



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, SEPTEMBER 10, 2014  
6:00 P.M.**

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**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 Cameron

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

Peter K. Strout moved to accept the Minutes of the Regular Meeting held on Wednesday, August 13, 2014 as presented. Maureen Call seconded the motion and the vote was as follows:

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

**IV. Communications**

- Mass NAHRO Newsletter - September 2014

**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 as of August 31, 2014 the cost of the Police Details at Rainbow Terrace was in the amount of \$2,240.00. Carol said that there were no incidents to report.
- Carol A. MacGown informed the Board that the Capital Improvement Plan has to be submitted to DHCD by October 15, 2014. On September 5, 2014 Carol and Debra Tucker met with Laura Orum, Vice President of the LTO and said plan was approved. Carol stated that she was waiting for a letter from Laura Orum certifying that the LTO was in agreement with said plan.
- Carol A. MacGown informed the Board that she met with the Parking Officer, Donald Famico and Bill's Auto Clinic and discussed at length the towing situation and reviewed the parking policy.
- Carol A. MacGown informed the Board that the Authority is still waiting for the City of Salem to repair the sidewalks at Rainbow Terrace. Carol did state that the City of Salem was repairing the man hole cover this date.
- Carol A. MacGown informed the Board that the Authority has not received the Budget Guidelines as of this date. The Budget Guidelines usually come in some time in October and they will be submitted to DHCD by the Authority some time in December 2014.
- Carol A. MacGown informed the Board that the Salem Housing Authority continues to conduct all energy conservation measures at all developments.

## **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 August 7, 2014 through September 3, 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 ten (10) months ending July 31, 2014 submitted by Rick Fenton of Fenton, 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**

Salem Five Cents Savings Bank (Signatures)

Carol A. MacGown presented the paperwork to the Board of Directors for signature so that William E. Luster could be added as a signer for all of the current Accounts at the Salem Five Cents Savings Bank. This is the final document needed in order to effectuate William E. Luster being added as a signer for all of the current accounts at the Salem Five Cents Savings Bank.

Paychex Payroll Service

Carol A. MacGown informed the Board that as of January 1, 2015 MCS will no longer support payroll for the SHA. As a result of meetings with various Payroll Companies. Carol recommended that the Board of Directors agree to hire Paychex Payroll Service. The annual fee charged by Paychex will be \$3,358.52 for the first year. All members of the Board of Directors agreed.

2014 Net Income Limits By Household Size For Determining Admission to State-Aided Public Housing

Carol A. MacGown reviewed the 2014 Net Income Limits with the Board and the Board approved it.

William E. Luster moved to approve the following 2014 Net Income Limits By Household Size For Determining Admission to State-Aided Public Housing, as submitted, effective August 9, 2014:

1 Person	\$47,450.00
2 Person	\$54,200.00
3 Person	\$61,000.00
4 Person	\$67,750.00
5 Person	\$73,200.00
6 Person	\$78,600.00
7 Person	\$84,050.00
8 Person	\$89,450.00

Maureen Call seconded the motion and the vote was as follows:

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

#### 2014 Federal Public Housing Flat Rents

Carol A. MacGown presented the 2014 Federal Public Housing Flat Rents and explained to the Board as to how the Federal Public Housing Flat Rents are determined.

William E. Luster moved to approve the following 2014 Federal Public Housing Flat Rents, as submitted, effective fiscal year beginning October 1, 2014:

1-Bedroom	\$ 957.00
2 Bedroom	\$1,195.00
3 Bedroom	\$1,489.00
4 Bedroom	\$1,618.00

Maureen Call seconded the motion and the vote was as follows:

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

#### Section 8 Rent Reasonableness Study

Carol A. MacGown presented and explained the results of the Section 8 Rent Reasonableness Study to become effective October 1, 2014 prepared by Jacqueline Guzman.

William E. Luster moved to approve the following Rent Reasonableness Study, as submitted, effective for fiscal year beginning October 1, 2014:

1-Bedroom: \$1,196.00

2-Bedroom: \$1,494.00  
3-Bedroom: \$1,769.00  
4-Bedroom: \$2,023.00

Maureen Call seconded the motion and the vote was as follows:

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

Section 8 Utility Allowance Study

Carol A. MacGown presented the results of the Section 8 Utility Allowance Study to become effective October 1, 2014 prepared by Jacqueline Guzman. Carol informed the Board that the software company that completes the Utility Survey is Happy Software and then Jacqueline Guzman compiles the results for the Authority.

Peter K. Strout moved that all Allowances for Tenant-Furnished Utility and other services provided by Happy Software be adopted, as presented, effective October 1, 2014. Maureen Call seconded the motion and the vote was as follows:

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

PHA Board Resolution – U.S. Department of Housing and Urban Development

Carol A. MacGown informed the Board that the PHA Board Resolution is required to be Completed and signed by the Chairman of the Board. The purpose of the PHA Board Resolution is so that HUD can review the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD.

Peter K. Strout moved to approve the PHA Board Resolution from the U.S. Department of Housing and Urban Development, PHA Name-Salem Housing Authority, PHA Code MA-055, PHA Fiscal Year Beginning: 10/01/2014 and authorize Chairman John A. Boris to execute said PHA Board Resolution. Maureen Call seconded the motion and the vote was as follows:

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

Price Quotation for the Replacement of the Roof at 3 Norton Terrace Salem, MA Development 667-3A

Carol A. MacGown presented and reviewed the price quotation received on September 10, 2014 with the Board of Directors.

Peter K. Strout moved to accept the apparent, lowest, eligible and responsive price quotation for the Replacement of the Roof at 3 Norton Terrace, Salem, MA (Development 667-3A) in the amount of \$9,200.00 submitted by and authorized Chairman, John A. Boris to execute a contract. 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

Proprietary Vote for Boilers at 292 Essex Street and at 5 Barton Square

Carol A. MacGown requested a proprietary vote for the boiler replacements at 292 Essex Street and at 5 Barton Square. She requested to solicit two (2) Burnham Boilers, Model-Alpine. Justification is based on the fact that all of the ARRA boilers installed are Burnham Boilers, Model-Alpine. The maintenance men have all been trained to operate and service said Burnham Boilers, Model-Alpine. Therefore, it is in the best interest of the Salem Housing Authority to add to the inventory of Burnham Boilers, Model-Alpine for reason of operation and maintenance.

Peter K. Strout moved to approve the Specifications for two (2) Burnham Boilers, Model-Alpine as attached and allow Carol A. MacGown to move forward and procure said Burnham Boiler Model-Alpine. Maureen Call seconded the motion and the vote was as follows:

Ayes

5

Nays

0

Proprietary Vote for Hot Water Heater(s) at 5 Barton Square

Carol A. MacGown requested a proprietary vote for the hot water heater(s) replacement at 5 Barton Square. She requested to solicit Burnham Hot Water Heater(s), Model-Alliance SL. Justification is based on the fact that the Engineer recommended said hot water heater(s) as it is best suited to work with Burnham Boilers, Model-Alpine. Therefore, it is in the best interest of the Salem Housing Authority to add said hot water heater(s) to the SHA inventory of hot water heaters for the reason stated above.

Peter K. Strout moved to approve the Specifications for Burnham Hot Water Heater(s), Model-Alliance SL as attached and allow Carol A. MacGown to move forward and

procure said Burnham Hot Water Heater(s), Model-Alliance SL. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

5

Nays

0

Bid for Emergency Generator at Morency Manor, 667-6, DHCD Project #258088

Carol informed the Board that the General Bids for the Emergency Generator initiative for Morency Manor, 667-6 project for the Salem Housing Authority were opened on Thursday, September 4, 2014 at 2:00 p.m. and that the low bid was Brite-Lite Electrical Co. Lengthy discussion ensued between the Board Members regarding the Emergency Generator. The Board's concern was that who would service the Emergency Generator once the warranty expired. Carol explained to the Board that the Authority would then have to go out to bid and find a company to service said generator. The Board's conclusion was that they would like to see these bid package two weeks in advance of the Board Meetings so that they can review them. Carol stated that she would be happy to do anything the Board requested of her.

William E. Luster moved to accept the apparent, lowest, eligible and responsive bid submitted by Brite-Lite Electrical Co., Inc. in the amount of \$163,000.00 for Emergency Generator at Morency Manor, 667-6, DHCD Project #258088 (pending approval by DHCD) and authorize John A. Boris to execute a contract. 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

**XI. Other Business/Late Communications**

Chairman John A. Boris asked anyone in attendance had questions or comments. The following spoke:

- Kathleen Burke, 205 Bridge Street. Ms. Burke thanked Mr. Milo for his comments and concerns regarding the Emergency Generator and did not like Mr. Strout's comments. Kathleen Burke spoke about her concerns with the bedbug issues at the Dalton Building.

- Joy Cantibur (her client lives at Dalton), of Beverly, MA. Ms. Cantibur expressed her concerns about the cleanliness of the building and the bedbug issue and procedures.
- Billie McGregor, 205 Bridge Street. Ms. McGregor expressed her unhappiness with the security at the Dalton Building. She said that she would like to see security cameras installed on the property. She also expressed her comments and concerns about the bedbug issue.
- Inar Ragnar, Leefort Terrace. Mr. Ragnar commented on the method of bedbug notification.

John A. Boris, Chairman thanked the residents for coming and expressing their concerns.

## **XII. Adjournment into Executive Session**


Maureen Call 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. 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

Respectfully Submitted,



Carol A. MacGown Executive Director



Anne M. Cameron, Executive Secretary