



John A. Boris, Chairman
Frank J. Milo, Vice Chairman
Peter K. Strout, Second Vice Chairman
Maureen Call, Treasurer
William E. Luster, Assistant Treasurer
Carol A. MacGown, Executive Director

**MINUTES FOR THE
REGULAR MEETING
WEDNESDAY, MARCH 8, 2017
6:00 p.m.**

I. Called Meeting to Order at 6:00 p.m.

II. Roll Call

Present

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

Absent

Vacant Seat

Also Present: Carol MacGown and Anne Cameron

III. Minutes of Previous Meeting(s)

Maureen Call moved to accept the Minutes of the Sixty-Ninth (69th) Annual Meeting held of Wednesday, February 8, 2017. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

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Nays

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Maureen Call moved to accept the Minutes of the Regular Meeting held on Wednesday, February 8, 2017. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

4

Nays

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IV. Communications

- March 2017 MassNAHRO Newsletter
- Public Housing Notice 2017-05 from Sarah Glassman, Associate Director,



- Division of Public Housing & Rental Assistance re: Local Housing Authority
Mandatory Board Member Training
- Article from *The Salem News* dated February 27, 2017 re: Fire at Colonial Terrace

V. Reports of the Committees

There were no reports of the committees.

VI. Report of the Executive Director

The Executive Director informed the Board on the following matters:

- Fire at 1B Colonial Terrace on February 26, 2017
The Salem Fire Department and the Salem Police Department thanked the Salem Housing Authority for their good work in keeping things out of the common hallways and smoke detectors and carbon monoxide detectors in in good working order. Carol met with the Administrative and Maintenance Staff to praise them for doing a good job not just on the day of the fire but for all of the years leading up to that day. Everything went smoothly. Four tenants were displaced and 3 of the 4 tenants will be returning to their apartments on Friday, March 3, 2017. The tenant in 1B where the fire started will be transferred to the Phillips School. An Insurance Claim has been filed and the Salem Housing Authority will be reimbursed for all cost less the deductible. Carol thanked John Boris for being on site and his assistance with helping the tenants.
- Carol said that she is working diligently with Debbie and Randy for use of the \$200.00 per unit that was awarded to the SHA by DHCD for modernization purposes. The total amount the SHA has received is \$135,200.00.
- Modernization Projects are flourishing.
- Union Negotiations hope to begin in April of 2017.

VII. Unfinished Business

By-Laws of the Salem Housing Authority

Carol A. MacGown presented the By-Laws at the Annual Meeting on Wednesday, February 8, 2017 for review and recommendations at the March meeting. Carol inquired if the Board had any additions, changes or deletions.

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

Ayes
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Nays
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VIII. Recommendations of the Chairman

Discussion ensued between the Board Members regarding the garden at Rainbow Terrace that the YMCA wants to build. There are concerns by some of the Board Members relative to the maintenance, costs, liability, parking issues and watering of the garden. The Board Members reviewed some photos. Mr. Boris has been trying to reach Charity Lezama and has been unsuccessful. The communication between the SHA and the YMCA has not been the best. The Board voted to table the discussion until the April 12, 2017 regular meeting.

Mr. Boris informed the Board Members that he would like to form a committee relative to building Affordable Housing. Mr. Boris would like to discuss this at the April 12, 2017 Board Meeting.

Frank J. Milo moved to table the discussion regarding the proposed garden at Rainbow Terrace to be constructed by the Salem YMCA until the April 12, 2017 Regular Board Meeting. Peter K. Strout seconded the motion and the vote was as follows:

Ayes
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Nays
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IX. Report of the Treasurer

Bills and Transfers

Maureen Call moved to approve the bills and transfers for the period February 3, 2017 through March 2, 2017 as presented. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

Balance Sheet and Statements of Revenues and Expenses

Maureen Call moved to accept the Balance Sheet and Statements of Revenues and

Expenses prepared by Rick Fenton of Fenton, Ewald & Associates, P.C. for four (4) months ending January 31, 2017. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

X. New Business

Work Order Scope of Services for Window Replacement at 117 Congress Street (705-2B) for DHCD Project #258094

The Director explained to the Board the Work Order Scope of Services for Window Replacement at 117 Congress Street (705-2B) for DHCD Project #258094.

Maureen Call moved to approve the DHCD Work Order Scope of Services and Payment for Services for DHCD #258094 Window Replacement at 117 Congress Street (705-2B) for DHCD #258094 and to authorize John A. Boris, Chairman to enter into a contract with Garofalo Design Associates, Inc. in the amount of \$14,000.00. Peter K. Strout seconds the motion and the **roll call** vote is as follows:

Ayes

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

Nays

Certificate of Substantial Completion for Roof Replacement at Farrell Court, DHCD Project #258103

Maureen Call moved to accept the Certification of Substantial Completion dated February 9, 2017 for DHCD Project # 258103 Roof Replacement at Farrell Court as submitted by John Giubilo, DHCD Architect and accepted by WPI Construction, Inc. and authorize Carol A. MacGown, Contract Officer to sign said Certification of Substantial Completion. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

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

Nays

XI. Other Business/Late Communications

Employee Check Signing Security Agreement

The Executive Director presented to the Board of Directors the Employee Check Signing Security Agreement wherein a few housekeeping changes were made. The Salem Housing Authority no longer has a check signing machine but now uses an ink signature stamp so the Agreement was amended to reflect that.

Peter K. Strout moved to approve the Employee Check Signing Security Agreement as presented. Maureen Call seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
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Approval to Use Pre-2004 Section 8 Reserve Funds for the Window Replacement Project at the Zisson Building, 292 Essex Street, Salem, MA

The Executive Director explained in detail to the Board of Directors the need to request approval to use the Pre-2004 Section 8 Reserve Funds for the window Replacement Project at the Zisson Building, 292 Essex Street, Salem, MA. The Director answered all of the questions and concerns that the Board inquired about. The total cost of the project is estimated at \$250,000.00 which includes the Architect's fees and the Plans and Specifications.

Kathleen Burke asked if the Section 8 reserve account had enough money to cover the cost and the Director said "yes".

Peter K Strout moved to grant permission to the Executive Director to use \$250,000.00 of the Pre-2004 Section 8 Reserve Funds to move forward with the Window Replacement Project at the Zisson Building, 292 Essex Street, Salem, MA. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

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

Kathleen Burke, 205 Bridge Street, Unit 306 said that the Rainbow Terrace garden sounded good and asked if Salem State University would be a sponsor. Mr. Boris replied "yes".

Kathleen also commented on how there are homeless people are roaming the hallways and that she is not sure how they are getting into the building. She also commented on the

tenant that lives in Unit 209 and asked that something be done about it. She is disrupting the lives of tenants in the building. The Director said that she is working with the tenant's health care professionals and the Salem Police Department. The Director asked her to set up an appointment and come into the office and talk to her.

Jennifer Shambaugh, 205 Bridge Street, Unit 309 said that the parking situation at Rainbow Terrace would be a nightmare if the proposed garden was built. Jennifer said that the Executive Director is correct when she states that the proposed garden would create more parking problems.

Jennifer also commented on the tenant that lives in Unit 209 and said that she is afraid of her and that the tenants has been horrific to her and complaining about her. Jennifer said that she is doing nothing wrong. The Director told her that she is working with the tenant's health care professionals and the Salem Police Department and Carol also told her that she would be her voice. The Director asked her to set up an appointment and come in and talk with her.

Inar Ragnar, 28 Leefort Terrace stated that the proposed garden would create a big pest problem. He also commented made reference to mental health laws that are in effect in various states.

Diane White, 205 Bridge Street, Unit 205 commented on the tenant on the second floor and how this tenant is disturbing the peace of other tenants in the building. She said that the police have been called about 15 times. She said something needs to be done.

Diane also said that there have been homeless people in the building and they are wandering the halls. They have keys to the building.

Diane also made a comment on the SHA being a smoke free Housing Authority. She said that there are tenants that are smoking medical marijuana in the building. Carol said that no one should be smoking in the building and that tenants who do smoke must be 25 feet away from the building. Diane said that she smells it on the 2nd Floor and the 3rd Floor. Carol said that you cannot smoke medical marijuana in the building. The Director asked her to set up an appointment and come in to talk to her.

Jack Harris, 86 Essex Street, Unit 101 praised the Executive Director for doing a great job managing the Salem Housing Authority. He also praised the professionalism of the Salem Housing Authority's Administrative Staff and Maintenance Staff. Mr. Harris stated that both the Administrative and Maintenance Staff does a wonderful job. He is very impressed with the way in which the Salem Housing Authority operates.

XII. Adjournment

Frank J. Milo moved that the Board adjourn the Regular Meeting of March 8, 2017 at 6:50 p.m. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

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Nays

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Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary