



John A. Boris, Chairman
Peter K. Strout, Vice Chairman
Frank J. Milo, Second Vice Chairman
Maureen Call, Treasurer

Carol A. MacGown, Executive Director

**MINUTES FOR THE
REGULAR MEETING
WEDNESDAY, OCTOBER 9, 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

Absent

John A. Boris

Also Present: William Legault, Salem Councilor at Large, Billie McGreggor, Resident at Dalton Building, Mike Cunningham, Resident at Dalton Building.. At 6:10 p.m. the following individuals arrived at the meeting: Laura Orum, Resident at Pioneer Terrace, Lorelee Stewart, Salem Housing Tenants Association President, Sandra Hart, Rainbow Terrace Resident and Arthur Sargent, Salem Councilor at Large.

III. Minutes of Previous Meeting(s)

Frank J. Milo moved to accept the Minutes of the Regular Meeting held on Wednesday, September 11, 2013. Maureen Call seconded the motion and the vote was as follows:

Ayes

Maureen Call
Frank J. Milo
Peter K. Strout

Nays

Frank J. Milo moved to accept the Minutes of the Snow Removal Committee Meeting held on Thursday, September 19, 2013. Maureen Call seconded the motion and the vote was as follows:



Ayes

Maureen Call
Frank J. Milo
Peter K. Strout

Nays

IV. Communications

- Notice dated September 26, 2013 from Carol A. MacGown to Tenants of Rainbow Terrace re: Sewer Issues at Rainbow Terrace.
- Correspondence from Robert Cwieka, Deputy Director, HUD to Carol A. MacGown approving the Annual PHA Plan for Fiscal Year Beginning October 1, 2013.
- Correspondence dated September 23, 2013 from Cheryl A. LaPointe, Salem City Clerk to Mary Beshansky, Supervisor, Commission Secretary of State's Office re: John Boris and Peter Strout re-appointments.
Correspondence dated September 23, 2013 from Cheryl A. LaPointe, Salem City Clerk to John Fitzgerald Urban Development Representative, DHCD re: John Boris and Peter Strout re-appointments.
Correspondence dated September 23, 2013 from Cheryl A. LaPointe, Salem City Clerk to Marc A. Slotnick, Associate Director for Public Housing and Rental Assistance re: John Boris and Peter Strout re-appointments.
- Email dated October 2, 2013 from an Executive Director who attended the Reform Hearing to Carol A. MacGown.
- October 2013 MassNAHRO Newsletter

V. Reports of the Committees

- The Snow Removal Committee met on Thursday, September 19, 2013 at 8:30 a.m. at 27 Charter Street and the Snow Removal Committee approved the amended Snow Removal Plan of Maintenance Department and are in the process of reviewing the Maintenance Department's recommendations for snow removal equipment.

Carol A. MacGown informed the Board that after the September 19, 2013 Snow Removal Committee Meeting she met with Russ Tanzer, Michael Fitzgerald and Frank Milo to discuss the Maintenance Department recommendations and review pricing on the equipment. The meeting went very well.

Carol passed out a list of equipment recommendations from the Maintenance Department and pricing to the Board of Directors for their review.

Frank J. Milo informed the Board that the Snow Removal Meeting held on September 19, 2013 was very productive. Discussion was had about how the Board expects the maintenance department to remove the snow and ice from the developments. The Committee talked about sanding. Discussion was had about purchasing bigger and more useful equipment. Peter K. Strout asked if the maintenance department purchased the calcium chloride and Carol A. MacGown said “yes that has been done”.

- Russ Tanzer and Anne Cameron met with Michelle Mitchell and Celeste Wunder of IMMI to discuss LED Lighting on Thursday, September 12, 2013 at 10:00 a.m. Conversation was had about LED Lighting and the different types, length of life, warranty, how much money and energy would be saved over a period of years. Russ Tanzer did ask Celeste Wunder if she would send him over some pricing on certain LED Lighting. To date, Russ Tanzer has not received any pricing from IMMI.
- Carol A. MacGown informed the Board that all buildings were toured by Standard Electric during the week of September 23, 2013. Carol said that the Salem Housing Authority should be receiving a detailed report from Standard in the next 2 weeks outlining the existing conditions, replacement cost and cost savings of upgrading to LED. Carol informed the Board that the report will be in spreadsheet form. The LED Lighting Committee can then meet and take a look at the report and figure out which developments are the high energy consumption developments and then develop a 5 or 10 year plan to convert over to LED Lighting.

