

**MINUTES FOR THE
REGULAR MEETING
WEDNESDAY, NOVEMBER 13, 2013
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

None

Also Present: Carol A. MacGown, Executive Director, Anne Cameron, Russ Tanzer, Michael Fitzgerald, Councilor Joseph O'Keefe, Lorelee Stewart, Theresa Prescott, Laura Orum, Sandra Hart, Jorge Maisonet, Inar Ragnar, and Billie McGreggor

III. Acceptance of the Minutes of Previous Meeting(s)

Peter K. Strout moved to accept the Minutes of the Regular Meeting held on Wednesday, October 9, 2013. Maureen Call seconded the motion and the vote was as follows:

Ayes

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

Nays

Maureen Call moved to accept the Minutes of the Snow Removal Committee Meeting held on Friday, November 1, 2013. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

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

Nays

IV. Communications

- Email from William Legault to Carol MacGown dated October 9, 2013 re: Thank you for courtesy extended at Board Meeting of October 9, 2013



- Email from William Legault to Carol MacGown dated October 10, 2013 Regarding Rainbow Terrace and Nichols St. Sidewalk
- Email from DHCD to Carol A. MacGown dated October 21, 2013 re: DHCD Salem Emergency Generator Initiative Award in the amount of \$15,000.00 For Morency Manor;
- Correspondence from Carol A. MacGown to Senator Joan Lovely dated October 31, 2013 re: Joint Committee on Housing
- November 2013 Mass NAHRO Newsletter
- Notice of Public Hearing – Community Preservation Act (CPA) on Tuesday, November 12, 2013 at 120 Washington Street, Salem at 6:00 p.m. (received from City of Salem, Department of Planning and Community Development

V. Reports of the Committees

Snow Removal Committee

- The Snow Removal Committee met on Friday, November 1, 2013 at 8:30 a.m. at 27 Charter Street and the Snow Removal Committee approved the Maintenance Department's recommendations for snow removal equipment and will present to the Board of Directors for Approval.

Frank J. Milo informed the Board that the Snow Removal Committee met on November 1, 2013 to review the equipment recommendations by the Maintenance Department. Frank J. Milo informed the Board that the Salem Housing Authority is going to update some of its equipment and Frank J. Milo went over each piece of equipment that the Snow Removal Committee agreed to. (See Attached list.) Frank J. Milo informed that Board that the total cost for all of the equipment would be approximately \$60,000.00. Frank J. Milo said that this will assist the Maintenance Department in Snow Removal tremendously and the equipment should last about 10 to 15 years. Carol A. MacGown thanked the Snow Removal Committee on behalf of the of the Salem Housing Authority and its Maintenance Department for all of their assistance and expertise they offered. John A. Boris agreed with Carol A. MacGown and said that the Salem Housing Authority Board has two highly qualified individuals in the area of construction and snow removal equipment. Carol A. MacGown informed the Board that she would write a letter to DHCD asking for prior approval to expedite the purchase of said equipment because she will not have budget approval back until March of 2014. Frank J. Milo thanked Michael Fitzgerald and Russ Tanzer for all of their time and hard work.

Peter K. Strout moved to approve the attached list of snow removal equipment to be purchased by the Salem Housing Authority and authorized Carol A. MacGown to include the list of equipment in the budget for Fiscal Year 2014. Maureen Call seconded the motion and the vote was as follows:

Ayes

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

Nays

LED Report

- Carol A. MacGown informed the Board that all buildings were toured by Standard Electric during the week of September 23, 2013. Carol presented the detailed energy report prepared by Standard Electric with reference to outlining the existing conditions, replacement cost and cost savings of upgrading to LED. Frank J. Milo asked Carol A. MacGown how many years are we looking at and Carol A. MacGown said that it would take approximately 5 to 10 years to phase this project in. Frank J. Milo said that is reasonable. Frank also said that it is about a fifty (50%) savings. Peter K. Strout stated that the report was excellent.

VI. Report of the Executive Director

Fall Conference

Carol A. MacGown informed the Board that she and Debra Tucker will be attending the Mass NAHRO Fall Conference on November 18, 2013 in Natick, Massachusetts.

Temporary Snow Removal Help and Temporary Tenant Coordinator

Carol A. MacGown informed the Board that the Salem Housing Authority is in the process of advertising for a pool of Temporary Snow Removal Help and a pool of Temporary Tenant Coordinators. The deadline for Temporary Snow Removal Help is November 21, 2013 and the deadline for Temporary Tenant Coordinator is November 26, 2013. Carol advised the Board that the job postings have also been sent to Salem State University and Salem High School.

New Management Representative - DHCD

Carol A. MacGown informed the Board that the Salem Housing Authority has a new Management Representative at DHCD and her name is Laura Taylor. Joseph Hart was our previous Management Representative at DHCD.

Safety Training

Carol A. MacGown informed the Board that she is looking into having a monthly safety meeting at the Salem Housing Authority with Safety Advisory, William Kershaw of Safety Equipped. Carol A. MacGown will meet with Mr. Kershaw and speak with him and request that he put together a proposal which would tailor to the needs of the Salem Housing Authority. Carol A. MacGown is considering appointing Russell Tanzer as the Safety Officer.

Viridian vs. National Grid

Carol A. MacGown informed that Board that the rates for National Grid are going to be increasing as of November 1, 2013. Carol A. MacGown has met with Viridian and is in the process of changing service over to Viridian. Viridian will be charging 6.75 per KWH for Commercial and 7.19 per KWH for residential as opposed to 9.96 per KWH for Commercial and 10.025 KWH for Residential being charged by National Grid. This will be a substantial savings. John A. Boris suggested that the Lorelee Stewart, President of the Tenant's Association notify or make the tenants aware that these increases will be taking place. Frank J. Milo asked if Viridian had any rebates available for changing over and using their services. Russ Tanzer said that he was unsure and that he did not think they offered any type of rebate program.

New Board Member Packet

Carol A. MacGown handed a copy of the itemized list of the New Board Member Packet that each Board Member receives when they are appointed. Carol A. MacGown reminded the Board to review it again and if they are missing any documents to please let her know and she would be happy to provide another copy once again.

VII. Unfinished Business

Peabody Essex Museum

Carol A. MacGown informed the Board that Christopher T. Casey, Esq. is still awaiting receipt of the final documentation from the Peabody Essex Museum's Attorney. To date he has not received any final documentation.

Rainbow Terrace Sanitary Sewer Evaluation

Carol A. MacGown informed the Board that she is in receipt of the Rainbow Terrace Sanitary Sewer Evaluation prepared by New England Civil Engineering Corp. dated September 13, 2013. Carol A. MacGown informed the Board that a meeting was held with Larry Ramdin, Health Inspector, David Knowlton, City of Salem Engineer, herself and Russ Tanzer, Salem Housing Authority, Maintenance Supervisor on October 28, 2013. David Knowlton said that he would put together a letter summarizing the meeting of October 28, 2013.

Carol reviewed the report in detail with the Board of Directors Carol A. MacGown informed the Board that according to the report the main source of clogged lines/pipes is due to grease. John A. Boris said that according to the report and since we all agree that grease is the main cause of the clogged pipes would you, Lorelee Stewart at the Tenant Association President assist the Salem Housing Authority in educating the Tenants about pouring grease down their drains and how it is clogging the pipes at Rainbow Terrace. Lorelee Stewart said that she would like to look into this a little further. John A. Boris informed her that time is of the essence and he would appreciate Lorelee Stewart getting

back to the Salem Housing Authority in approximately one (1) week. Lorelee Stewart agreed with Chairman, John A. Boris. Frank J. Milo asked Russ Tanzer a question about the plan.

Councilor Joseph O’Keefe addressed the Board and said that he spoke to David Knowlton and assured the Board that the City of Salem would do what they agreed to do. Councilor O’Keefe said that the Engineers who prepared the report are kind in saying that it is grease that is clogging the pipes. Councilor O’Keefe said that people are putting all kinds of things down the toilets such as pampers and other things. Councilor O’Keefe said that Carol A. MacGown does an excellent job at the Housing Authority and he said that the Tenants Association should work with the Salem Housing Authority. Councilor O’Keefe also said to stop flushing things down the toilets that don’t belong down there. Councilor O’Keefe thanked Lorelee Stewart for getting a copy of the report to him. Frank J. Milo said that it was an excellent report. John A. Boris thanked Councilor O’Keefe for coming.

VIII. Recommendations of the Chairman

John A. Boris reviewed the Community Preservation Act Plan Request for Comment/Input received from Jane A. Guy, Assistant Community Development Director, City of Salem, and Department of Planning & Community Development on October 10, 2013 so that the CPC can develop the CPA Plan. Jane A. Guy, would like the Salem Housing Authority Board to develop a consensus and put their comments in writing no later than Noon on Friday, November 22, 2013. An entire package was mailed to the Board of Directors on October 17, 2013.

John A. Boris discussed with the Board the purpose of the Community Preservation Act Plan, what projects they undertake and that the CPA is state and federally funded. Frank J. Milo said that 20% of the funding goes to Housing. John A. Boris said that if you don’t use you don’t loose it.

Frank J. Milo moved to authorize John A. Boris, Chairman to send to Jane Guy, Assistant Community Development Director, City of Salem, Department of Planning & Community Development a letter of consensus of the Salem Housing Authority Board of Directors so that the Community Preservation Committee (CPC) can use it in developing the Community Preservation Act (CPA) Plan. Maureen Call seconded the motion and the vote was as follows:

Ayes

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

Nays

John A. Boris informed the Board that he had reviewed the minutes of the Board meeting held on October 11, 2013 and that he was very disappointed in what he

read. John A. Boris said that he is going to set some ground rules to be adhered to at all Board meetings going forward. John A. Boris said that everyone one in attendance at the meetings will speak civil to one another and cooperate. There will be no derogatory comments made to anyone in attendance at the Board Meetings and there will be a three (3) minute speaking rule at the discretion of Chairman, John A. Boris. John A. Boris asked the Board to make a motion.

Frank J. Milo moved to approve the ground rules set by Chairman John A. Boris for all Board Meetings to wit: There will be civil conversation and cooperation, there will be no derogatory comments and there will be a three (3) minute speaking rule at the discretion of Chairman John A. Boris. Maureen Call seconded the motion and the vote was as follows:

Ayes

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

Nays

John A. Boris asked if there were any comments or questions. Billie McGreggor said that she was one of the individuals that spoke angrily at the last Board Meeting.

IX. Report of the Treasurer

Bills and Transfers

Maureen Call moved to approve the bills and transfers for the period October 2, 2013 through November 5, 2013 as presented. 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

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 twelve (12) months ending September 30, 2013. 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

Budget Presentation

Carol A. MacGown informed the Board that Rick Fenton was ill and was not able to attend the Board Meeting this evening to present the budgets for fiscal year ending September 30, 2013. Frank J. Milo asked when would Rick Fenton be presenting the budget? Carol A. MacGown said that Fenton, Ewald & Associates, P.C. would present the budget at the next regularly scheduled Board Meeting in December 2013.

Language Assistance Plan

Carol A. MacGown presented and explained in detail to the Board of Directors the necessity of a Language Assistance Plan. There was some discussion amongst the Board about the Language Assistance Plan.

Inar Ragnar said that he believes that Carol A. MacGown, Executive Director has done all of her research on this but he did ask Carol A. MacGown if she looked in to the Department of Transitional Assistance (DTA).

Frank Milo moved to approve Salem Housing Authority's Language Assistance Plan (LAP) which applies to both the Leased Housing Programs and Public Housing Program which defines the actions to be taken by the Salem Housing Authority to ensure Title VI compliance with respect to Limited English Proficient (LEP) persons. Maureen Call seconded the motion and the vote was as follows:

Ayes

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

Nays

Amendment #3, DHCD Capital Improvement Work Plan 5001, Project No. 258088
Design and Installation of an Emergency Generator at Morency Manor

Carol A. MacGown explained to the Board in detail the Emergency Generator Initiative Award to the Salem Housing Authority by DHCD. There was discussion amongst the Board as to how this initiative will work.

Frank J. Milo moved to approve Amendment #3 in the amount of \$15,000.00 to the DHCD Capital Improvement Work Plan 5001, Project No. 258088 for the design and installation of an emergency generator at 667-6 Morency Manor and authorize John A. Boris to execute said Amendment #3. 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

Year End Submissions

Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws

Carol A. MacGown explained to the Board the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws.

Frank J. Milo moved to certify and execute the Certification of Compliance with Notification Procedures for Federal and State Paint Laws as submitted by Carol A. MacGown for the Salem Housing Authority to be submitted with year end documentation. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

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

Nays

Schedule of Positions and Compensation Form – Top Five (5) Highest Paid Staff

In accordance with Public Housing Notice 2012-03 Carol A. MacGown submitted to the Board the Schedule of Positions and Compensation Form – Top Five (5) Highest Paid Staff. Carol A. MacGown explained to the Board that this is a new requirement of DHCD and that the Board signed this form last year as well. Carol A. MacGown will submit the Top Five (5) Highest Paid Staff to DHCD.

Peter K. Strout moved to certify and execute the Schedule of Positions and Compensation Form – Top Five (5) Highest Paid Staff as submitted by Carol A. MacGown for the Salem Housing Authority to be submitted with year end documentation. Maureen Call seconded the motion and the vote was as follows:

Ayes

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

Nays

Section 8 Management Assessment Plan (SEMAP)

Carol explained in detail the Section 8 Management Assessment Plan (SEMAP) to the Board.

Maureen Call moved to approve the Section 8 Management Assessment Plan (SEMAP) as submitted and to authorize Carol A. MacGown to submit said report to the Department of Housing and Urban Development (HUD). Peter K. Strout seconded the motion, and the vote was as follows:

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

Nays

Pre-2004 Section 8 Reserve Money

On August 8, 2012 the Board of Directors authorized Carol A. MacGown to spend Pre-2004 Section 8 Reserve Monies up to Five Thousand (\$5,000.00) Dollars without further Board approval. Carol requested the Board to restore the Five Thousand (\$5,000.00) Dollars using the same guidelines as the Board authorized on August 8, 2012. Carol pointed out to the Board that in their packets she enclosed an accounting sheet of said expenses so that they could see the balance.

Peter K. Strout moved to authorize Carol A. MacGown to restore the Five Thousand (\$5,000.00) Dollars from the Section 8 Reserve Monies using the same guidelines as authorized by the Board on August 8, 2012. Maureen Call seconded the motion and the **roll call** vote was as follows:

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

Nays

Admissions and Continued Occupancy Policy (ACOP)

Carol A. MacGown presented the revised Admissions and Continued Occupancy Policy (ACOP) to the Board and explained the ACOP Policy to the Board. Carol A. MacGown discussed what revisions were mad and informed the Board that all of the changes were normal housekeeping changes.

Frank J. Milo moved to adopt the newly revised edition of the Admissions and Continued Occupancy Policy (ACOP) as submitted. Peter K. Strout seconded the motion, and the vote was as follows:

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

Nays

Procurement Policy

Carol A. MacGown presented to the Board the newly revised Procurement Policy and Disposition Policy to ensure that it follows State Guidelines.

Peter K. Strout moved to adopt the newly revised Procurement Policy as submitted. Frank J. Milo seconded the motion, and the vote was as follows:

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

Maureen Call moved to adopt the newly revised Disposition Policy as submitted. Frank J. Milo seconded the motion, and the vote was as follows:

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

XI. Other Business/Late Communications

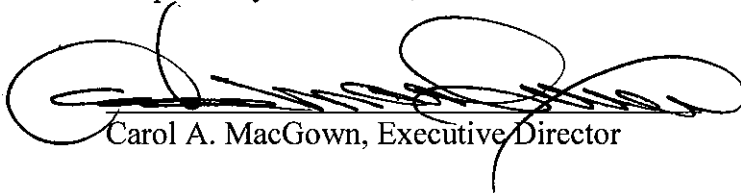
John A. Boris asked Lorelee Stewart if she had any questions or comments. Lorelee Stewart thanked John A. Boris and said that it was nice to have him back.

Lorelee Stewart informed the Board that she had gathered all of the information relative to the Salem Housing Tenant's Association Board that Carol A. MacGown had requested i.e. a list of Officers and By-Laws, etc. Lorelee Stewart said that she had delivered a package to the Main Office. Carol A. MacGown informed Lorelee Stewart that she had not received it. Carol A. MacGown asked Lorelee Stewart if she could have the copy that she had and Lorelee said that it was her only copy. Carol A. MacGown asked Lorelee Stewart if she could fax her a copy. Lorelee Stewart said that she would.


XII. Adjournment

Meeting adjourned at 7:05 p.m.

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary