

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, AUGUST 13, 2014
6:00 P.M.**

I. Called Meeting to Order at 6:00 p.m.

Laura Orum, Vice President, Salem Housing Tenants Association notified the Chairman of the Board that she was going to make a recording of the open session of the Regular Board Meeting. Chairman Boris acknowledged notification and then Chairman Boris informed and announced to other attendees at said meeting of such recording.

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)

Maureen Call moved to accept the Minutes of the Regular Meeting held on Wednesday, July 9, 2014 as presented. William E. Luster seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
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IV. Communications

- Mass NAHRO Newsletter - July/August 2014

1 | Page Regular Meeting of August 13, 2014



- Email dated July 17, 2014 from Thomas J. Connelly, Jr. , Executive Director, Mass NAHRO to Carol MacGown re: Mass NAHRO Legislative Reform Bill Passes House 145-4
- Email dated July 22, 2014 from Thomas J. Connelly, Jr. , Executive Director, Mass NAHRO to Carol MacGown re: Alert 7/22 Housing Authority Reform Bill Now Senate 2292
- Email dated August 1, 2014 from Thomas J. Connelly, Jr. , Executive Director, Mass NAHRO to Carol MacGown re: Alert 7/22 Housing Authority Reform Bill Now Senate 2292
- Correspondence dated August 6, 2014 from Salem State University to the Residents of Rainbow Terrace re: 40 year plan

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 the interior office renovations are moving along. Barry Buchinski is the Architect on the project. The construction budget for this project is \$88,000.00 and Barry Buchinski's fee for this phase is \$7,500.00. Carol executed the work order on or about August 5, 2014.
- Carol A. MacGown informed the Board that per their request at the July 9th 2014 Board Meeting, there has been Six (6) Details down at Rainbow Terrace and the cost to date is \$900.00. The feedback has been very good and the Officers have had the chance to speak to some residents.
- Carol A. MacGown informed the Board that she, Jacqueline Guzman and Alexandra Rodriguez have had one RAD meeting at Pequot Highlands on July 17, 2014. The meeting was very successful. The next meeting is scheduled for August 26, 2014. The recertification process will begin in September 2014 and is expected to be completed by December 31, 2014.
- Carol A. MacGown informed the Board that the Authority will be meeting with the Local Tenants Organization on August 20, 2014 at 3:00 p.m. to review the Capital Improvement Plan and to solicit their requests.
- Carol A. MacGown informed the Board that the sidewalk improvements at Rainbow Terrace have been completed. It looks very nice. Carol reached out to City Councilor Joseph O'Keefe to ask him if the City of Salem, DPW could

do some repair work to the sidewalks down at Rainbow Terrace. Mr. O'Keefe reached out to John Tomasz, Director of the DPW and he informed Mr. O'Keefe that he would go to Rainbow Terrace and take a look at it and get started on repairing the sidewalks.

William Luster commented: He said that he thought it might be a good idea to have a few registered voters from Rainbow Terrace send a letter to Councilor O'Keefe requesting some repair work be done to the sidewalks. You may want to encourage some folks to do that. It is just a thought.

Laura Orum commented: She thinks that would be beneficial.

Carol A. MacGown requested that Laura Orum speak to the residents.

- Carol A. MacGown informed the Board that the new truck will be arriving in approximately two weeks.
- Carol A. MacGown informed the Board that the Employee Appreciation Lunch will take place sometime in September 2014 and she will inform the Board of Directors of the date once determined.

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 July 3, 2014 through August 6, 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 nine (9) months ending June 30, 2014 submitted by Rick Fenton of Fenton, Associates, P.C. Peter K. Strout 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

X. New Business

Carol A. MacGown presented 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 and Beverly Bank.

Revision to the Minutes of the Regular Meeting held on Wednesday, May 14, 2014

Carol A. MacGown explained to the Board of Directors that it was necessary to make a correction to the Minutes of the Regular Meeting on Wednesday, May 14, 2014 as it relates to the Inter-Governmental Agency Agreement for Street and Sidewalk Maintenance and Solid Waste Collection between the City of Salem and the Salem Housing Authority. The Agreement should be for a three (3) year term and not a two (2) year term.

William E. Luster moved to amend the minutes of the Regular Board Meeting held on Wednesday, May 14, 2014 as presented and voted as follows: the Inter-Governmental Agency Agreement for Street and Sidewalk Maintenance and Solid Waste Collection between the City of Salem and the Salem Housing Authority shall be for a three (3) year term and not a two (2) year term. Maureen Call seconded the motion and the vote was as follows:

Ayes

Nays

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Accounting Services Contracts

Carol A. MacGown explained in detail the Accounting Services Contracts to the Board of Directors and advised them that there has been a three (3%) percent to four (4%) percent increase in the fee from 2013.

Peter K. Strout moved to approve the contract for Accounting Services between the Salem Housing Authority and Fenton, Ewald & Associates, P.C. for **state programs** for the period October 1, 2014 through September 30, 2015 and authorize Chairman John A. Boris to execute said contract. 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

William E. Luster moved to approve the contract for Accounting Services between the Salem Housing Authority and Fenton, Ewald & Associates, P.C. for **federal programs** for the period October 1, 2014 through September 30, 2015 and authorize Chairman John A. Boris to execute said contract. 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

Legal Services Agreements

Anne Cameron distributed the Agreement for Legal Services between the Salem Housing Authority and the Law Office of Casey & Lundregan, P.C. at the Board Meeting.

Carol A. MacGown explained to the Board that the Legal Services contract is a contract which was prepared by DHCD and the only change from last year was that the legal services may not exceed the amount of \$65,000.00. That amount was increased from \$40,000.00 last year as the Housing Authority's legal costs have increased. The hourly rate remains the same.

Peter K. Strout moved to approve the Agreement for Legal Services between the Salem Housing Authority and the Law Office of Casey & Lundregan, P.C. for the period October 1, 2014 through September 30, 2015 for an amount not to exceed \$65,000.00 at an hourly rate of \$160.00 and authorize Chairman John A. Boris to execute said agreement. 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

Carol A. MacGown explained to the Board that the Legal Services contract is a contract which was prepared by DHCD and that there have been no changes made to the legal services contract between the Salem Housing Authority and Daniel B. Kulak Law Office from last year.

William E. Luster moved to approve the Agreement for Legal Services between the Salem Housing Authority and Daniel B. Kulak Law Office for the period October 1, 2014 through September 30, 2015 for an amount not to exceed \$10,000.00 at an hourly rate of \$160.00 and authorize Chairman John A. Boris to execute said agreement. 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

Bid Tabulation for Exterior Painting and Repair Work at Colonial Terrace

Carol A. MacGown presented and explained to the Board of Directors the sealed bid tabulation for for Exterior Painting and Repair Work at Colonial Terrace.

Peter K. Strout moved to accept the apparent, lowest, eligible and responsive bid submitted by Dimitrios C. Contracting, Inc. in the amount of \$33,727.00 for exterior painting and repair work at Colonial Terrace and authorize Chairman John A. Boris to execute said contract and that Carol A. MacGown, Executive Director, be appointed Contract Officer. 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

Change Order #1, DHCD Fish #258080 Walkway Paving at Rainbow Terrace

Carol A. MacGown presented and discussed with the Board of Directors the Change Order #1 relative to the Walkway Paving at Rainbow Terrace.

Peter K. Strout moved to approve Change Order #1 in the amount of 4,500.00 which represents additional paving areas for DHCD Fish #258089 Walkway Paving at Rainbow Terrace and authorize Carol A. MacGown as Contractor Officer to execute said Change Order. Maureen Call 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

Certificate of Substantial Completion as of July 18, 2014, DHCD Fish #258080 Walkway Paving at Rainbow Terrace

Carol A. MacGown presented and discussed with the Board of Directors the Certificate of Substantial Completion relative to the Walkway Paving at Rainbow Terrace.

Peter K. Strout moved to approve Certificate of Substantial Completion as of July 18, 2014 for DHCD Fish #258089 Walkway Paving at Rainbow Terrace and authorize Carol A. MacGown as Contract Officer to execute said Certificate of Substantial Completion. 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

Certificate of Final Completion as of August 13, 2014, DHCD Fish #258080 Walkway Paving at Rainbow Terrace

Carol A. MacGown presented and discussed with the Board of Directors the Certificate of Final Completion relative to Walkway Paving at Rainbow Terrace.

Frank J. Milo moved to approve Certificate of Final Completion as of August 13, 2014 for DHCD Fish #258089 Walkway Paving at Rainbow Terrace and authorize Carol A. MacGown as Contract Officer to execute said Certificate of Final Completion. 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

Application and Certificate for Payment #2 (Final), DHCD Fish #258080 Walkway Paving at Rainbow Terrace

Carol A. MacGown presented and discussed with the Board of Directors the Application and Certificate for Payment #2 (**Final**) relative to the Walkway Paving at Rainbow Terrace. Peter Strout asked if anyone from the State signs off on these contracts. Carol A. MacGown said no, the Housing Authority does it per the rules and regulations.

William E. Luster moved to approve Application and Certificate for Payment #2 (**Final**) in the amount of \$7,798.00 for DHCD Fish #258089 Walkway Paving at Rainbow Terrace and authorize Carol A. MacGown as Contract Officer to execute said Application and Certificate for Payment #2 (**Final**). 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

Price Quotation for Annual Cleaning of Trash Chutes and Compactors at Four (4) Locations for Three (3) Years

Carol A. MacGown presented and discussed with the Board the Price Quotation for Annual Cleaning of Trash Chutes and Compactors. Frank J. Milo asked how the Chutes are cleaned. Carol A. MacGown said that she would find out and get back to Mr. Milo.

William E. Luster moves to accept the apparent, lowest, eligible and responsive quote submitted by ChuteMaster Environmental, Inc. in the amount of \$2,385 per year for annual cleaning of trash chutes and compactors at four (4) locations for three (3) years (July 2015, July 2016 and July 2017) for a total amount for the 3 year period of \$7,155.00

and authorize Chairman, John A. Boris to execute a contract. Peter K. Strout 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

Price Quotation for Design Services for Boiler and DHW Replacement at 2 Federal Elderly Buildings (Zisson Building at 292 Essex St. and Power Building at 5 Barton Square

Carol A. MacGown presented and discussed in detail with the Board of Directors the interviews held with the Engineers and the existing problems with the boilers at the Zisson Building at 292 Essex Street and the Power Building at 5 Barton Square. There was lengthy discussion amongst the Board Members. Carol informed the Board that she would need a proprietary vote so that the Salem Housing Authority could use a specific boiler. The following vote was taken:

Peter K. Strout moved to accept the price quotation for Design Services for Boiler and DHW Replacement at 2 Federal Elderly Buildings (Zisson Building at 292 Essex St. and Power Building at 5 Barton Square) in the amount of \$24,000.00 submitted by C.A. Crowley Engineering, Inc. and authorize Chairman, John A. Boris to execute a contract. Maureen Call 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

XI. Other Business/Late Communications

Maureen Call asked if the tenants at Rainbow Terrace are allowed to have Security systems in their unit. Carol A. MacGown said that tenants are not allowed to have security systems in their units.

Carol A. MacGown stated that a tenant at Rainbow Terrace reported that someone installed a security camera. As a result, Carol informed the Board that she sent Russ Tanzer to do a complete check at Rainbow Terrace and there were no security cameras found.

Frank J. Milo said that at some point we need to look into the cost of having security cameras installed at Rainbow Terrace to monitor the foot traffic.

Laura Orum, Vice President of the Tenant's Association, 12A Pioneer Terrace brought up the concern for safety at Leefort and Pioneer Terrace. She said that the doors are unsafe. She said it is of great concern to the tenants at Leefort and Pioneer Terrace. Laura Orum requested that dead bolts be put on the doors at Leefort and Pioneer Terrace. John A. Boris, Chairman said that he would make note of it.

Inar Ragnar of 28 Leefort Terrace asked Ms. MacGown is she was aware of the police presence at Leefort Terrace last night. Carol A. MacGown said that she was not but that she would look into it.

XII. Adjournment into Executive Session


Maureen Call moved that the Board convene into Executive Session at 6:50 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

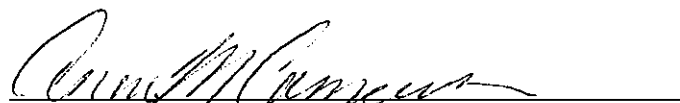
Maureen Call
Frank J. Milo
William E. Luster
Peter K. Strout
John A. Boris

Nays

Respectfully Submitted,



Carol A. MacGown Executive Director



Anne M. Cameron, Executive Secretary