



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, APRIL 9, 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)

Peter K. Strout moved to accept the Minutes of the Regular Meeting held on Wednesday, March 12, 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	

1 | Page Regular Meeting of April 9, 2014



IV. Communications

- Mass NAHRO News Letter for April 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 the total snow removal costs were approximately \$102,000.00. Carol also informed the Board that the Authority received notice from DHCD that it was going to grant the Authority a budget exemption of \$31.00 per unit for snow removal costs due to the severity of the winter which equals a reimbursement of approximately \$20,956.00 for snow removal costs.
- Carol A. MacGown informed the Board that Diana Boulay is working on a program with WegoWise and Action Energy and applications for all developments have been submitted. Carol A. MacGown said that this is in conjunction with changing over the Salem Housing Authority Developments to LED Lighting.
- Carol A. MacGown informed the Board that the Salem News had contacted the Salem Housing Authority with reference to Smoke Free Housing. Carol stated that she met with Larry Ramdin of the Salem Board of Health on Tuesday, April 8, 2014 to start discussions of going Smoke Free at Salem Housing Authority. Subsequent thereto, DHCD sent out Guidelines to follow to start the process of implementing a plan for Smoke Free Housing. Carol also informed the Board that she was meeting again on April 10, 2014 with Larry Ramdin, Salem Board of Health to further discuss Smoke Free Housing. Carol said that there would be significant tenant involvement and the implementation of Smoke Free Housing would take approximately one (1) year from start to completion. Carol said that she would keep the Board advised as things moved forward. William E. Luster requested that Carol A. MacGown be in control of implementing the Smoke Free Plan as well as the timeline and not to let the Salem Board of Health dictate when the plan will be implemented.
- Carol A. MacGown informed the Board that the Maintenance Department is now going from Winter to Summer. Carol said that all winter equipment has been made whole. Carol has requested that Russ Tanzer, Maintenance Supervisor make sure that all equipment has been washed, waxed and put away appropriately.

- Carol A. MacGown informed the Board that the Colonial Terrace Exterior Painting and Repair Work Bid is out on the street and that the Bids are due on April 23, 2014.
- Carol A. MacGown informed the Board that she and Chairman John A. Boris met with President Patricia Meservey met at Salem State University on April 10, 2014 to discuss Partnership opportunities. Carol said that she would keep the Board informed. William E. Luster asked Carol that as the Salem Housing Authority moves forward with meetings at Salem State University with President Meservey that he would like to be included in those meetings as he has worked with President Meservey in the past and has a good working relationship with her.
- Carol A. MacGown informed the Board the she attended the Legislative Education Day at the State House on April 1, 2014. She said that she had the opportunity to speak with Representative John Keenan and Senator Joan Lovely's staff.
- Carol A. MacGown informed the Board that the 1.4 million dollar project at Colonial Terrace Project is 95% CDs and the Salem Housing Authority has just received approval from DHCD that the Authority may go out to bid on said project.
- Carol A. MacGown informed the Board that she and Jacqueline Guzman, Federal Programs Administrator met with the Department of Housing and Urban Development in Boston on April 4, 2014 to discuss the RAD Conversion at Pequot Highlands, Salem, MA. Carol informed the Board in detail what was discussed at the meeting. There was some discussion between the Board Members and Carol.
- Carol A. MacGown informed the Board that the 2 Health and Safety Initiatives to wit: 26 Low Flow Toilets and Showerheads and Walkway Paving at Rainbow Terrace have to be completed by June 30, 2014. The bid for the toilets and showerheads has come in and will be discussed later in the meeting. The Walkway Paving at Rainbow Terrace will go out to bid shortly.

VII. Unfinished Business

There was no unfinished business.

VIII. Recommendations of the Chairman

Chairman Boris updated the Board of Directors on the Community Preservation Act (CPA) meeting which took place on Tuesday, April 8, 2014. The CPA approved 14

applications. The 14 applications will go before the Salem City Council for final approval.

IX. Report of the Treasurer

Bills and Transfers

Maureen Call moved to approve the bills and transfers for the period March 6, 2014 through April 2, 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 five (5) months ending February 28, 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

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

Nays

X. New Business

Revised Bills and Transfers

Carol A. MacGown presented to the Board the **revised** Bills and Transfers for the period September 5, 2013 through March 5, 2014. Carol explained to the Board in detail why the Bills and Transfers needed to be revised.

William E. Luster moved to approve and accept the **revised** bills and transfers for the period September 5, 2013 through March 5, 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

Bid Tabulation for 2015 Chevy Silverado 2500 Heavy Duty Double Cab Pick-Up

Carol A. MacGown presented the sealed bid tabulation sheet for 2015 Chevy Silverado 2500 Heavy Duty Double Cab Pick Up with Trade-In Vehicle. Carol informed the Board that there was only one Bidder. Carol recommended that the Board vote to accept the apparent, lowest, eligible and responsive bid submitted by Liberty Chevrolet, Inc. Frank J. Milo asked if the truck was just an extended cab and not a double cab. Carol informed the Board that it was an extended cab.

Frank J. Milo moved to accept the apparent, lowest, eligible and responsive bid submitted by Liberty Chevrolet, Inc. in the amount of \$32,338.00 for a 2015 Chevy Silverado 2500 Heavy Duty Double Cab Pick Up with Trade-In Vehicle as per bid documents. () seconds 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

DHCD FISH # 258090 Sustainability/Water Conservation Program (Toilets and Showerheads) Installation of 26 Energy Efficient Toilets and 26 low flow Showerheads at Various Developments

Carol A. MacGown presented the price quotation tabulation sheet for the Installation of 26 Energy Efficient Toilets and 26 low flow Showerheads at Various Developments. Byors and Sons Mechanical Contractors were the low bidders. Carol A. MacGown informed the Board that they performed the job of installing 200 low flow toilets and showerheads back in June of 2013 and she said that they did an excellent job and that she was very pleased with them.

Peter K. Strout moved to accept the apparent, lowest eligible and responsive quote submitted by Byors and Sons Mechanical Contractors in the amount of \$8,970.00 for the installation of 26 energy efficient toilets and 26 low flow showerheads in occupied public housing units at various developments and authorize Chairman John A. Boris 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
Peter K. Strout
John A. Boris

Nays

XI. Other Business/Late Communications

Frank J. Milo asked Carol A. MacGown how the Authority was doing on savings for electricity. Carol A. MacGown stated that the Authority continues to save and will be receiving another \$1,000.00 check over and above the savings already received from Veridian. Carol A. MacGown also informed the Board that they will be planting trees at some of the developments. Frank J. Milo suggested that maybe Veridian could plant the trees on Arbor Day. Carol said that she would request that.

Frank J. Milo also requested that Carol A. MacGown manage the change over from Winter to Summer relative to all of the equipment making sure that the equipment is in good working order and is cleaned and stored properly. Carol stated that she will do her very best to see that that happens.

Laura Orum, Vice President, Salem Housing Tenants Association, 12A Pioneer Terrace stated that the Tenants Association recognize and will continue to recognize Lorelee Stewart as the President of the Salem Housing Tenants Association as per the Salem Tenants Association By-Laws until she is convicted of a Felony. Laura Orum also requested that the Salem Housing Authority send the Budget stipend to the Salem Housing Tenants Association. Chairman John A. Boris said that he would take both of those matters under advisement.

Inar Ragnar of 28 Leefort Terrace added a comment about Smoke Free Housing and the Salem Board of Health's Role.

XII. Adjournment


William E. Luster moved to adjourn the Regular Meeting of Wednesday, April 9, 2014 at 6:30 p.m. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

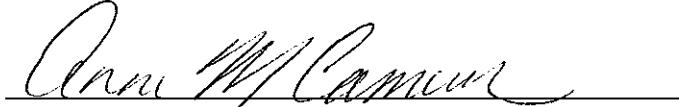
Maureen Call
Frank J. Milo
William E. Luster
Peter K. Strout
John A. Boris

Nays

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