CPC would like the Salem Housing Authority Board to develop a consensus and put their comments in writing no later than Noon on Thursday, November 20, 2014.

John A. Boris requested that the Board read the information received from the City of Salem, Department of Planning & Community Development regarding the Community Preservation Act Plan and put comments and suggestions in writing by the November 12, 2014 Board Meeting.

VI. Report of the Executive Director

- Carol A. MacGown informed the Board that the Fall Conference will take place on November 17, 2014 and November 18, 2014 at the Radisson Hotel Plymouth Harbor, Plymouth, MA. Carol said that if any Board Member was interested in attending to please notify Anne Cameron.
- Carol A. MacGown informed the Board that she received correspondence from a resident of the Dalton Building. Carol said that she believed that all of the Board Members received a copy of said correspondence as well. Carol discussed the contents of the letter with the Board of Directors. Carol explained in detail the bedbug situation at the Dalton Building. She informed the Board that since the Authority is down a Maintenance Supervisor and Michael Fitzgerald is the Acting Supervisor she thought it in the best interest of the Authority to hire A-1 Exterminators to go in and attack the bedbug situation since there are 23 units that have bedbugs which is more than half of the Dalton Building. Carol has been meeting with Jeff Weisberg of A-1 working out a plan of action. Carol informed the Board that A-1 was going to charge approximately \$50,000.00 for their services only and there will be other costs associated with said job. The Board Members and Carol engaged in a lengthy discussion about the cost, the treatment plan, sprinkler heads and draining the system, having a fire watch during the treatment, success rate, and if residents needed to be relocated.
- Carol A. MacGown informed the Board that the sidewalk repairs at Rainbow Terrace still have not been done.
- Carol A. MacGown informed the Board that the Pequot Highlands RAD conversion is going extremely well and that the Authority is more than half-way done. Rent calculations are being done. The Section 8 Inspector will have to inspect 250 units. It is expected that the conversion will be completed by December 31, 2014. Carol said that the Section 8 Department has done a fantastic job.

- Energy conservation is continuing to happen at the Authority. The Authority has received from Action Energy or their supplier appliances, equipment, materials, lighting, etc. in the amount of \$600,000.00. The Authority will continue to make energy improvements. The Authority also continues to save with Viridian and to date that amount is \$127,000.00.
- Carol A. MacGown informed the Board that Michael Kane of the Mass Alliance of Public Housing Tenants Unions has reached out to Carol and has asked her if she would convert 61 Enhanced Vouchers to Project Based Vouchers at Loring Towers. Carol told Michael that she would be willing to do that, however, she was not able to take that project on until late Spring/Summer of 2015 as the Authority was in the middle of a RAD Conversion. Carol also said that Kathleen Burke sent her a very nice “thank you” note for agreeing to convert those 61 Enhanced Vouchers to Project Based Vouchers. Carol thanked Kathleen Burke for sending that to her.
- Carol A. MacGown requested the Board to hold a Special Meeting for the purpose of reviewing the work performance of an Employee and consider whether or not he/she should be allowed to acquire tenure.
- Peter K. Strout moved to authorize Carol A. MacGown, Executive Director to schedule a Special Board Meeting to be held on Friday, October 17, 2014 at a time to be determined and agreed upon by all Board Members to discuss the work performance of an employee and to consider whether or not he/she should be allowed to acquire tenure. Maureen Call 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

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 September 4, 2014 through October 1, 2014 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

Agency Wide Operating Statement(s)

Maureen Call moved to accept the Balance Sheet and Statements of Revenues and Expenses and other supplemental schedules for all programs of the Salem Housing Authority for eleven (11) months ending August 31, 2014 submitted by Fenton, Ewald &, Associates, P.C. 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

Representative of the Maintenance Department to Address the Board of Directors

The Maintenance Representative felt it was not necessary to appear at the meeting and therefore, did not appear.

Annual Submissions

Carol A. MacGown reminded the Board that once a year the Salem Housing Authority was required to have each staff member, each Board Member and other individuals considered to be state employees sign the following documents and requested execution and submission at this meeting if convenient:

- Sexual Harassment Policy
- Updated Driver's License

- Conflict of Interest/State Ethics Commission Summary

In addition, every two (2) years the above mentioned individuals are required to complete a Conflict of Interest online training program. This online training last occurred in October of 2013 and will need to be completed again in October of 2015.

Work Plan #5001, Amendment #2, Capital Improvement for Project No. 258088

Carol A. MacGown explained to the Board in detail the purpose of Amendment #2, Capital Improvement for Project No. 258088.

William E. Luster moved to approve Amendment #2 for Capital Improvement Work Plan 5001, Project No. 258088 by adding the amended amount of \$190,213.00 to the original contract amount of \$4,295,000.00 making the total maximum obligation of the Contract \$4,485,213.00. (Amendment #2, Contract for Financial Assistance 5001: to fully fund generator initiative at 667-6 Morency Manor development as specified in the Contract for Capital Improvement Work Plan/Approved Budget (Exhibit 1) and timetable for Completion of the Work (Exhibit 2) and authorizes Chairman John A. Boris to execute said Amendment #2 for Capital Improvement Work Plan 5001, Project No. 258088.

Peter K. Strout 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

Bid for Brick and Masonry Repairs at 33 Park Street/26 Prince Street for FF # 258093

Carol A. MacGown presented the lowest, responsive bid for brick and masonry repairs At 33 Park Street/26 Prince Street in the amount of \$57,343.00 by Danco Management, Inc.

William E. Luster moved to accept the apparent, lowest, eligible and responsive bid for brick and masonry repairs at 33 Park Street/26 Prince Street for FF#258093 in the amount of \$57,343.00 submitted by Danco Management, Inc. and authorize Chairman, John A. Boris to execute a contract. Maureen Call seconded the motion and the **roll call** vote is as follows:

Ayes

Maureen Call
Frank J. Milo
William E. Luster

Nays

Peter K. Strout
John A. Boris

Pre-2004 Section 8 Reserve Money

On August 8, 2012 the Board of Directors authorized Carol A. MacGown to spend Pre-2004 Section 8 Reserve Monies up to Five Thousand (\$5,000.00) Dollars without further Board approval. Carol requested the Board to restore the Five Thousand (\$5,000.00) Dollars using the same guidelines as the Board authorized on August 8, 2012 as the reserve money has been depleted.

William E. Luster moved to authorize Carol A. MacGown to restore the Five Thousand (\$5,000.00) Dollars from the Section 8 Reserve Monies using the same guidelines as authorized by the Board on August 8, 2012. Maureen Call 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

Capital Improvement Plan – 2015 – Salem Housing Authority – 00385

In accordance with DHCD guidelines, Carol A. MacGown will be submitting for approval the Capital Improvement Plan for the years 2014 through 2020 for the Salem Housing Authority. The Capital Fund Award for 2016/2017 is \$1,509,825.00.

Carol A. MacGown explained the plan in detail to the Board. Carol spoke to the tenant association regarding this plan on September 5, 2014.

William E. Luster moved to approve the Capital Improvement Plan for the years 2014 through 2020 for the Salem Housing Authority. Frank J. Milo seconded the motion and the vote is as follows:

Ayes

5

Nays

0

XI. Other Business/Late Communications

Frank J. Milo inquired about the underground oil tank. He asked if it had been removed from the property. Carol A. MacGown informed Mr. Milo that it would not be removed

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William E. Luster moved to authorize Carol A. MacGown to restore the Five Thousand (\$5,000.00) Dollars from the Section 8 Reserve Monies using the same guidelines as authorized by the Board on August 8, 2012. Maureen Call seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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Frank J. Milo
William E. Luster
Peter K. Strout
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Ayes
5

Nays
0

XI. Other Business/Late Communications

Frank J. Milo inquired about the underground oil tank. He asked if it had been removed from the property. Carol A. MacGown informed Mr. Milo that it would not be removed

until the project was complete.

Frank J. Milo also inquired about the new windows that were going to be installed at 292 Essex Street (The Zisson Building). Carol A. MacGown informed Mr. Milo that the Authority is unable complete this project at this time as other emergencies have taken precedence.

William E. Luster asked if that if the 61 Enhanced Vouchers are turned into Project Based Vouchers at Loring Towers what effects this will have on the Authority. Carol A. MacGown informed Mr. Luster that it won't have any effect as the Authority will not be adding any vouchers.

William E. Luster also asked the Chairman with reference to CPA Plan can suggestions be made if the Authority wants specific projects done and John A. Boris, Chairman said yes and that Mr. Luster should put his suggestions in writing.

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

Kathleen Burke, 205 Bridge Street asked if Lorelee Stewart submitted a formal resignation to the Authority. Carol A. MacGown informed Ms. Burke that Ms. Stewart had not submitted her resignation. Kathleen Burke said that she was a little late for the meeting and inquired if the Board had discussion about the bedbug situation at the Dalton building. Carol A. MacGown said "yes" and proceeded to recap the discussion that was had between herself and the Board Members. Kathleen requested that the dog be there when inspections are being conducted.

Billie McGreggor, 205 Bridge Street asked why the Authority did not advise the residents that A-1 Exterminators would be taking photographs of the residents' belongings when conducting their inspection of the units. Chairman John A. Boris replied that he could not answer that question. Ms. McGreggor requested that next time the residents be notified of any pictures being taken. Ms. McGreggor said that it would be in the best interest of the Authority to work with the Tenants Association. Ms. McGreggor admitting to putting a complaint to the Mayor on the Mayor's Facebook Page.

Frank J. Milo replied that the Authority needs 100% participation by the residents of the Dalton Building.

Nancy Masseur, 205 Bridge Street asked what the Housing Authority is doing to treat bedbug situation. The residents in the building are very concerned and need questions answered.

William E. Luster suggested communication between the Authority and the residents explaining the Authority's position and plan of action by way of a memorandum. Carol

A. MacGown explained to the Board that notifying the tenants as to what is going on is standard operating procedure and that the residents were notified and the Health Department has been contacted and is aware of the situation and is satisfied with the method of treatment used by the Authority.

Further, lengthy discussion ensued between the attendees and the Board Members surrounding the issue of bedbugs and Ms. McGregor had a few outbursts that were deemed to be unacceptable by the Chair.

Inar Ragnar, 28 Leefort Terrace asked the question: "why are some residents resistant"? John A. Boris, Chairman said he could not answer that question.

John A. Boris, Chairman thanked the attendees for coming to the meeting.

XII. Adjournment into Executive Session

William E. Luster moved that the Board convene into Executive Session at 6:57 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.

Maureen Call seconded the motion and the **roll call** vote was as follows:

Ayes

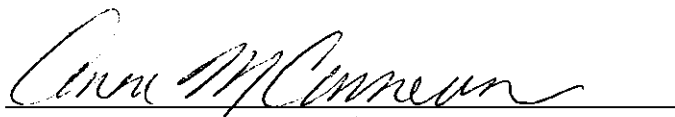
Maureen Call
Frank J. Milo
William E. Luster
Peter K. Strout
John A. Boris

Nays

Respectfully Submitted,



Carol A. MacGown Executive Director



Anne M. Cameron, Executive Secretary