VI. Report of the Executive Director

John A. Boris, Chairman

Carol A. MacGown informed the Board that John A. Boris had medical procedure done. John is at home now and is recuperating. The Salem Housing Authority sent flowers to him on behalf of the Board of Directors and the entire staff.

Legislative Breakfast

Carol A. MacGown informed the Board that the Legislative Breakfast will be held on October 11, 2013 at 10:30 a.m. at Spinelli’s in Peabody. John A. Boris will not be attending. Carol A. MacGown invited the other Board Members to attend with her, however, no one was available to attend.

Rainbow Terrace Sewerage Lines

Carol A. MacGown informed the Board that the DPW performed the work on the Rainbow Terrace Sewerage Lines. Carol said that Russ Tanzer talked with John Tomaz, the head of the DPW to request a copy of the report. John Tomaz informed Russ Tanzer that he is waiting for personnel to return from vacation before he sends out the report.

Budget Guidelines

Carol A. MacGown informed the Board that the Budget Guidelines are in. Carol is currently working on the budget with staff and Rick Fenton, CPA. Carol informed the Board that the SHA has received an ANUEL increase of Nine (9%) percent.

HQS

Carol A. MacGown informed the Board that the Maintenance Department is working on HQSs and are making great headway. Truck inspections and equipment inspections will take place this month.

Vacancies

Carol A. MacGown informed the Board for their information that over the last year the Salem Housing Authority had Sixty-two (62) vacancies and that the average rent is approximately \$300.00 per month.

Carol A. MacGown said that since we had a full agenda and that she had no further remarks.

Peter K. Strout asked Lorelee Stewart if the device on the table was a recording device and if she was recording the meeting. She said that she was and that according to the Open Meeting Law she had the right to do that. Peter K. Strout said that the Board objects to that but that they were still going to go forward. Frank J. Milo said that it did not matter to him one way or the other but that they would talk to legal counsel about that. Peter K. Strout asked Councilor Legault if anyone could attend a City Council meeting and record it. William Legault, City of Salem, Councilor at Large said that he was not sure of that but that City Council meetings are always recorded.

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.

Bills and Transfers for the Period August 8, 2013 through September 4, 2013 – Cranney Electric Invoice

Carol A. MacGown has looked into the Invoice from Cranny Electric. She spoke with the Finance Department and will discuss it in detail with the Board of Directors.

Carol A. MacGown informed the Board of Directors that Russ Tanzer met with John A. Boris, Chairman and viewed the freezer that was repaired and John A. Boris was satisfied with the invoice.

VIII. Recommendations of the Chairman

There were no recommendations.

IX. Report of the Treasurer

Bills and Transfers

Maureen Call moved to approve the bills and transfers for the period September 5, 2013 through October 1, 2013 as presented. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
Peter K. Strout

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 Eleven (11) months ending August 31, 2013. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
Peter K. Strout

Nays

X. New Business

Annual Submissions

Carol A. MacGown reminded the Board that once a year the Salem Housing Authority is required to have each staff member, each Board Member and other individuals considered to be state employees sign the following documents and requests execution and submission at this meeting:

- Sexual Harassment Policy
- Updated Driver's License
- Conflict of Interest/State Ethics Commission Summary

In addition, every two (2) years the above mentioned individuals are required to complete a Conflict of Interest online training program. This online training last occurred in October 2011 and will need to be completed again this October.

Carol A. MacGown reminded the Board to submit to Anne prior to the end of October 2013 the documents required for the October Submissions. Carol also reminded them that they had to take the On Line Training Session and that if they did not have a computer to take the test on that they could take it at the Salem Housing Authority's main office.

Maintenance Office Manager

Eighteen (18) applications for the Maintenance Office Manager's position were received and Carol interviewed (6) candidates on Monday, October 7, 2013. Carol introduced the candidate of her choice for Board Approval.

Carol A. MacGown introduced Diana I. Boulay to the Board of Directors. Carol informed the Board that Diana Boulay is currently working in a similar position, she is a self-starter, very knowledgeable with computers and the work order system. Carol said that she feels that she is very qualified for the position and the best fit for the position and that she did not think she could find a better match. Carol explained to the Board that she needed to find someone who was a self-starter, trustworthy, used to working alone. Diana has all of these qualities. Carol said that she thinks she will be great.

Peter K. Strout asked if any Board Members had any questions for her. Frank J. Milo said that he always likes to ask the question "is she going to stay once she has been hired"? Diana, replied "yes". Peter K. Strout and Frank J. Milo said that they always trust Carol's judgment when hiring employees.

Frank J. Milo moves to make a conditional offer of employment to Diana I. Boulay with a six (6) month probationary period for a full time position as Maintenance Office Manager at an hourly wage of Nineteen and 00/100(\$19.00) with a start date to be determined by the Executive Director. Employment is also conditioned upon receipt of a passed SHA paid physical examination, a favorable Criminal Offense Record Information (CORI) check, and a favorable driving record prior to employment. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
Peter K. Strout

Nays

Temporary Employees

Carol A. MacGown had discussion with the Board relative to hiring a pool of 10 temporary employees in the event of a Level 1 Snow Storm. Carol said that she could

then go to the pool and have the temporary employees assist the maintenance men in Snow Removal. The Board agreed.

Maureen Call moved to authorize Carol A. MacGown to hire a pool of ten (10) temporary employees in the event of a Level 1 Snow Storm to assist the maintenance men in Snow Removal. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

Maureen Call
Frank J. Milo
Peter K. Strout

Nays

Annual Operating Budget for State-Aided Housing – Fiscal Year 2013 – Rev: 1

Carol A. MacGown explained to the Board in detail why the Salem Housing Authority was filing a Revision to the Annual Operating Budget for State-Aided Housing for Fiscal Year 2013.

Maureen Call moved that the Revision #1 to the Operating budget for State-Aided Housing of the Salem Housing Authority (Chapter 2000/667/705/689/MRVP), Program Number 400-1 for Fiscal Year Ending 9/30/2013 showing total Revenue of \$2,712,414.00 and Total Expenses of \$2,933,395.00, there by requesting a subsidy of \$359,116.00 be submitted to the Department of Housing and Community Development for its review and approval. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
Peter K. Strout

Nays

Repayments

Caro A. MacGown was pleased to inform the Board that as a result of the staff doing their jobs well, \$116,073.40 has been collected through Section 8 re-payments and \$48,379.00 through State and Federal Public re-payments for the period October 2012 to September 2013. The Authority is allowed to keep fifty (50%) of the Section 8 repayments and two-thirds (2/3%) of the state re-payments and one hundred (100%) of the Federal Public re-payments which equals \$90,628.38.

Capital Improvement Plan

In accordance with DHCD guidelines, Carol A. MacGown submits for approval the Capital Improvement Plan for the years 2013 through 2017 for the Salem Housing Authority. The Capital Fund Award for 2015 is \$804,780.00.

Carol A. MacGown explained the plan in detail to the Board. Carol spoke to the tenant association regarding this plan on Thursday, October 3, 2013 at 2:00 p.m.

Frank J. Milo moved to approve the Capital Improvement Plan for the years 2013 through 2017 for the Salem Housing Authority. Maureen Call seconded the motion and the vote was as follows:

Ayes

Nays

Maureen Call
Frank J. Milo
Peter K. Strout

Amendment to Section 8 Housing Choice Voucher Program Administrative Plan

Carol A. MacGown explained to the Board in detail the Amendment to Section 8 Housing Choice Voucher Program Administrative Plan.

Maureen Call moved to approve the Temporary Addendum Document to the Section 8 Housing Choice Voucher Program Administrative Plan Page A-1 and Page A-2. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

Nays

Maureen Call
Frank J. Milo
Peter K. Strout

Certificate of Substantial Completion for DHCD Formula Funding Project FISH #258068 Development No. 667-1A,667-3A, 667-3B

Carol A. MacGown explained in detail to the Board the Certificate of Substantial Completion as submitted by Kneeland Contructions Corp.

Frank J. Milo moved to approve the Certificate of Substantial Completion for DHCD Formula Funding Project FISH #258068 for door replacement and related work at 667-1A, 667-3A and 667-3B as submitted by Kneeland Construction Corp. and approved by Antonio Gomes Architect establishing August 5, 2013 as the date of Substantial Completion and authorize Carol A. MacGown to execute said Certificate as Contract Officer. Maureen Call seconded the motion and the vote was as follows:

Ayes

Nays

Maureen Call
Frank J. Milo
Peter K. Strout

Certificate of Final Completion for DHCD Formula Funding Project FISH #258068, Development Nos. 667-1A, 667-3A,667-3B

Carol A. MacGown explained in detail to the Board the Certificate of Final Completion as submitted by Kneeland Construction Corp.

XI. Other Business/Late Communications

John A. Boris, Chairman introduced the following other business:

DHCD Formula Funding Project No.: 258067, Change Order No. 2, Development No.: 667-2,

Maureen Call moved to approve Change Order #2 in the amount of \$7,047.00 for the installation of a dehumidification system for DHCD formula funding project #258067, painting, general repairs, and fan installation at Colonial Terrace 667-2 as submitted by Nilsson & Siden, Inc. on behalf of Drizo's Contracting, LLC and authorize Carol A. MacGown to execute said change order as Contract Officer. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call
Frank J. Milo
Peter K. Strout

Certificate of Substantial Completion, DHCD Formula Funding Project No. 258067, Development No. 667-2, Colonial Terrace, General Repairs

Frank J. Milo moved to approve the Certificate of Substantial Completion as of August 29, 2013 for DHCD formula funding project #258067, painting, general repairs and fan installation at Colonial Terrace (667-2) as submitted by Nilsson & Siden, Inc. on behalf of Drizo's Contracting, LLC and to authorize Carol A. MacGown to execute said Certificate of Substantial Completion as Contract Officer. Maureen Call seconded the motion and the vote was as follows:

Ayes

Nays

Maureen Call
Frank J. Milo
Peter K. Strout

Application and Certificate for Payment # 3 (Final) for DHCD Formula Funding Project FISH #258068 for door replacement and related work at (667-1A, 667-3A and 667-3B)

Maureen Call moved to approve Application and Certificate for Final Payment #3 in the amount of \$4,446.00 by Kneeland Construction Corp. for DHCD Formula Funding Project FISH #258068 door replacement and related work at 667-1A, 667-3A and 667-3B as approved by Antonio Gomes Architect and authorize Carol A. MacGown to execute said Application and Certificate for Payment as Contract Officer. Frank J. Milo seconded the motion and the **role call** vote was as follows:

Ayes

Nays

Maureen Call
Frank J. Milo
Peter K. Strout

Frank J. Milo moves to approve the Certificate of Final Completion for DHCD Formula Funding Project FISH #258068 for door replacement and related work at 667-1A, 667-3A and 667-3B as submitted by Kneeland Construction Corp. and approved by Antonio Gomes, Architect establishing October 3, 2013 as the date of Final Completion and approving final payment in the amount of \$4,446.00 to Kneeland Construction Corp. and authorize Carol A. MacGown to execute said Certificate as Contract Officer. Maureen Call seconded the motion and the vote was as follows:

Ayes

Nays

Maureen Call
Frank J. Milo
Peter K. Strout

Certificate of Final Completion for DHCD Formula Funding Project FISH #258072 for Selected Electrical Improvements at 4 Sites (667-1,667-1A, 667-6 and 200-1)

Carol A. MacGown explained in detail the Certificate of Final Completion as submitted by Brothers Electrical Corp.

Frank J. Milo moved to approve Certificate of Final Completion for DHCD Formula Funding Project FISH #258072 for selected electrical improvements at 4 sites (667-1,667-1A, 667-6 and 200-1) as submitted by Brothers Electrical Corp. and approved by Nangle Engineering, Inc. establishing October 3, 2013 as the date of Final Completion and authorize Carol A. MacGown to execute said Certificate as Contract Officer. () seconds the motion and the vote was as follows:

Ayes

Nays

Maureen Call
Frank J. Milo
Peter K. Strout

Application and Certificate for Payment # 2 (Final) for DHCD Formula Funding Project FISH #258072 for Selected Electrical Improvements at 4 sites (667-1,667-1A, 667-6 and 200-1)

Carol A. MacGown explained in detail to the Board the Application and Certificate for Payment #2 (Final) as submitted by Brothers Electrical Corp.

