



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, SEPTEMBER 11, 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, Anne M. Cameron, Lorelee Stewart, Tenant Association President and Sandra Hart, Sgt. at Arms

III. Minutes of Previous Meeting(s)

Maureen Call moved to accept the Minutes of the Regular Meeting held on Wednesday, August 14, 2013. 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

Peter K. Strout moved to accept the Minutes of the Snow Removal Committee Meeting held on Tuesday, August 6, 2013. 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

IV. Communications

- Correspondence from Lorelee Stewart to Carol A. MacGown dated August 28, 2013, Correspondence from Lorelee Stewart to Larry Ramdin, Health Agent received by Salem Housing Authority on September 3, 2013 and



Correspondence from Carol A. MacGown to Lorelee Stewart dated September 4, 2013 regarding Rainbow Terrace sewerage.

- Correspondence from Lorelee Stewart to Carol A. MacGown dated August 28, 2013 and Correspondence from Carol A. MacGown to Lorelee Stewart dated September 4, 2013 regarding Opening up Fence between Salem State University and the Salem Housing Authority.
- September 2013 Mass NAHRO Newsletter

V. Reports of the Committees

- The Snow Removal Committee met on Tuesday, August 6, 2013 at 8:30 a.m. at 27 Charter Street. Carol A. MacGown then met with the Maintenance Department on September 6, 2013 and discussed Snow Removal at length.
- Carol A. MacGown asked the Snow Removal Committee Member to wit: Frank J. Milo, Peter K. Strout and Maureen Call if they could attend a Snow Removal Committee Meeting on either September 18, 2013 or September 19, 2013 in the morning. Carol asked the Members to please check their calendars and let Anne Cameron know which date was best for them.
- Anne Cameron has scheduled a meeting for Carol A. MacGown to meet with Michelle Mitchell, Celeste Wunder and Steve Lieber of IMMI to discuss LED Lighting on Thursday, September 12, 2013 at 10:00 a.m. After that meeting, Anne Cameron will coordinate a Meeting with the LED Committee to discuss LED Lighting.

Carol A. MacGown also informed the Board that she was going over the OSD list and the Salem Housing Authority has procured Standard Electric. The SHA will purchase electrical supplies from them. She met with Standard Electric and she had a great meeting with them. She said that they are going to be really good. With reference to LED Lighting, they are going to visit all 23 sites and draw up a spreadsheet (plan/proposal) with pricing and energy savings thereby giving the Salem Housing Authority a plan so that they can start the process of converting the high energy buildings (first) over to LED Lighting. This assessment will be at no cost to the Salem Housing Authority. This retro fit will be phased over several years to complete but at least the Salem Housing Authority will have a plan in place. Carol said that she believes that the Salem Housing Authority has hit a home run with Standard Electric.

VI. Report of the Executive Director

Trolley Tour

Carol A. MacGown informed the Board that the Trolley Tour was a huge success. Everyone enjoyed it and only had kind words to say. All of the Attendees were very impressed as to the condition of the developments and how neat, clean, and organized the

Storage rooms were kept.

Garden Terrace Trash Pick-Up

Carol A. MacGown informed the Board that she wants to make improvements to the Garden Terrace rubbish situation. Carol said that she would like to do away with the barrels and switch over to dumpsters. Carol will meet with the Salem Housing Tenants Association Executive Board to discuss the same.

Salem State University Fence

Carol A. MacGown informed the Board that she met with Salem State University on Friday, August 30, 2013 to discuss the opening of the fence. They met behind Rainbow Terrace by the basketball court and Carol said that when they do open up the fence there will need to be a paved walkway and it will have to be proper lighting on the walkway. After some discussion, Salem State University realized that some planning must go into this project and that they will have to have their Engineer draw up a proposed plan. The University will get back to the Salem Housing Authority when they have more details and/or a proposed plan.

John A. Boris informed the Board that this project will be at no cost to the Salem Housing Authority.

Carol A. MacGown also informed the Board that as soon as the University has something to present she will bring it to the Board and she will also meet with the Tenants Association Executive Board for their comments or suggestions.

Dianne Gioia

Carol A. MacGown informed the Board that Dianne Gioia, Maintenance Office Assistance has given Carol her resignation that she will be retiring and that her last day of Employment will be on January 5, 2014. Carol said that Dianne Gioia was a great employee, she was trustworthy and she did a great job for the Salem Housing Authority. Carol said that she will be missed very much. The Salem Housing Authority will have a little farewell party for her prior to her departure.

The Board of Directors accepted Dianne Gioia's resignation with regret.

Carol said that she is in the process of placing an Ad for a Maintenance Office Manager and preparing for the interviewing process which will commence sometime in October 2013.

Fire at 60 Perkins Street

Carol A. MacGown informed the Board that there was a fire at 60 Perkins Street, Salem and two people were displaced. The Section 8 tenant has already been rehoused and

would be leasing up on September 12, 2013. The Salem Housing Authority has not heard from the second person.

Snow Meeting

Carol A. MacGown informed the Board that she met with the Maintenance Department and had a lengthy discussion regarding snow removal. The department is now ready to meet and discuss its proposal and recommendations to the Snow Removal Committee. Carol requested that the Committee meet on September 18, 2013 or September 19, 2013 at 8:30 a.m.

Check Signer Machine

Carol A. MacGown informed the Board that she has ordered a new stamp for the check signer machine as the current stamp was incorrect in that it had Frank J. Milo as the Treasurer and in fact he is not the Treasurer.

HQS School

Russ Tanzer and Michael Fitzgerald passed the HQS Certification. Carol has received Michael Fitzgerald scores but has not received Russ Tanzer's scores.

Nichols Street Sidewalk

Carol A. MacGown informed the Board that the Maintenance Department loses many sheer pins on the snow blowers because the sidewalk is lifted up. Russ Tanzer, Maintenance Supervisor spoke to the DPW and they informed him that the Salem Housing Authority is number 200 on the list. Frank J. Milo said that he would take a look at the sidewalk.

Corolla Construction

Carol A. MacGown informed the Board that Corolla Construction began repairs to the roof at 27 Charter Street on September 10, 2013.

Man Lift – ERI

Carol A. MacGown informed the Board that ERI will provide a Man Lift to the Salem Housing Authority for \$300.00 per day for odd jobs.

Budget Guidelines

DHCD announced that the FY 2014 Budget Guidelines would include a 9% adjustment to the expense caps on housing authority state budgets. The SHA has not received the FY 2014 Budget Guidelines as of this date.

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.

Rooftop Antenna Lease

Carol A. MacGown discussed the Rooftop Antenna Lease between A T & T and the Salem Housing Authority in detail with the Board of Directors.

Carol A. MacGown informed the Board that she has renegotiated the lease with AT & T to include an annual increase. AT & T agreed to include a 3% annual increase which is equal to \$900.00 per year and \$3,600.00 over 4 years.

Peter K. Strout moved to approved the amended bid between the Salem Housing Authority and New Cingular Wireless, PCS, LLC ("AT & T") in the amount of \$2,500.00 per month with an annual increase of 3% without cell phone service and authorize execution of a contract by John A. Boris, Chairman. Maureen Call seconded the motion and the vote was as follows:

Ayes

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

Nays

VIII. Recommendations of the Chairman

John A. Boris informed the Board that the CPA Committee met again and nothing has transpired. They are still waiting on getting some monies in.

John A. Boris informed the Board that a few of the CPA Committee Members just raved about the Trolley Tour and they told John how impressed they were with the condition of the developments. DHCD told one of the Committee Members that the Salem Housing Authority is one of the best housing authorities in the State. John said that Senator Lovely was very impressed with how neat and organized the storage rooms were kept and the condition of the developments.

IX. Report of the Treasurer

Bills and Transfers

John A. Boris questioned one of the invoices. It was the invoice to Cranny Electric in the amount of \$3,266.00 for repair of the very large freezer that Supportive Living uses. Carol A. MacGown said that she would look into that.

Maureen Call moved to approve the bills and transfers for the period August 8, 2013 through September 4, 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 Ten (10) months ending July 31, 2013. Frank J. Milo seconded the motion and the **roll call** vote is as follows:

Ayes

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

Nays

X. New Business

Certificate of Substantial Completion with Attached Punch List, Formula Funding Project #258072, Selected Electrical Improvements at 667-1,667-1A, 667-6 and 200-1

Peter K. Strout moved to approve the Certificate of Substantial Completion with attached Punch List establishing August 9, 2013 as the acceptance dated for Formula Funding Project #258072 Selected Electrical Improvements at 667-1, 667-1A, 667-6 and 200-1 as submitted by Brothers Electrical Corp. and approved by Nangle Engineering, Inc. and authorize Carol A. MacGown as Contract Officer to execute said Certificate of Substantial Completion. Maureen Call seconded the motion and the vote is as follows:

Ayes

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

Nays

Accounting Services Contract

Frank J. Milo moved to approve the contract for Accounting Services between the Salem Housing Authority and Fenton, Ewald & Associates, P.C. for **state programs** for the period October 1, 2013 through September 30, 2014 and authorize Chairman John A. Boris to execute said contract. 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

Peter K. Strout moved to approve the contract for Accounting Services between the Salem Housing Authority and Fenton, Ewald & Associates, P.C. for **federal programs** for the period October 1, 2013 through September 30, 2014 and authorize Chairman John A. Boris to execute said contract. Frank J. Milo seconded the motion and the **roll call** vote is as follows:

Ayes

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

Nays

Legal Services Agreements

Peter K. Strout moved to approve the Agreement for Legal Services between the Salem Housing Authority and the Law Office of Casey & Lundregan, P.C. for the period October 1, 2013 through September 30, 2014 for an amount not to exceed \$40,000.00 at an hourly rate of \$160.00 and authorize Chairman John A. Boris to execute said agreement. 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

Peter K. Strout moved to approve the Agreement for Legal Services between the Salem Housing Authority and Daniel B. Kulak Law Office for the period October 1, 2013 through September 30, 2014 for an amount not to exceed \$10,000.00 at an hourly rate of \$160.00 and authorize Chairman John A. Boris to execute said agreement. 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

PHA Board Resolution – U.S. Department of Housing and Urban Development

Frank J. Milo moved to approve the PHA Board Resolution from the U.S. Department of Housing and Urban Development, PHA Name- Salem Housing Authority, PHA Code MA-055, PHA Fiscal Year Beginning: 10/01/2013 and authorize Chairman John A. Boris

to execute said PHA Board Resolution. Peter K. Strout seconded the motion and the vote is as follows:

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

Nays

2013 Federal Public Housing Flat Rents

Frank J. Milo moved to approve the following 2013 Federal Public Housing Flat Rents, as submitted, effective fiscal year beginning October 1, 2013:

- 1-Bedroom \$1,164.00
- 2 Bedroom \$1,415.00
- 3 Bedroom \$1,652.00
- 4 Bedroom \$1,969.00

Maureen Call seconded the motion and the vote is as follows:

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

Nays

XI. Other Business/Late Communications

Carol A. MacGown intended to present the Certificate of Substantial Completion for Drizo's Contracting, LLC, however she withdrew it.

John A. Boris opened up the discussions to Lorelee Stewart, Tenant Association President.

Lorelee Stewart said that she did have a question regarding the sewerage back-up at Rainbow Terrace. Lorelee said that this is not the first time this has happened. She informed the Board that she wrote a letter to Larry Ramdin, Health Inspector, City of Salem with a copy of DHCD, Mayor Kimberley Driscoll, etc. The most recent sewerage back-up occurred on September 7, 2013. Lorelee said this is a risk to peoples' health. Lorelee said that the Salem Housing Authority sent out a Memorandum asking the tenants/residents to stop putting grease down the drains.

Carol MacGown explained to the Board in detail exactly what took place on Saturday, September 7, 2013.

Peter Strout said to Lorelee that if the tenants/residents continue to pour grease down the drains then this problem is going to continue.

Frank J. Milo said that it appears that the City of Salem is in the process of rectifying the problem and that there is nothing that the Salem Housing Authority can do at this point. It is out of the Salem Housing Authority's hands.

John A. Boris informed Lorelee Stewart that the Housing Authority is aware of the problem and that this sewerage back-up is occurring on City Property and that the City of Salem DPW and the City of Salem Engineer is currently working on the problem and they hope to have it resolved within two (2) weeks.

John A. Boris asked if Lorelee Stewart would work jointly with the Salem Housing Authority and issue a Memorandum to the tenants/residents at Rainbow Terrace and ask them to stop putting grease down the drains because if they do not stop, the problem will not go away. Lorelee said that she would not do that. She said that she would have to wait for the final results as to the cause of the problem and if it turned out to be that grease was causing the problem she said at that would she would be happy to work with the Salem Housing Authority.

John A. Boris thanked Lorelee Stewart.

XII. Meeting adjourned at 6:58 p.m.

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary