



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, JULY 9, 2014  
6:00 P.M.**

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

**II. Roll Call**

Present

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

Absent

Peter K. Strout

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

Chairman John A. Boris requested that the meeting be taken out of order so that the Salem State University Presentation could take place first and the RAD Presentation by the WinnCompanies could take place second. The Board would then hear the introduction of the new hire by Carol A. MacGown. The Board agreed.

Salem State University – Presentation by President Meservey of the Forty (40) Year Master Vision Plan for Salem State University

John A. Boris, Chairman introduced President Patricia Meservey from Salem State University and Adria Leach, Director of External Affairs.

President Meservey thanked the Salem Housing Authority and its Board for inviting the University to the meeting and thanked all in attendance. President Meservey did a Power Point Presentation of the Master Vision (40 year) Plan for Salem State University. During the power point presentation, President Meservey made it known to all in attendance that this has been the first discussion with the Authority about the Master Plan and that not now nor in the near future will the college be acquiring Rainbow Terrace and reiterated to the audience that this is a 40 year plan and at this point in time there is nothing to be worried about.

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At the end of the power point presentation, President Meservey asked if anyone had any questions or comments.

William E. Luster said that he likes the idea of the University building more resident housing as it doesn't bring down the rents in the surrounding neighborhoods and it also makes a big difference in making the surrounding neighborhoods a more peaceful place to live. President Meservey thanked Mr. Luster for his comment and said that yes, the University will continue to build more resident housing.

Ami Stockelburg of 1 H Norton Terrace, Salem asked President Meservey if there were any plans to relocate Rainbow Terrace. President Meservey said that the University is just introducing this to the Authority and that there are no plans to acquire Rainbow Terrace in the foreseeable future.

John A. Boris, Chairman said that he can assure the residents of Rainbow Terrace that there are no plans in the foreseeable future to sell Rainbow Terrace to Salem State University. President Meservey also said there is no intention of reducing the number of affordable housing units in the City of Salem.

Sherri O'Donnell of 9 Rainbow Terrace, Salem also commented. She thanked President Meservey for the information regarding Rainbow Terrace and letting her know that Rainbow Terrace is safe and that she feels so much better. Sherri said that all of the tenants were upset because they received a notice that said that the University was going to take Rainbow Terrace and that there was a meeting tonight so please attend it. President Meservey said that it was unfortunate that they received the notice and that if any resident is unsure of something or is hearing rumors to please call Adria Leach at the University and speak directly to her. By contacting Adria, it may prevent any rumors that may quell. President Meservey said that by being a public University, it is part of the Community. Sherri O'Donnell said that she feels safe now. John A. Boris, Chairman said that he wanted to make sure that everyone is clear on that issue.

Other residents echoed in on Sherri O'Donnell's comments.

Inar Ragnar of 28 Leefort Terrace, Salem said that instead of focusing on acquiring Rainbow Terrace why doesn't the college focus on education so that we don't have to be on welfare. President Meservey said that the education is the principal focus of the University.

President Meservey thanked Adria Leach and Senior Director, Karen Kate for assisting her at the meeting this evening. She also thanked the Salem Housing Authority and its Board of Directors, the Executive Director and everyone in attendance. The Board of Directors and the Executive Director thanked her as well.

Presentation by Winn Management of the Rental Assistance Demonstration (RAD) Program

Chairman John A. Boris introduced Michael V. O'Brien, Executive Vice President and Susan Maletesta, Executive of WinnCompanies and Maria Maffei, Principal of MTM Consulting, LLC. The Chairman thanked them for coming to the meeting.

Carol A. MacGown informed the Board that they will be giving a synopsis of the Pequot Highlands RAD Conversion as the Board had requested.

Michael O'Brien began speaking and gave some background information to the Board on the WinnCompanies. The WinnCompanies have been in business for 40 years. The mortgage on Pequot Highlands will be maturing and they would like to take advantage of Federal Regulation Chapter 236. The mortgage for Pequot Highlands has to be pre-paid by 12-31-14 in order to take advantage of the program. The goal of Pequot Highlands is to protect the residents and to keep housing affordable. Michael O'Brien said that Maria Maffei would be discussing at great length the RAD Program as she is their consultant.

Maria Maffei discussed in detail and explained the RAD Program to the Board of Directors and the process that will take place at Pequot Highlands.

The Board Members had discussion with Michael, Maria and Susan and asked questions. The Board Members' questions were answered and the Board had a better understanding of the Pequot Highlands RAD Conversion.

Chairman John A. Boris thanked Michael O'Brien, Susan Maletesta, and Maria Maffei for giving their presentation.

New Hire- Receptionist

Interviews for the receptionist position were conducted by Carol A. MacGown and Lorri DeFrancesco on Tuesday, July 8, 2014. Several candidates were interviewed. Carol and Lorri narrowed it down to one (1) candidate, Lisa Jimenez. Carol presented and introduced Lisa Jimenez to the Board. Carol informed the Board of Lisa's background. Carol stated that Lisa's first language is Spanish and her 2<sup>nd</sup> language is English and that she lives locally. Lisa's patience is a very nice quality and she would make a great addition to the department. Lisa is computer proficient and made a great impression at her interview. John A. Boris, Chairman asked the Board if they had any any questions for Lisa. There were no questions. The Board congratulated Lisa.

Maureen Call moved to make a conditional offer of employment to Lisa Jimenez with a six (6) month probationary period for a full time position as Receptionist at an hourly wage of (\$15,00) with a start date to be determined by the Executive Director. Employment is also conditional upon receipt of a passed SHA paid physical examination, a favorable Criminal Offense Record Information (CORI) check, and a favorable driving record prior to employment. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

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

Maureen Call moved to accept the Minutes of the Regular Meeting held on Wednesday, June 11, 2014 as presented. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

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Nays

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**IV. Communications**

- Mass NAHRO Reform Bill Update – 6/18
- Memorandum from Diana Boulay, Maintenance Office Manager to Carol A. MacGown, Executive Director dated June 30, 2014 re: Action Energy Update

**V. Reports of the Committees**

There were no reports of the Committees.

**VI. Report of the Executive Director**

- Carol A. MacGown informed the Board the Russ Tanzer's father passed away this date.
- Smoke Free Housing – Carol A. MacGown informed the Board that the First Resident Smoke Free Meeting will be on Monday, July 14, 2014 at 10:00 a.m. for the Elderly and 1:00 p.m. for Family. There will be representatives from the Salem Health Department in attendance.
- Carol A. MacGown informed the Board that she will be taking vacation the week of July 21, 2014 through July 25, 2015.

- Carol A. MacGown informed the Board that she has not received the Intergovernmental Agreement between the City of Salem and the Salem Housing Authority back from the Mayor's Office. Carol informed the Board that she had conversation with Beth Rennard, City Solicitor, City of Salem and that she assured her that if anything happened prior to the agreement being signed that the Authority would be covered.
- Carol A. MacGown informed the Board that the Authority is waiting for the Contracts from New England Builders and Contractors for the Pioneer Terrace Project. There will be a pre-construction meeting in late July or early August at the site.
- Carol A. MacGown informed the Board that the Farmer's Market began on July 1, 2014 at Rainbow Terrace. Carol visited the Farmer's Market and said that she was very impressed and that Jason Silva, Executive Director of the YMCA was there as well.
- Carol A. MacGown informed the Board that there is also a Food Program at Rainbow Terrace. The Salem YMCA in partnership with Salem's Free Summer Meals Sponsor, Salem Public Schools Food & Nutrition Services will provide a meal program for the children at Rainbow Terrace. It runs five (5) days a week from 10:00 a.m. to 2:00 p.m. Carol said that she is making improvements to the basketball court. The children do arts and crafts and play games daily. On July 22, 2014 there will be a kick-off event to launch the program even though the program has already begun. Carol said that this a great program for the kids.
- Carol A. MacGown informed the Board that she is working with Barry Buchinski, Architect on the office Renovations and that she would keep the Board updated as events unfold. Carol explained to the Board again why she is entertaining these office renovations which is mainly due to the new Pequot Highland RAD Conversion. The main office space is already too small. John A. Boris, Chairman said that Carol is in the beginning stages and is working with Barry Buchinski, Architect.

## VII. Unfinished Business

Salem State University – Presentation by President Meservey of the Master Vision Plan for Salem State University (See Page 1 and Page 2 of Minutes of July 9, 2014)

Presentation by Winn Management of the Rental Assistance Demonstration (RAD) Program (See Page 3 of minutes of July 9, 2014)

## VIII. Recommendations of the Chairman

### Board Member Training Agenda

John A. Boris discussed the Board Member Training Agenda. John A. Boris said that this training is going to be mandatory and his thoughts were it would be great to have the training scheduled at the SHA for convenience. Frank J. Milo said that this bill has not been passed yet and the training was a moot point. William E. Luster asked that it be tabled until further legislature has been passed and at that time begin to discuss Board Member Training. The Board agreed.

### Board Member Ethics Policy

Chairman John A. Boris discussed the Board Member Ethics Policy with the Board and all Board Members. Frank J. Milo was very upset with it and found it to be insulting and William E. Luster said that it was confining. After discussion, the Board Members agreed to remove said Ethics Policy from Agenda.

William E. Luster moved to dismiss the Board Member Ethics Policy from the agenda and Frank J. Milo seconded the motion and the vote was as follows:

Ayes  
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Nays  
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### Mass NAHRO Reform Bill Update – 6/18

John A. Boris, Chairman discussed the Mass NAHRO Reform Bill Update – 6/18.

Carol A. MacGown said that she thought the Mass NAHRO Reform Bill Update was important and would update the Board Members on the topic of Regionalization. She informed the Board that there will not be any forced regionalization of housing authorities nor elimination of local boards. Mass NAHRO supports this bill.

## IX. Report of the Treasurer

### Bills and Transfers

Maureen Call moved to approve the bills and transfers for the period June 4, 2014 through July 2, 2014 as presented. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call  
Frank J. Milo  
William E. Luster  
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 eight (8) months ending May 31, 2014 submitted by Rick Fenton of Fenton, Associates, P.C. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

**X. New Business**

Public Housing Authority (PHA) Streamlined Agency Plan

Carol A. MacGown presented and submitted to the Board for Review and Approval the Public Housing Authority (PHA) Streamlined Agency Plan for fiscal year 2014. Carol informed the Board that it is a requirement of HUD every year.

Frank J. Milo moved to approve the Fifth year of the Third 5-Year HUD Streamlined Agency Plan of the Public Housing Authority (PHA) for Fiscal Year 2014 and authorize Chairman John A. Boris to execute the Annual Certification(s) and Board Resolution(s). Maureen Call seconded the motion and the vote was as follows:

Ayes

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Nays

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Quote-Exterior Painting at 84 & 88 Essex Street

Carol A. MacGown presented to the Board the Quote for Exterior Painting at 84 & 88 Essex Street. Carol informed the Board that the Authority is using it's own operating reserves to have this painting done. The Authority received four (4) quotes. All references have been checked.

Frank J. Milo moved to accept the apparent, lowest, eligible and responsive quote submitted by GRT Painting, LLC in the amount of \$17,800.00 for exterior painting at 84

& 88 Essex Street and authorized John A. Boris to execute a contract. William E. Luster seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call

Frank J. Milo

William E. Luster

John A. Boris

Atlantic Bay North Company – Release from Bid – Exterior Painting and Repair Work at Colonial Terrace

Carol A. MacGown explained to the Board as to why Atlantic Bay North Company withdrew its bid and what recourse the Authority took.

Atlantic Bay North Company withdrew their Bid for the Exterior Painting and Repair Work at Colonial Terrace. The Salem Housing Authority is in receipt of Atlantic Bay North Company's check in the amount of \$1,740.00. By Law, the Salem Housing Authority has the right to demand the five (5%) liquidated damages provided by its bid bond.

**XI. Other Business/Late Communications**

Chairman John A. Boris asked if there was other other business to go before the Board.

Frank J. Milo requested that there be police details down at Rainbow Terrace and suggested that down the road the Authority should think about installing cameras at Rainbow Terrace. There was discussion amongst the Board Members about installing cameras down at Rainbow Terrace. Carol A. MacGown said that she would be happy to arrange for police detail down at Rainbow Terrace.

Councilor Joseph O'Keefe requested that the Board follow-up with Salem State University and have a letter sent to the residents regarding Rainbow Terrace and Salem State University's position as it relates to Rainbow Terrace.

**XII. Adjournment into Executive Session**

William E. Luster moved that the Board convene into Executive Session at 7:40 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.

Frank Milo seconded the motion and the **roll call** vote was as follows:

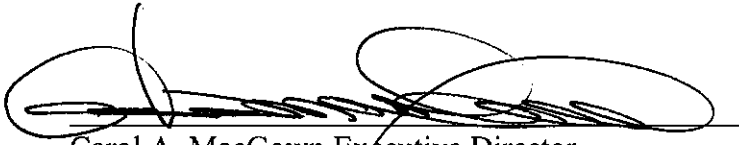


Ayes

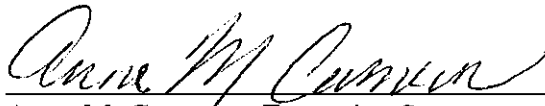
Maureen Call  
Frank J. Milo  
William E. Luster  
John A. Boris

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