Frank J. Milo moved to approve Application and Certificate for Payment #2 (Final) in the amount of \$41,372.00 for DHCD Formula Funding Project FISH # 258072 for selected electrical improvements at 4 sites (667-1, 667-1A, 667-6 and 200-1) as submitted by Brothers Electrical Corp. and approved by Nangle Engineering and authorize Carol A. MacGown to execute said Application and Certificate for Payment as Contract Officer. Maureen Call seconded the motion and the vote was as follows:

Ayes

Nays

Maureen Call
Frank J. Milo
Peter K. Strout

Frank J. Milo asked City of Salem, Councilors at Large John Legault and Arthur Sargent if they could look into having the sidewalks at Nichols Streets repaired sooner rather than later as they are a tripping hazard and unsafe. They said that they would be happy to do that.

Frank J. Milo asked City of Salem, Councilors at Large John Legault and Arthur Sargent if they could speak with the head of the City of Salem, DPW and ask John Tomaz about the Rainbow Terrace Sewerage Lines. They said that they would be happy to do that.

Frank J. Milo asked Carol A. MacGown if the City of Salem had marked all of the Fire Hydrants located at the Salem Housing Authority Developments and Carol said that that has already been done.

Peter K. Strout asked if anyone present at the meeting would like to address the Board. The following people spoke:

Billie McGeggor informed the Board as to why she left her position as Secretary to the Salem Housing Tenant's Association. She also informed the Board as to the broken railing at the Morency/Dalton Building and she complained about the noise. She said that she feels that Salem Housing Authority isn't doing its best to create a nice and safe environment for its Tenants. She departed the meeting very angry after she finished speaking. Frank J. Milo asked if the broken railing was reported. Carol A. MacGown said that she received a voice mail about the door at the Morency and she immediately dispatched Russ Tanzer the Maintenance Supervisor to go over and look at the door. Carol said that he opened and closed it 20 times and there appeared to be nothing wrong with the door.

Lorelee Stewart spoke and said that she did not know that BillieMcGreggor was going to come to the meeting and that she was not prepared to address this issue. Lorelee Stewart brought up some issues regarding the Salem Housing Authority charging tenants for items outside of the lease and Lorelee Stewart said that we should not be charging tenants for these items. She also talked about how she had been charged for certain items outside of her lease. Lorelee spoke about the CIP plan that Carol A. MacGown and Debra Tucker had met with her and the Treasurer for the Salem Housing Tenants Association and explained to them in detail and Lorelee said that she was not in agreement with the CIP Plan and that she wrote a letter to Elizabeth Heyer. Peter K. Strout asked Lorelee if she spoke to the tenants about pouring grease down the drains. Lorelee said that no she has not and that it was not her job but it was the Board's job. Lorelee said she will not ask the tenants to stop pouring grease down the drains until she review the report from the DPW of the City of Salem. Frank J. Milo said that if the Tenants did not stop pouring grease down the drains, this problem will continue to exist.

Further discussion ensued between the Board Members and the tenants present as the meeting relative to the Rainbow Terrace sewerage lines.

Lorelee spoke about the doors at Pioneer Terrace and how the doors are unsafe and how they can be opened with a credit card or library card. They would like to see peep holes put on the doors and dead bolts. Frank J. Milo said that the Salem Housing Authority can check into it with DHCD.

Lori Orum has recently been elected to Vice President of the Salem Tenants Association. Lori also asked the Board if when replacing the doors at Pioneer Terrace put peep holes and deadbolts on them. She said that she feels that they are very unsafe.

Further discussion ensued between the Board Members and tenants present about the doors being safe.

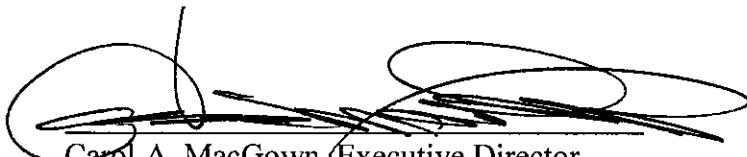
Carol A. MacGown denied the allegations by Lorelee Stewart and explained in detail to the Board her position on each allegation.

City of Salem, Councilor at Large, William Legault said that it is imperative that Carol A. MacGown and Lorelee Stewart worked together in order to get things accomplished at the Salem Housing Authority Developments

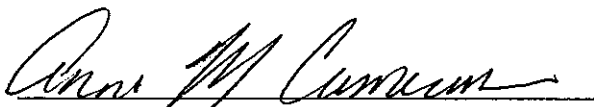
Peter K. Strout asked if there were any further questions and there were none.

XII. Meeting adjourned at 7:20 p.m.

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary