

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, MAY 14, 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 Cameron

III. Acceptance of Minutes of Previous Meeting(s)

Peter K. Strout moved to accept the Minutes of the Regular Meeting held on Wednesday, April 9, 2014, as presented. Maureen Call seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
Maureen Call	
Frank J. Milo	
William E. Luster	
Peter K. Strout	
John A. Boris	

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.



IV. Communications

- Correspondence from Salem Housing Tenants Association to Carol A. MacGown, Executive Director dated April 11, 2014 and received by Salem Housing Authority on April 14, 2014 re: acknowledgement of Lorelee Stewart as Tenant President. Carol A. MacGown informed the Board that the correspondence has been placed on file.
- Correspondence from Department of Housing & Community Development Dated April 17, 2014 re: Training Manual for Local Housing Board Members. Carol A. MacGown informed the Board due to the 2012 establishment of the Commission for Public Housing Sustainability and Reform by Governor Duval Patrick, Commissioner Members agreed that DHCD should develop and implement a mandatory training course for it Board Members. The manual explains the role and responsibilities of Board Members and serves as a reference point for understanding actions that Board Members need to take to fulfill their responsibilities.
- Mass NAHRO News Letter for May 2014

V. Reports of the Committees

There are no reports of the Committees.

VI. Report of the Executive Director

- Carol A. MacGown informed the Board that she has scheduled a safety meeting at the Salem Police Department on Wednesday, May 21, 2014 at 8:00 a.m. It will be a very informative meeting and the presentation by Sargent Detective James Page will include crime scene situations and drugs currently used on the streets.
- Carol A. MacGown informed the Board that Eileen DeChantal submitted her resignation the Authority. Her last day of employment will be June 4, 2014. On June 3, 2014 the Authority will have a luncheon in her honor. All Employees and Board Members will be invited. The luncheon will be from 11:45 a.m. until 1:00 p.m. on Tuesday, June 3, 2014.

The position of Federal Housing Assistant has been published in the media and the deadline for said application is May 21, 2014.

- Carol A. MacGown advised the Board that on May 29, 2014 the Salem Housing Authority will have its first meeting at Pequot Highlands with Winn Management to explain to the residents the RAD conversion.
- Carol A. MacGown informed the Board that the Milton Cat Machine that was ordered did not meet the specifications and therefore Milton Cat issued the Housing Authority a \$44,400.00 credit on April 21, 2014.
- Carol A. MacGown informed the Board that there was a fire at 60 Dow Street on May 6, 2014 and that Jacqueline Guzman and Lorri DeFrancesco went to the Council on aging and assisted the families in handing out applications and with the application process. Carol attended a meeting at Mayor Driscoll's office at 12:00 noon that day with several other City Department Heads to discuss strategy and placement for the displaced families. The Authority housed one (1) family that was displaced from the 60 Dow Street fire. The Authority continues to assist Kristian Hoysradt from the Mayor's Office with updates, questions and concerns relative to the fire.

Carol A. MacGown also informed the Board that there was a fire at School Street on March 31, 2014 and that the Authority has housed one (1) family.

- Carol A. MacGown informed the Board that the Salem Housing Authority mailed to 715 residents a Smoke Free Survey. Of the 715 Surveys that were sent, the Authority received 355 back on April 30, 2014. Of the 355 surveys received, 261 were for smoke free housing and 86 do not want smoke free housing. Carol believes that this is a very good response. Carol also informed William Luster that "yes" Salem Housing Authority is taking control and managing the project of implementing a Smoke Free Housing Authority.
- Carol A. MacGown informed the Board that with reference to Energy Savings that Diane Boulay and Russ Tanzer are in contact with Action Multi Family Services who may provide opportunities for weatherization, replacing heating systems and/or refrigerators. All applications have been submitted. Carol thanked Russ Tanzer and Diane Boulay for championing this project.

Carol A. MacGown informed the Board that with reference to Veridian Energy, the Housing Authority has saved \$56,355.95 over a three (3) month period. This savings is very, very good. Of course, now that summer is approaching the energy used will decrease. The Housing Authority will continue to save money and Carol will keep the Board

advised with a spread sheet. Carol thanked Beverly Larrabee and Gerry Orne for championing this project.

