



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, JUNE 11, 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
John A. Boris

Absent

Peter K. Strout

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, May 14, 2014, as presented. William E. Luster seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Maureen Call moved to accept the Minutes of the Special Meeting held on Tuesday, May 27, 2014 at 8:00 a.m., as presented. Frank J. Milo seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0



IV. Communications

- Correspondence from Cheryl A. LaPointe, City Clerk to All Board/Committee/Commission Members dated May 15, 2014 regarding Conflict of Interest Law/Ethics Training
Carol A. MacGown informed the Board that all of the necessary documentation was submitted to Cheryl A. LaPointe, City Clerk in October of 2013 and that she did a mass mailing and did not eliminate those who may have already submitted the necessary documentation.
- Mass NAHRO News Letter for June 2014

V. Reports of the Committees

There were no Reports of the Committees.

VI. Report of the Executive Director

- Carol A. MacGown updated the Board on Smoke Free Housing and informed them that there will be a meeting with the Elderly Housing Residents on July 14, 2014 at 10:00 a.m. and a meeting with Family Housing Residents on 1:00 p.m. on July 14, 2014. Carol will notify the Tenants Association of said meetings.
- Carol A. MacGown informed the Board that Salem State University President Meservey was unable to attend the Board Meeting this evening, however, she will be available to attend the July 9, 2014 Board Meeting to speak about the relationship between Salem State University and the Salem Housing Authority.
- Carol A. MacGown informed the Board that Winn Management was unable to attend this evening's Board Meeting, however, Winn Management will attend the July 9, 2014 Board Meeting to give the Board an overview of the RAD Conversion at Pequot Highlands.
- Carol A. MacGown informed the Board that the YMCA has asked the Salem Housing Authority to join forces with it and Haven from Hunger in offering a Farmer's Market at Rainbow Terrace. The Garden Terrace Residents have been invited to participate in said Farmer's Market as well. The registration will take place on June 21, 2014. All residents at Rainbow Terrace and Garden Terrace have been informed. The Farmer's Market shall run from July 1, 2014 and run through September 2, 2014 from 3:00 p.m. to 4:30 p.m.

- Carol A. MacGown informed the Board that the Inter-Governmental Agency Agreement for Street and Sidewalk Maintenance and Solid Waste Collection that the Board voted to authorize John A. Boris to execute has been sent over to Mayor Driscoll's Office. To date, we have not received said agreement back. Carol informed the Board that she would call Beth Rennard, City Solicitor, City of Salem during the week of June 16, 2014 to see when the Authority could expect it.
- Carol A. MacGown informed the Board that she did not have an update for them relative to the Energy Savings. She did state that she would have more information for them at the July 9, 2014 Board Meeting. William E. Luster suggested that Carol think about doing a Press Release relative to how much money the Salem Housing Authority has saved when they changed companies. Mr. Luster said that often the good things go un-noticed. Mr. Luster said that it is a great story, it is green, it has to do with money and savings. Mr. Luster said it is something that Carol may want to think about doing. Carol A. MacGown said that she appreciated his comments and would certainly think about it. The Board agreed.

VII. Unfinished Business

Carol A. MacGown updated the Board with reference to Salem State University and the construction of its 5 story parking garage. Carol informed the Board that the University no longer needed the easement from Salem Housing Authority. She said that they have altered their plans.

VIII. Recommendations of the Chairman

There are 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 May 9, 2014 through June 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
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 six (6) months ending March 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
John A. Boris

Nays

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 seven (7) months ending April 30, 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
John A. Boris

Nays

X. New Business

Correction of Minutes of Regular Board Meeting of April 9, 2014

Carol A. MacGown informed the Board that there was a typographical error made on page 3 of the Minutes of the Regular Board Meeting of Wednesday, April 9, 2014.

William E. Luster moved to revise the Minutes of the Regular Meeting held on Wednesday, April 9, 2014, by replacing the word Colonial with Pioneer on Page 3, as presented. Maureen Call seconded the motion and the vote was follows:

Ayes

4

Nays

0

Federal Housing Assistant – New Hire

Interviews were conducted by Carol A. MacGown and Jacqueline Guzman on Wednesday, June 4, 2014. Carol and Jacqueline narrowed it down to one candidate and that candidate was Massiel H. Garcia. Carol presented and introduced Massiel H. Garcia to the Board. Carol informed the board of Massiel's background at the Salem Housing Authority. Carol also stated that Massiel has done a wonderful job as receptionist and is fluent in Spanish. Carol said that she is very excited to have Massiel Garcia and that she and Jacqueline Guzman thought that she would make a very good addition to the Section 8 Department. Carol recommended the Board vote in favor of hiring Massiel Garcia to the position of Federal Housing Assistant.

Carol informed the Board that there would be a vacancy in the position of Receptionist and that she is preparing to advertise for said position.

Chairman John A. Boris asked the Board if they had any questions for Massiel H. Garcia.

Frank J. Milo moved to make a conditional offer of employment to Massiel H. Garcia with a six (6) month probationary period for a full time position as Federal Housing Assistant at an hourly wage of Nineteen Dollars (\$19.00) with a start date to be determined by the Executive Director. Since this is a promotion from within the Authority, the Authority has waived the physical examination and the need for a new driving record. A Criminal Offense Record Information (CORI) check has been returned as favorable. Maureen Call seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

Quote - Annual Single Audit (Two Years) for fiscal years ending 9/30/14 and 9/30/15

Carol A. MacGown presented the Audit Proposal for fiscal years ending 9/30/14 9/30/15 from Ross & Company. John A. Boris asked Carol if Ross & Company has done work for the Authority in the past and Carol said "yes".

Maureen Call moved to accept the lowest, eligible and responsive quote from Ross & Company in the amount of \$8,500.00 per year to conduct the Annual Single Audit (Two Years) for fiscal years ending September 30, 2014 and September 30, 2015 and authorize Carol A. MacGown to execute a contract. William E. Luster seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

Bid- Formula Funding #258066, Window, Door, Stair & Trim Replacement at Pioneer Terrace (667-4)

Carol A. MacGown presented to the Board the Low Bid Approval for Formula Funding #258066, Window, Door, Stair & Trim Replacement at Pioneer Terrace (667-4). Carol informed the Board that all references had been checked and that New England Builders & Contractors, Inc. has done work for the Authority. Carol stated that she thought that construction would commence sometime towards the end of summer 2014 and that there would be a pre-construction meeting to establish an actual start date for the construction project. Frank J. Milo stated that if there is to be any structural steel work done on site that a firefighter would be present on site.

Maureen Call moved to accept the apparent, lowest, eligible and responsive bid submitted by New England Builders & Contractors, Inc. in the amount of \$1,410,000.00 for Formula Funding #258066, Window, Door, Stair & Trim Replacement at Pioneer Terrace (667-4) and authorize John A. Boris to execute a contract. 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

Quote - Interior Painting at Various Vacant 1 Bedroom Units as they become vacant for 1 year or the completion of \$25,000.00, whichever occurs first

Carol A. MacGown presented to the Board the Quote for Interior Painting at Various Vacant One (1) Bedroom Units as they become vacant for One (1) year or the completion of \$25,000.00, whichever occurs first. Frank J. Milo requested that the Board be able to view a unit once it has been painted and ready to be turned over to a tenant. The Board agreed that they thought it would be a good idea.

Maureen Call moved to accept the apparent, lowest, eligible and responsive quote submitted by American Painting Co. in the amount of \$450.00 per unit for Interior Painting at Various Vacant One (1) Bedroom Units as they become vacant for One (1) year or the completion of \$25,000.00, whichever occurs first and authorize John A. Boris to execute a contract. 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

XI. Other Business/Late Communications

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

Frank J. Milo asked Carol A. MacGown if the Pick-Up Truck was ordered and Carol said “yes” it was. She said it was ordered 8 weeks ago.

Frank J. Milo asked Carol A. MacGown if she had heard anything from the Union regarding Union Negotiations and she said “no”. Carol informed the Board she has asked Attorney Dan Kulak to give him a call.

Inar Ragnar of Pioneer Terrace asked about the Safety Meeting that took place on May 21, 2014 at the Salem Police Department. Carol A. MacGown informed Mr. Ragnar that she had no authority to invite anybody other than staff to the safety meeting.

Mr. Ragnar began to discuss Lorelee Stewart’s situation with the Board as he attended a Tenants Association Meeting and Chairman Boris said that the Board could not comment on the matter and that he would have to take it up with the Tenants Association.

Chairman Boris thanked Mr. Ragnar.

XII. Adjournment into Executive Session

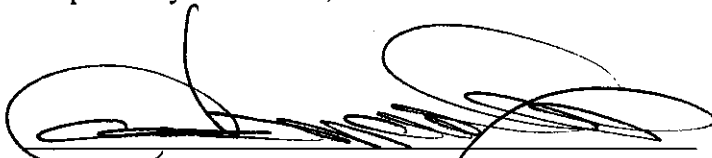
Maureen Call moved that the Board convene into Executive Session at 6:29 p.m. for the purpose of approving the Executive Session Minutes of the Regular Meeting Held on May 14, 2014. The Board will not reconvene into Open Session and will adjourn the meeting from Executive Session. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

Respectfully Submitted,



Carol A. MacGown Executive Director



Anne M. Cameron, Executive Secretary