

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, FEBRUARY 12, 2014 AT 6:11 P.M.**

I. Called Meeting to Order at 6:11 p.m.

II. Roll Call

Present

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

Absent

None

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

III. Acceptance of Minutes of Previous Meeting(s)

Peter K. Strout moved to accept the Minutes of the Regular Meeting held on Wednesday, January 8, 2014, as presented. Maureen Call 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

IV. Communications

- Correspondence dated January 15, 2014 from Lizbeth Heyer, Associate Director, DHCD to John A. Boris, Chairman regarding Salem Health and Safety Initiative Award in the amount of \$67,600 for Walkway Paving.



- Correspondence dated January 15, 2014 from Lizbeth Heyer, Associate Director, DHCD to John A. Boris, Chairman regarding FY 14 Sustainability/Water Conservation Award in the amount of \$10,920.00.
- Mass NAHRO News Letter for February 2014

V. Reports of the Committees

Frank J. Milo stated that he felt as though the Snow Removal Committee could be dissolved at this point as all of the snow removal equipment has been received by the Salem Housing Authority and the Maintenance Department has a snow removal plan in place and is carrying out that plan. Chairman John A. Boris thanked the Snow Removal Committee and said that they did a great job.

VI. Report of the Executive Director

- Carol A. MacGown informed the Board that Legislative Appreciation Day was going to be held on April 1, 2014 at the State House in Boston. Carol said that if any Board Member or any Member of the LTO wishes to attend to please let her know.
- Carol A. MacGown informed the Board that the Salem Housing Authority received a Sustainability Award in the amount of \$10,920. 00 from DHCD for the installation of Low Flow Toilets and exterior LED Lighting. John A. Boris asked how many toilets will be installed. Carol said she believed that it was for 26 Low Flow Toilets and exterior lighting at specific 667 developments.
- Carol A. MacGown informed the Board that the Salem Housing Authority received A Health and Safety Initiative Award in the amount of \$67,600 from DHCD for partial paving of the walkways at Rainbow Terrace. Frank J. Milo asked if it was only for the paving of walkways at Rainbow Terrace. Carol A. MacGown said that it was and that it does not include sidewalks as they are owned by the City.
- Carol A. MacGown informed the Board that she would be presenting a Specification for a 2015 Chevy 2500 Pick-Up Truck for Board approval under Other Business so that she may begin procurement for said truck.
- Carol A. MacGown informed the Board that since the Housing Authority has changed over all of their accounts from National Grid to Viridian that the Salem Housing Authority has saved \$9,200.00 in one month and will continue to save money. In April of 2014 Viridian will be planting some trees on the Salem Housing Authority properties.

The Authority will also receive a \$1,500.00 payment each year and an estimated monthly check in the amount of \$250.00. Switching over to Viridian has been a great move and in the best interest of the Salem Housing Authority.

- Carol A. MacGown discussed in detail the generator survey prepared for the Salem Housing Authority by Milton Cat in the event of an electrical shutdown in any of the SHA developments. Carol A. MacGown said that this is very expensive but it may be appropriate to start planning and thinking about it for at least one development. The Board discussed amongst themselves that even though this is an expensive venture that it is definitely something to think about down the road.
- Carol A. MacGown informed the Board that she would be handing out for review by the Board the proposed changes to the Service Animal Policy and the the proposed changes to the Reasonable Accommodations Animal Policy.
- Carol A. MacGown informed the Board that the Maintenance Department is preparing and is all ready for the snow storm on February 13, 2014.
- Carol A. MacGown informed the Board that the Audit for 2013 has been completed with no findings. She also informed the Board that the Auditor was very impressed with the Salem Housing Authority files.
- Carol A. MacGown informed the Board that the Cat Machine ordered by the Salem Housing Authority will be delivered to the Salem Housing Authority some time in April of 2014. Milton Cat has provided the loaner machine to the Salem Housing Authority for its use.

VII. Unfinished Business

There was none.

VIII. Recommendations of the Chairman

Chairman John A. Boris thanked the Snow Removal Committee for all of their hard work and efforts in assisting the Maintenance Department in improving its snow removal equipment and overall plan for snow removal at the Salem Housing Authority. Chairman Boris said that was appropriate at this time to dissolve the Snow Removal Committee.

Frank J. Milo moved to dissolve the Snow Removal Committee. Peter K. Strout seconded the the motion and the vote was as follows:

Ayes

Maureen Call

Frank J. Milo

William E. Luster

Nays

Peter K. Strout
John A. Boris

IX. Report of the Treasurer

Bills and Transfers

Maureen Call moved to approve the bills and transfers for the period January 2, 2014 through February 4, 2014 as presented. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

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 one (1) month ending October 31, 2013 submitted by Rick Fenton of Fenton, Associates, P.C. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

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 two (2) months ending November 30, 2013 submitted by Rick Fenton of Fenton, Associates, P.C. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

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 three (3) months ending December 31, 2013 submitted by Rick Fenton of Fenton, Associates, P.C. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

X. New Business

Common Area Cleaning Services

Carol A. MacGown informed the Board in detail the Common Area Cleaning Services Bid. John A. Boris, Chairman asked if TNT was good. Carol said that they were good with the appropriate oversight.

Frank J. Milo moved to accept the apparent, lowest, eligible and responsive bid of TNT Cleaning Service, Inc. in the amount of \$39,852.00 for common area cleaning services for the period April 1, 2014 through March 31, 2015, and authorize Chairman John A. Boris to execute said contract. Maureen Call seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

Replacement of Carpet in Vacant Units as Units Become Vacant

Carol A. MacGown informed the Board in detail the bid for Replacement of Carpet in Vacant Units as Units Become Vacant. Carol conveyed to the Board that the Salem Housing Authority is happy with them.

Maureen Call moved to accept the apparent, lowest, eligible and responsive bid of Edge Pro Flooring in the amount of \$32.99 which includes padding, carpet and cove base (\$65.00 per hour for repair work outside of scope) for the replacement of carpets in vacant units as they become vacant for one (1) year or the completion of \$10,000.00 of work, whichever occurs first and authorize Chairman John A. Boris to execute said contract. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

Groundskeeping Services

Carol A. MacGown informed the Board in detail the bid for Groundskeeping Services. Frank J. Milo asked if they did a good job. Carol said that they do a good job but with the appropriate oversight.

Peter K. Strout moved to accept the lowest, eligible and responsive bid from McCarthy & Son Landscaping, Inc. in the amount of \$43,440.00 for groundskeeping services at various locations for the period April 1, 2014 to November 30, 2014 and authorize Carol A. MacGown to execute a contract. William E. Luster 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

Section Eight Management Assessment Program (SEMAP)

Carol informed the Board that she received correspondence dated January 23, 2014 from the U.S. Department of Housing and Urban Development with reference to Section Eight Management Assessment Program (SEMAP) which states that Salem Housing Authority's overall SEMAP score for the fiscal year ended 9/30/13 is 100%. The Salem Housing Authority is designated as a High Performer. Carol congratulated the Section 8 Staff for their excellent performance.

Justification of Proprietary Specification for the Procurement of One (1) 2015 HD Silverado Pick-Up Truck

In accordance with Chapter 2 of the Procurement Manual issued by the Inspector General followed by the Salem Housing Authority regarding proprietary specifications, I, Carol MacGown, hereby document the need to purchase one (1) 2015 HD Silverado Pick-Up Truck.

The reason for said purchase is that the Salem Housing Authority currently maintains a fleet of 11 Chevrolet vehicles. Service parts are kept in stock for our use.

Therefore, it is in the best interest of the Salem Housing Authority to continue to add to the Chevrolet fleet which over time has a proven record of performance and reliability.

Peter K. Strout moved to allow the Justification of Proprietary Specification Notice for the Procurement of One (1) 2015 HD Silverado Pick-Up Truck. William E. Luster 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

XI. Other Business/Late Communications

Carol A. MacGown asked the Board to review the changes made to the Reasonable Accommodation Animal Policy and the Service Animal Policy, however, Lorelee Stewart objected to Carol A. MacGown doing that citing that pursuant to 760 CMR 6.09 Section 3. (g) the LTO has the right to be involved in any amendments to policies. Carol stated that she was very aware of the regulation and stated that she would be setting up an appointment with the LTO to discuss the proposed changes before the final draft policies are submitted to the Board for approval.

Chairman John A. Boris asked if there was any other business to go before the Board. and there was not.

Chairman John A. Boris opened up the floor to Lorelee Stewart, President, Salem Housing Tenants Association.

Lorelee Stewart asked if the Salem Housing Authority has heard from DHCD on her request for the Lump Sum Stipend. Lorelee Stewart also asked if she could get a copy of Carol A. MacGown's letter to Laura Taylor, Associate Director, DHCD.

Carol A. MacGown said that she is still waiting to hear from Laura Taylor and that she would be happy to get Lorelee Stewart a copy of her letter to Laura Taylor.

Theresa Prescott asked the Board when the Salem Fire Prevention was going to have a practice (emergency) fire drill at 27 Charter Street as they have not had it yet.

Chairman John A. Boris said that he did not know and he referred the matter to the Executive Director.

XII. Adjournment into Executive Session

Chairman John A. Boris announced that the Board of Directors would be going into Executive Session at this time to discuss a complaint brought against a Board Member.

Chairman John A. Boris asked that a roll call vote be taken to convene into Executive Session.

Peter K. Strout moved that the Board convene into Executive Session at 6:46 p.m. for the purpose of discussing a complaint brought against a Board Member.

William E. Luster seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call

Frank J. Milo

William E. Luster


Peter K. Strout

John A. Boris

Respectfully Submitted,



Carol A. MacGown Executive Director



Anne M. Cameron, Executive Secretary