- Carol A. MacGown informed the Board that Chairman John A. Boris and she met at Salem State University with President Meservey on April 10, 2014 and had discussion surrounding the construction of the proposed parking garage behind Rainbow Terrace. The Chairman will explain this further under Recommendations of the Chairman. They also discussed the fence opening at Rainbow Terrace.

Carol A. MacGown reminded the Board of the Frederick Berry Library Dedication at Salem State University on May 29, 2014 at 3:00 p.m. Reservations have been made for those Board Members who wanted to attend said dedication.

- Carol A. MacGown informed the Board that since we will be taking over the administration of 250 Vouchers for the RAD conversion at Pequot Highlands, the Authority will begin looking into office renovations in order to handle the new case load. Barry Buchinski who is the DHCD House Doctor will be preparing a preliminary plan for such renovations. Carol has had two meetings with him and has shown him existing conditions. Carol also advised the Board that she will be requesting an increase in salary for the administrative staff who will be affected by this undertaking. She met with the staff and together they all agreed to take on the case load rather than hire a full time person. There was lengthy discussion amongst the Board Members as to the why the staff needs an increase in salary. Frank Milo expressed his concerns with an increase in salary for the administrative staff. Carol stated that by taking this project on it is a win win situation for the Housing Authority. Carol went into great detail explaining the RAD Conversation and past history of RAD Conversions that the Housing Authority undertook. There was much discussion amongst the Board Members. William Luster requested that Winn Management come and give a presentation to the Board Members as to what this whole project entails so that the Board Members have a better understanding of RAD Conversions. Carol agreed to do that.
- Carol A. MacGown informed the Board that the YMCA contacted her regarding having a Farmer's Market at Rainbow Terrace. Carol asked if they would include Garden Terrace as well and the Director, Jason Silva agreed. The Farmer's Market will be free to the resident of Rainbow Terrace and Garden Terrace and will run from June 2014 to September 2014. The YMCA is Partnering with Haven for Hunger on this project.

Agency Wide Operating Statement(s)

The Balance Sheet and Statements of Revenues and Expenses and other supplemental schedules for all programs of the six (6) months ending March 31, 2014 will be available at the June 11, 2014 Board Meeting.

X. New Business

Administrative Staff Personnel Policy

Carol A. MacGown proposed to the Board amend the regular work hours of the Administrative Maintenance Staff Person to be 7:30 a.m to 4:00 p.m. Carol informed the Board she would like the hours to coincide with the Maintenance Staffs' hours.

Frank J. Milo moved to amend page nine (9), paragraph 1 of the Salem Housing Authority Administrative Staff Personnel Policy, under the heading of Regular Work Hours/Reporting to Work section, by deleting the words "8:00 a.m." in the third line of paragraph 1 and replacing it with "7:30 a.m.". Peter K. Strout seconded the motion and the vote was as follows:

Ayes

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

Nays

Exterior Painting and Repair Work at Colonial Terrace

Carol A. MacGown presented to the Board the Sealed Bid Tabulation for Exterior Painting and Repair Work at Colonial Terrace. Carol explained in detail the bid. Carol explained why the work was being done and that reference checks had been made on the low bidder.

Peter K. Strout moved to accept the apparent, lowest, eligible and responsive bid submitted by Atlantic Bay North Company for Exterior Painting and Repair Work at Colonial Terrace in the amount of \$34,754.00 and authorize John A. Boris to execute a contract. William E. Luster seconded the motion and the **roll call** vote was as follows:

- Carol A. MacGown asked the Board for approval to hold the Employee Appreciation Luncheon at Salem Willows as the grassy knoll where it used to be held was taken over by its owner. Carol also requested hiring the trolley to pick-up the staff at the Authority and bring them down to the Willows and then at the end of the luncheon bring them back to the Authority. The Board agreed.

VII. Unfinished Business

There is no unfinished business.

VIII. Recommendations of the Chairman

Chairman John A. Boris informed the Board of his and Carol A. MacGown's meeting on April 10, 2014 at Salem State University with President Meservey. The meeting was held to discuss the proposal of building a 4 story garage behind Rainbow Terrace. The University is looking for a 20 foot easement over land owned by the Authority. The University would like to come and present a slide show for the Board Members so that they know exactly what the University is looking for. Discussion ensued amongst the Board Members as to what the Authority would get in return for granting the easement. A Special Meeting of the Board will be scheduled on May 27, 2014 at 8:00 a.m. for said presentation. Laura Orum, Tenant Association Vice President requested that she get a copy of said Notice regarding the Special Meeting. Carol A. MacGown stated that "copies" of all Meeting Notices are always mailed to the LTO.

IX. Report of the Treasurer

Bills and Transfers

Maureen Call moved to approve the bills and transfers for the period April 3, 2014 through May 8, 2014 as presented. 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

Ayes

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

Nays

FF258089 (Health and Safety Initiative) Walkway Paving at Rainbow Terrace

Carol A. MacGown presented to the Board the Sealed Bid Tabulation for FF258089 Walkway Paving at Rainbow Terrace.

William E. Luster moved to accept the apparent, lowest, eligible and responsive bid submitted by Atlantic Paving Corp. for FF258089 (Health and Safety Initiative) Walkway Paving at Rainbow Terrace in the amount of \$65,950.00 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
Peter K. Strout
John A. Boris

Nays

Budget Revision #1, FYE September 30, 2014, Operating Budget for State-Aided Housing

Carol A. MacGown presented the proposed Budget Revision #1, FYE September 30, 2014, Operating Budget for State-Aided Housing and explain in detail to the Board its purpose. Carol explained to the Board that DHCD has granted the Salem Housing Authority \$31.00 per unit to assist with snow removal costs which is equal to \$20,956.00. DHCD is requesting a Budget Revision to be signed reflecting the exemption for snow removal assistance.

William E. Luster moved that the proposed Budget Revision #1, Operating Budget for State-Aided Housing of the Salem Housing Authority (Chapter 2000/667/705/689/MRVP) Program Number 400-1 for Fiscal Year Ending 9/30/2014 showing Total Revenue of \$2,770,606.00 and Total Expenses of \$3,259,226.00, there by requesting a subsidy of \$608,238.00 to be submitted to the Department of Housing and Community Development for its review and approval. 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

Price Quotation for Automotive Repair Services for a Fleet of Vehicles from June 1, 2014 through May 31, 2015

Carol A. MacGown presented to the Board the Price Quotation submitted by Bouchard and Sons, Inc. for Automotive Repair Services for a Fleet of Vehicles from June 1, 2014 through May 31, 2015.

Peter K. Strout moved to accept the price quotation submitted by Bouchard and Sons, Inc. for Automotive Repair Service (labor rate) in the amount of \$70.00 per hour for labor and authorize Chairman 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
Peter K. Strout
John A. Boris

Nays

Revised Pet Policy

Carol A. MacGown presented the Revised Pet Policy to the Board and will inform them as to what changes have been made to said policy. Carol informed the Board that the Pet Policy was sent to the LTO on February 13, 2014 and the LTO was invited to a meeting on February 24, 2014 but chose not to attend. The Salem Housing Authority received correspondence from Lorelee Stewart on March 5, 2014 outlining some changes she wanted to have made to the policy. The Housing Authority revised the policy to incorporate all of the changes that the LTO requested and that the Executive Director felt appropriate.

William E. Luster moved to approve the Revised Pet Policy originally approved and adopted by the Board of Directors on November 10, 2010. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

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

Nays

Revised Service Animal Policy

Carol A. MacGown presented the Revised Service Animal Policy to the Board and will inform them as to what changes have been made to said policy. Carol informed the Board that the Service Animal Policy was sent to the LTO on February 13, 2014 and the LTO was invited to a meeting on February 24, 2014 but chose not to attend. The Salem Housing Authority received correspondence from Lorelee Stewart on March 5, 2014 outlining some changes she wanted to have made to the policy. The Housing Authority revised the policy to incorporate all of the changes that the LTO requested and that the Executive Director felt appropriate.

William E. Luster moved to approve the Revised Service Animal Policy originally approved and adopted by the Board of Directors on November 10, 2010. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

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

Nays

Revised Reasonable Accommodation Animal Policy

Carol A. MacGown presented the Revised Reasonable Accommodation Animal Policy to the Board and inform them as to what changes have been made to said policy. Carol informed the Board that the Reasonable Accommodation Animal Policy was sent to the LTO on February 13, 2014 and the LTO was invited to a meeting on February 24, 2014 but chose not to attend. The Salem Housing Authority received correspondence from Lorelee Stewart on March 5, 2014 outlining some changes she wanted to have made to the policy. The Housing Authority revised the policy to incorporate all of the changes that the LTO requested and that the Executive Director felt appropriate.

William E. Luster moved to approve the Revised Reasonable Accommodation Animal Policy Policy originally approved and adopted by the Board of Directors on November 10, 2010. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

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

Nays

An Inter-Governmental Agency Agreement for Street and Sidewalk Maintenance and Solid Waste Collection

Carol discussed with the Board the major points of the Inter-Governmental Agency Agreement for Street and Sidewalk Maintenance and Solid Waste Collection between the City of Salem and the Salem Housing Authority. This agreement is for an additional two (2) year period. Carol recommended approval by the Board. Beth Rennard, Counsel for the City of Salem asked that said Agreement after it was approved by the Board be forwarded to the Mayor's Office for signature. Frank J. Milo commented about the City not snow plowing Rainbow Terrace at one point. Carol informed the Board that this occurred once and the Salem Housing Authority had to contact the DPW Director at the time and have him contact his employee to inform him that the City should be plowing Rainbow Terrace.

Peter K. Strout moved to authorize Chairman John A. Boris to execute An Inter-Governmental Agency Agreement for Street and Sidewalk Maintenance and Solid Waste Collection between the City of Salem and the Salem Housing Authority for an additional two (2) year period. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

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

Nays

Revised Employee Check Signing Security Agreement

Carol informed the Board of the revision to the Employee Check Signing Security Agreement. Carol informed the Board that she has added Susan Barrios as a check preparer due to Eileen DeChantal retiring.

Peter K. Strout moved to approve the Employee Check Signing Security Agreement, as presented and authorize Carol A. MacGown to implement said agreement. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

Maureen Call
Frank J. Milo

Nays

William E. Luster
Peter K. Strout
John A. Boris

XI. Other Business/Late Communications

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

Inar Ragnar of 28 Leefort Terrace suggested that the Salem Housing Authority may want to invite Attorney Christopher Casey to the Safety Meeting with the Salem Police Department which is going to be held on Wednesday, May 21, 2014 at 8:00 a.m.

Laura Orum, 12A Pioneer Terrace, Vice President, Salem Housing Tenants Association Requested that the Housing Authority send a revised copy of the Pet Policy, Service Animal Policy and Reasonable Accommodation Animal Policy.

XII. Adjournment into Executive Session

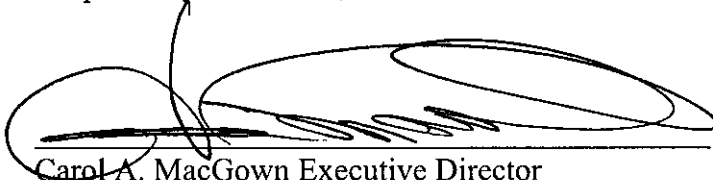
Maureen Call moved that the Board convene into Executive Session at 7:08 p.m. for the purpose of discussing strategy sessions in preparation for negotiations with nonunion personnel and for the purposes of discussing strategy with respect to litigation. The Board will not reconvene into Open Session and will adjourn the meeting from Executive Session. 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

Respectfully Submitted,



Carol A. MacGown Executive Director



Anne M. Cameron, Executive Secretary