



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, AUGUST 14, 2013
6:00 p.m.**

I. Called Meeting to Order at 6:02 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 President, Theresa Prescott, Tenant Association Treasurer, and Sandra Hart, Tenant Association Sgt. at Arms

III. Minutes of Previous Meeting(s)

Peter K. Strout moved to accept the Minutes of the Regular Meeting held on Wednesday, July 10, 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

IV. Communications

- July 2013 Mass NAHRO Newsletter
- August 2013 Mass NAHRO Newsletter

V. Reports of the Committees

- Frank J. Milo informed the Board that a meeting of the Snow Removal Committee took place on Tuesday, August 6, 2013 at 8:30 a.m. with Peter K. Strout and Maureen Call, Carol A. MacGown and six of the maintenance men.



Frank J. Milo informed the Chairman that the discussion that was had at the meeting was that a detailed plan needs to be in place, a list of equipment, if any, needs to be prepared and all hands need to be on deck in emergency snow storm situations. There will be another meeting of the Snow Removal Committee some time after Labor Day. Frank J. Milo will keep the Chairman advised as meetings take place. Each Board Member received a copy of the minutes for the Snow Removal Committee Meeting, Tuesday, August 6, 2013 at 8:30 a.m. These minutes shall be placed on the Agenda for Board Approval at the September 11, 2013 Regular Meeting of the Board of Directors.

- Anne Cameron is in the process of coordinating a date in September 2013 with the LED Committee Members. Carol A. MacGown informed the Board that Frank J. Milo referred Michelle Mitchell of International Marketing Management, Inc. a Consulting Company for LED Lighting. Anne Cameron is also in the processing of coordinating a meeting for Carol A. MacGown and Michelle Mitchell to meet to have an informational meeting and launch it from that point.

VI. Report of the Executive Director

Trolley Tour

The Annual Trolley Tour will take place on Wednesday, August 21, 2013 from 9:00 a.m. to 12:00 noon.

Budget Guidelines

Carol A. MacGown informed the Board that she should be receiving the Budget Guidelines very soon. As soon as the Salem Housing Authority receives the Budget Guidelines, Carol can start preparing the budget.

Nan McKay – HQS Training

Carol A. MacGown informed the Board that Russ Tanzer, Maintenance Supervisor and Michael Fitzgerald, Maintenance Foreman are attending HQS School by Nan McKay which is taking place at the Lynn Housing Authority from August 13, 2013 through August 15, 2013. Both Russ and Mike will take the examination to become certified HQS Inspectors at the end of the Training Seminar.

FEMA/MEMA

Carol A. MacGown informed the Board that the Salem Housing Authority recouped \$18,000.00 in FEMA/MEMA monies from the winter snow storm which occurred on February 8, 2013 and February 9, 2013.

Salem State University

Carol A. MacGown informed the Board that ribbon cutting ceremony of the new Frederick E. Berry Library and Learning Commons will take place on August 28, 2013 at 3:00 p.m. at the library on the University's North Campus. All Board Members are invited to attend.

Capital Fund Program

Carol A. MacGown informed the Board that the Salem Housing Authority's CFP has received \$42,334.00 for its Federal Public Housing Program.

Rooftop Antenna Lease

Carol A. MacGown informed the Board of Directors that the Rooftop Bid were opened up on August 9, 2013 and Carol asked to discuss the matter further under other business.

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. Carol A. MacGown informed the Board that the Peabody Essex Museum is in no hurry but will be looking for an easement as some point. Christopher T. Casey, Esq. is working with the Peabody Essex Museum's Attorney to accomplish this.

VIII. Recommendations of the Chairman

Chairman John A. Boris informed the Board that the CPA Committee members have been invited to attend the Trolley Tour on Wednesday, August 21, 2013.

Chairman John A. Boris informed the Board that he and Carol A. MacGown met with Patricia Meservey, President of Salem State University on August 7, 2013 and the following was discussed at the meeting:

1. Opening up the fence between Rainbow Terrace and Salem State University;
2. Offering up the library at Salem State University for the children of Rainbow Terrace to utilize;
3. The University may offer up the gym for the residents of Rainbow Terrace to use as well; and
4. The University may offer the residents of Rainbow Terrace some ESL Courses

Chairman Boris said that this has been talked about for some time and it is a good thing. He also said that nothing has been put in writing as of yet and he will keep the Board advised as events unfold.

IX. Report of the Treasurer

Bills and Transfers

Maureen Call moved to approve the bills and transfers for the period June 26, 2013 through August 7, 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 Nine (9) months ending June 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

Work Plan #5001, Amendment #2, Capital Improvement

Peter K. Strout moved to approve Amendment #2 for Capital Improvement Work Plan 5001 by adding the amended amount of \$38,280.00 to the original contract amount of \$2,653,375.00, making the total maximum obligation of the Contract \$2,691,655.00. (Amendment #2, Contract for Financial Assistance 5001: DHCD Project 258067 ' (+ \$4,455) asbestos removal from floor tiles at 667-2 development and DHCD Project #258072 (+\$29,000) remove asbestos in conjunction with 200-1,667-1, 667-1A, 667-6 kitchen and bathroom electrical upgrade project and DHDC Project 258087 (+4,825) additional Health and Safety Initiative funding for paving at 667-1, 667-5, 667-7, 667-7B developments as specified in the Contract for Capital Improvement Work Plan /Approved Budget. Peter K. Strout moved to authorize Chairman John A. Boris to execute said Amendment #2 for Capital Improvement Work Plan 5001. 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

DHCD Project No. 258072, Change Order #3, Selected Electrical Improvements at Four Scattered Sites

Frank J. Milo moved to approve Change Order #3 in the amount of \$1,892.00 for Formula Funding Project #258072 Selected Electrical Improvements at Four Scattered Sites for extra work as a result of unforeseen existing conditions was for troubleshooting a missing ground at a light switch at #2, troubleshooting a receptacle with reverse polarity at unit #40, and routing a bathroom GFCI circuit through a boiler room at #6 and #8. Frank J. Milo moved to authorize Carol A. MacGown as Contract Officer to execute said Change Order #3. 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

Section 8 Rent Reasonableness Study

Carol A. MacGown informed the Board as to how Jacqui Guzman researches and compiles the Section 8 Rent Reasonableness Study.

Maureen Call moved to approve the following Rent Reasonableness Study, as submitted, effective for 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

Frank J. Milo seconded the motion and the vote was as follows:

Ayes

Nays

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

Section 8 Utility Allowance Study

Carol A. MacGown informed the Board as to how Jacqui Guzman researches and compiles the Section 8 Rent Utility Allowance Study.

Frank J. Milo asked what Utility Company the Salem Housing Authority Utilizes and Carol A. MacGown stated that the Salem Housing Authority uses National Grid.

Frank J. Milo moved that all Allowances for Tenant-Furnished Utility and other services provided by Happy Software be adopted, as presented, effective October 1, 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

XI. Other Business/Late Communications

Rooftop Antenna Lease

Carol A. MacGown informed the Board that the bids for the Rooftop Antenna Lease were opened on August 9, 2013. The only bidder was AT & T. Carol A. MacGown informed the Board that AT & T chose not to provide cell phone service for the Salem Housing Authority but that they have offered to pay \$2500.00 per month with a 3% annual increase for the first 5 years and thereafter a 7.5% increase. Carol informed the Board that AT & T will be paying more than MetroPCS.

Frank J. Milo asked the question: "Is the Lease with AT & T?" Carol A. MacGown said "yes it is with AT & T". Carol informed the Board that Larry Morgan works for a Consulting Company by the name of Tilson whose job it is to go out and find rooftops to place cell antenna on.

Frank J. Milo also asked the question: "Who is responsible for the electrical costs incurred with operating the rooftop antennas?" Carol A. MacGown informed the Board that it stated in the Lease between Salem Housing Authority and AT & T that the Tenant, at its sole expense shall arrange for its own metered electrical supply from the local utility company and shall pay for all electric and other utility charges consumed by Tenant.

Frank J. Milo asked Carol A. MacGown if the same language was incorporated in the Lease between the Salem Housing Authority and MetroPCS. Carol A. MacGown said that she could not answer that questions but that she would look into it and inform the Board via email the answer.

Frank J. Milo moved to approve the lowest, eligible and responsive bid received on August 9, 2013 from New Cingular Wireless, PCS, LLC ("AT & T") in the amount of \$2,500.00 per month without cell phone service for the Salem Housing Authority and authorize execution of a contract by John A. Boris, Chairman. 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

Chairman John A. Boris then opened up discussion to Lorelee Stewart, Tenant President.

Lorelee Stewart brought to the Board's attention the following matters:

1. Salem Housing Authority and the Salem Tenant's Association will be Co-Sponsoring a Fire Safety Training on Thursday, August 29, 2013 at 2:30 at 27 Charter Street.
2. There is a bedbug issue at the Salem Housing Authority and Lorelee Stewart said that the Salem Housing Authority was not following their policy by using licensed pesticide applicators when treating bedbug problems. Carol A. MacGown denied this allegation. Frank J. Milo asked Carol A. MacGown if the Salem Housing Authority in fact has licensed applicators on site. Carol A. MacGown said "yes, we do". She said that the SHA has four (4) employees who are licensed applicators.
3. Sewerage coming up through sink at Rainbow Terrace. It has happened at her unit. She also said that there was sewerage coming up through the storm drain in the parking lot at Rainbow Terrace. Lorelee Stewart has written a letter to the Board of Health. She said that she is not sure if it is a City problem or a problem of the Salem Housing Authority.
4. Lorelee Stewart said that she received the Memorandum that was sent to the tenants at Rainbow Terrace about the trash on top of the dumpsters. Lorelee requested that the dumpsters be emptied more frequently at Rainbow Terrace. She said it was not necessarily the tenants' fault.
5. A tenant at 27 Charter Street was stuck in tub because the pull cord was not working. Carol A. MacGown denied that allegation and explained to the Board how the pull cord systems works and that it was in working order.
6. Lorelee Stewart asked the Board to consult with her as to what changes Salem State University wishes to make.

Chairman John A. Boris said that he will look into the matters she brought up.

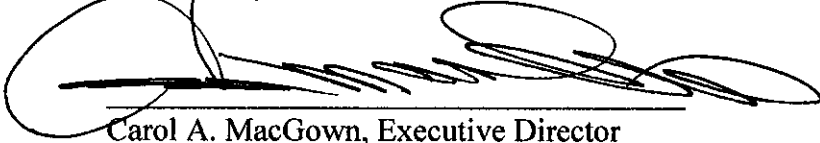
John A. Boris asked if there were any more questions and Theresa Prescott said that she had a question.

Theresa Prescott inquired about the drain at Garden Terrace. She said that it often overflows. She said that she has never asked about it until now. She said that kids some times kids put paper and things down it. John A. Boris said that he would look into the matter.


XII. Adjourned.

Meeting adjourned at 6:50 p.m.

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary