

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, MARCH 12, 2014
6:00 P.M.**

I. Called Meeting to Order.

II. Roll Call

Present

Maureen Call
Frank J. Milo
John A. Boris

Absent

William E. Luster
Peter K. Strout

Also Present:

III. Acceptance of Minutes of Previous Meeting(s)

Carol A. MacGown brought to the Board's attention that the Regular Meeting Minutes of February 12, 2014 needed 2 corrections and explained to the Board in detail what said corrections were.

Maureen Call moved to amend the motion made at the February 12, 2014 Regular Board Meeting to accept the lowest, eligible and responsive bid from McCarthy & Son Landscaping wherein the time period should have read "for the period April 1, 2014 to November 30, 2014" and not "April 1, 2014 to March 31, 2015. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

Maureen
Frank J. Milo
John A. Boris

Nays

Frank J. Milo moved amend said Motion made at the February 12, 2014 Regular Board Meeting to read "to approve the Justification of Proprietary Specification for the Procurement of One (1) 2015 HD Silverado Pick-Up Truck" and to add the the proprietary language to said motion. Maureen Call seconded the motion and the vote was as follows:

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Ayes

Maureen
Frank J. Milo
John A. Boris

Nays

Frank J. Milo moved to accept the Minutes of the **Regular Meeting** held on Wednesday, February 12, 2014, as corrected. Maureen Call seconded the motion and the vote was as follows:

Ayes

Maureen
Frank J. Milo
John A. Boris

Nays

Maureen Call moved to accept the Minutes of the **Annual Meeting** held on Wednesday, February 12, 2014, as presented. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

Maureen
Frank J. Milo
John A. Boris

Nays

IV. Communications

- Correspondence dated February 21, 2014 to John Boris, Chair from Lizbeth Heyer, Associate Director regarding Formula Funding Award for FY 16 and FY 17 in the amount of \$1, 509,825.00.
- Correspondence from Carol A. MacGown, Director to Salem Children's Charity, \$100.00 donation in memory of Eddie Rodriguez, the son of Kori Weatherbee, 17 Farrell Court. Carol informed the Board that Eddie Rodriguez was close to the heart of the Salem Housing Authority.
- Mass NAHRO News Letter for March 2014
- Memorandum from Carol A. MacGown, Executive Director to All Salem Housing Authority Residents, Board Members and Employees regarding MassNAHRO's 2014 Past Presidents Memorial Scholarship. Carol A. MacGown informed the Board that Chairman John A. Boris requested that this be sent out to all Salem Housing Authority Residents, Board Members and Employees and Carol informed the Board that said Memorandum was mailed out on Tuesday, March 11, 2014 together with attachments including MassNAHRO Notice and Scholarship Application.

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 Budget has come back approved from DHCD. Carol stated that she is now implementing all of the items outlined budget i.e. painting, purchase of truck and raises.
- Carol A. MacGown informed the Board that the Authority has spent \$30,000.00 in overtime thus far on snow removal and \$3,000.00 on the purchase of salt from the City of Salem along with other costs.
- Carol A. MacGown informed the Board that she just received the DLWD Rates that will become effective April 1, 2014. She advised the Board that the Union Workers will receive an increase in pay rate in the range of .29% to 1.90%. The increase in pay rate will become effective on 4/1/2014.
- Carol A. MacGown informed the Board that MassNAHRO is offering a Front Office Staff Training on Friday, June 6, 2014 from 9:00 a.m. to 4:00 p.m. Some of the topics being discussed are Office Etiquette, Organizational Skills, Consumer Relations, Ethics, Privacy & Confidentiality, Social Media Use, and Dealing with Difficult People. Carol said that she thought the front office staff would benefit from attending this seminar. Carol requested that the Board allow her to close the office from 9:00 a.m. to 12:00 noon., however the Finance Department, Executive Secretary, Assistant Executive Director, and Director would all work a normal work day. The Board Agreed to allow Carol to close the office and said that they thought it would be beneficial to the front office staff as times are changing.
- Carol A. MacGown informed the Board that she has had time to do some more research with Alex Tuttle of Milton Cat. She stated that to install a generator at just the Charter Street Development it would cost the Authority approximately \$82,000.00. Frank J. Milo said that he realizes it is costly but a generator would last approximately 30 to 40 years. The Board agreed that this is not something that needs to be done immediately but should be thought about and discussed down the road. John Boris said that he would like to know if there are any grants/rebate available for installing generators.

- Carol A. MacGown informed the Board the the Union Contract expires on September 30, 2014 and that she expects that she will be hearing from Steve Lyons, the Union Representative in the next few months to begin union negotiations and that she will keep the Board advised as events unfold.
- Carol A. MacGown informed the Board that HUD has brought to the Authority's attention the expiring use of 236 property in Salem, Pequot Highlands. Carol said that they have informed her that the Owners of Pequot Highland hope to participate in a RAD conversion and that this could be up to 250 new units in the Salem Housing Authority's portfolio. Carol said that she and Jacqui Guzman will be meeting with HUD and the Owners of Pequot Highland in Boston on Tuesday, March 25, 2014 for a kick-off meeting. Carol said that she will keep the Board advised as events unfold.

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 revised bills and transfers for the period February 5, 2014 through March 5, 2014 as presented. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen
Frank J. Milo
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 four (4) months ending January 31, 2014 submitted by Rick Fenton of Fenton, Associates, P.C. Frank J. Milo seconds the motion and the **roll call** vote was as follows:

Ayes
Maureen
Frank J. Milo
John A. Boris

Nays

X. New Business

Housing Inspection Services

Carol A. MacGown explained in detail the need for Conventional Public Housing Inspections and she recommended that the Board moved to approve the lowest, eligible and responsive bid of Kittredge Advisors, LLC.

Maureen Call moved to accept the apparent, lowest, eligible and responsive bid of Kittredge Advisors, LLC for Conventional Public Housing Inspections as quoted in their proposal for the period April 1, 2014 through March 31, 2015 with an option to renew for one (1) year. Frank J. Milo seconded the motion and the **roll call** vote is as follows:

Ayes
Maureen
Frank J. Milo
John A. Boris

Nays

John A. Boris asked if Kittredge Advisors, LLC inspect the Section 8 Units and Carol A. MacGown said "yes". Frank J. Milo asked if they inspect the Federal Units and Carol A. MacGown said "yes" the Section 8 (Federal) Units.

By-Laws of the Salem Housing Authority

Carol A. MacGown presented the By-Laws at the Regular Meeting of Wednesday, February 12, 2014 for review and any recommendations.

Carol A. MacGown asked the Board that after having had the chance to review the By-Laws if any Board Member had any questions, additions, suggestions or deletions. The Board of Directors had none.

Maureen Call moved to accept the By-Laws of the Salem Housing Authority, as presented, without any recommended changes. Frank J. Milo seconded the motion and the vote was as follows:

Ayes
Maureen
Frank J. Milo
John A. Boris

Nays

Contract Officer (and Alternate) for Modernization Project, DHCD 258088 FY 14
Emergency Generator Initiative at Morency Manor (667-6)

Maureen Call moved to appoint Carol A. MacGown as Contract Officer and Frank J. Milo as Alternate Contract Officer for modernization project DHCD 258088 FY 14 Emergency Generator Initiative at Morency Manor (667-6). Frank J. Milo seconded the motion and the vote was as follows:

Ayes

Maureen
Frank J. Milo
John A. Boris

Nays

Contract Officer (and Alternate) for Modernization Project, DHCD 258089 FY 14 Health and Safety Initiative Paving at Rainbow Terrace (200-2)

Maureen Call moved to appoint Carol A. MacGown as Contract Officer and Frank J. Milo as Alternate Contract Officer for modernization project for DHCD 258089 FY 14 Health and Safety Initiative Paving at Rainbow Terrace (200-2). Frank J. Milo seconded the motion and the vote was as follows:

Ayes

Maureen
Frank J. Milo
John A. Boris

Nays

Contract Officer (and Alternate) for Modernization Project, DHCD 258090 FY 14 Sustainability & Water Conservation 26 Low Flow Toilets at various units

Maureen Call moved to appoint Carol A. MacGown as Contract Officer and Frank J. Milo as Alternate Contract Officer for modernization project DHCD 258090 FY 14 Sustainability & Water Conservation 26 Low Flow Toilets at various units. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

Maureen
Frank J. Milo
John A. Boris

Nays

Audit Report for Fiscal Year Ending September 30, 2013

Maureen Call brought the Board's attention that there was a typo on page 7 of the Audit wherein it said City of Beverly and not City of Salem. Carol A. MacGown said that she would see that the Auditor, John Ross amended that page.

Maureen Call moved to accept the Audit Report and Financial Statements submitted by Ross & Company, Certified Public Accountant for fiscal year ending September 30, 2013 as amended. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen
Frank J. Milo
John A. Boris

XI. Other Business/Late Communications

Carol A. MacGown explained in detail correspondence received from Colleen Votour of DHCD dated March 10, 2014. Said correspondence is attached hereto.

Maureen Call moved to rescind the following Board Votes:

1. Amendment # 1 dated March 13, 2013 increasing the CFA amount of \$1,741,595 to \$2,653,375 for Work Plan 5001. (+ \$911,780)
2. Amendment #2 dated August 14, 2013 increasing the CFA amount of \$2,653,375 to \$2,691,655 for Work Plan 5001. (+ \$38,280.00)
3. Amendment #3 dated November 13, 2013 increasing the CFA amount of \$2,691,655 to \$7,706,655 for Work Plan 5001. (+ \$15,000.00)

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

Ayes

Nays

Maureen
Frank J. Milo
John A. Boris

Carol presented the **NEW** Amendment #1 which includes the three (3) previous votes rescinded and includes the following: FY 16/FY 17 Formula funding award (2/21/14 letter) in the amount of \$1,509,825.00, Health and Safety Initiative award (01/15/14 letter) in the amount of \$67,600.00 and Sustainability/Water Conservation – Toilets (01/15/14 letter in the amount of \$10,920.00.

Said **NEW** Amendment #1, Contract for Financial Assistance 5001, includes Amendment # 1 dated March 13, 2013 increasing the CFA amount of \$1,741,595 to \$2,653,375 for Work Plan 5001, Amendment #2 dated August 14, 2013 increasing the CFA amount of \$2,653,375 to \$2,691,655 for Work Plan 5001 and Amendment #3 dated November 13, 2013 increasing the CFA amount of \$2,691,655 to \$7,706,655 for Work Plan 5001 and FY 16/FY 17 formula funding award (2/21/14 letter) in the amount of \$1,509,825, Health and Safety Initiative award (1/15/14 letter) in the amount of \$67,600 and Sustainability/Water Conservation – Toilets (1/15/14 letter) in the amount of \$10,920.

Maureen Call moved to approve the **NEW** Amendment #1 for Capital Improvement Work Plan 5001 by adding the amended amount of \$2,553,405.00 to the original contract amount of \$1,741,595.00 making the total maximum obligation of the Contract \$4,295,000.00 and moves to authorize Chairman John A. Boris to execute said **NEW** Amendment #1 for Capital Improvement Work Plan 5001. This amendment extends the contract dates of service from June 30, 2014 to June 30, 2017. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes
Maureen
Frank J. Milo
John A. Boris

Nays

Chairman John A. Boris opened up the discussion to Inar Ragnar of 28 Leefort Terrace and Mr. Ragnar asked Carol A. MacGown, Executive Director if she had given Lorelee Stewart the stipend of \$3,000.00 that she has requested. Carol A. MacGown said that she has not and will not until she receives direction from DHCD.

Chairman Boris asked if Mr. Ragnar had any further questions and he said “no”.


XII. Adjournment into Executive Session.

Frank J. Milo moved that the Board convene into Executive Session at 6:40 p.m. for the purpose of accepting the Executive Session Minutes of Wednesday, February 12, 2014. The Board will not reconvene into Open Session and will adjourn the meeting from Executive Session. Maureen Call seconded the motion and the **roll call** vote was as follows:

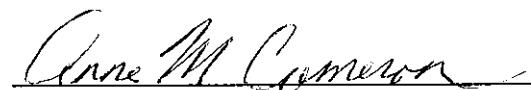
Ayes
Maureen
Frank J. Milo
John A. Boris

Nays

Respectfully Submitted,



Carol A. MacGown Executive Director



Anne M. Cameron, Executive Secretary