

**MINUTES FOR THE
REGULAR MEETING
WEDNESDAY, JULY 10, 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

Also Present: Carol A. MacGown and Anne Cameron

III. Minutes of Previous Meeting(s)

Maureen Call moved to accept the Minutes of the Regular Meeting held on Wednesday, June 12, 2013. Peter 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

Carol A. MacGown informed the Board that MassNAHRO does not produce a news letter in July.

Carol A. MacGown informed the Board that she received correspondence dated June 25, 2013 from the President of Salem State University, Patricia Maguire Meservey inviting the Salem Housing Authority and its Board Members to the Frederick E. Berry Library and Learning Commons dedication and ribbon cutting ceremony scheduled for Wednesday, August 28, 2013 at 3:00 p.m. Carol A. MacGown asked the Board Members to mark their calendars if they wished to attend.



V. Reports of the Committees

- Chairman John A. Boris formed a Snow Removal Committee at the Regular Board Meeting on February 13, 2013 to be chaired by Frank J. Milo. Frank J. Milo informed the Board that a meeting has been scheduled for Tuesday, August 6, 2013 at 8:30 a.m. at 27 Charter Street. A Notice of Meeting has been sent to the Maintenance Department inviting and informing them of the same.
- Chairman John A. Boris formed an LED Lighting Committee which shall consist of three (3) Board Members to wit: Frank J. Milo, Chairman, Peter K. Strout and Maureen Call, Carol A. MacGown, Executive Director and one (1) maintenance man. To date, no meeting has been scheduled.

Chairman John A. Boris asked Frank J. Milo if he would kindly schedule a meeting. A meeting of the LED Lighting Committee will be coordinated by Anne Cameron and the Committee Members and held in early August 2013.

VI. Report of the Executive Director

Trolley Tour

Carol A. MacGown will request authorization from the Board to host the Annual Trolley Tour on a date in September 2013 to be announced from 9:00 a.m. to 12:00 noon.

After brief discussion amongst the Board Members, the Trolley Tour will be scheduled for late August 2013. Anne Cameron will coordinate the Trolley Tour and will send an invitation to all Board Members informing them of date, time and details.

Oswaldo Cintron, Jr.- Inspector

Carol A. MacGown informed the Board of Directors that Oswaldo Cintron, the new Inspector is doing a great job and getting a great response from the tenants/residents. The SHA just sent him to HQS School in Indianapolis, Indiana. Oswaldo has begun doing Section 8 Inspections for the Section 8 Department.

Carol A. MacGown also informed the Board that Nan McKay has scheduled HQS Training in Lynn, Massachusetts at the Lynn Housing Authority in September 2013 and that Carol will be sending Russ Tanzer and Michael Fitzgerald to that training.

Employee Appreciation Cook-Out

Carol A. MacGown informed the Board that the Employee Appreciation Cook-Out was very successful. The Staff had a great time. Lots of fun games were played and prizes were given out. Carol A. MacGown thanked the Board on behalf of the entire SHA Staff.

Land at 27 Charter Street

Carol A. MacGown informed the Board that Christopher T. Casey, Esq. completed his legal research relative to the land in question at 27 Charter Street (grassy knoll area). In Christopher T. Casey's conclusion, it appears certain that the land in question does belong to Brian Burns. Carol A. MacGown had a telephone conversation with Brian Burns conveying that information to him and informing him that the SHA was not going to argue with him on the issue but that the SHA would like him to have that area of land in question staked by a Registered Land Surveyor at his own expense. Brian agreed to have this done and would be in touch after it was completed.

Rooftop Bids

Carol A. MacGown informed the Board that the Rooftop bids are due on August 9, 2013 and that she did incorporate that SHA would like free cell phone services for all of its cell phones.

Pioneer Terrace Project

Carol A. MacGown informed the Board that she has had further telephone discussions with DHCD relative to the Pioneer Terrace Project and that they have agree to fund the project for \$1.2 million at this time. She said that that was great news.

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.

VIII. Recommendations of the Chairman

Chairman John A. Boris informed the Board about the Community Preservation Committee meeting that he attended on July 9, 2013. Chairman Boris said that it was a very informative presentation on the basics of the Community Preservation Act. What you can and cannot do. Chairman Boris handed each of the Board Members a copy of the Power Point Presentation and asked them to please read and familiarize themselves with the CPA because people in the community will be asking questions not only to him but to all of the Board Members.

IX. Report of the Treasurer

Bills and Transfers

Maureen Call moved to approve the bills and transfers for the period from June 6, 2013 through June 25, 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 Eight (8) months ending May 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
John A. Boris

Nays

X. New Business

Change Order #1, DHCD 258067 Community Room Repair Work, Colonial Terrace (667-2)

Carol A. MacGown informed the Board in detail relative to Change Order for the Community room Repair Work at Colonial Terrace.

After an at length discussion amongst the Board Members, the following vote was taken.

Peter K. Strout moved to deny Change Order #1 in the amount of \$4,455.00 as submitted by Drizos Contracting, LLC for the removal of asbestos flooring and mastic in the Community Room at Colonial Terrace (667-2). Frank J. Milo 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
John A. Boris

After further discussion by the Board relative to the Change Order #1 for removal of asbestos flooring and mastic in the Community Room at Colonial Terrace the following vote was taking:

Peter K. Strout moved to strike the above vote denying Change Order #1 in the amount of \$4,455.00 as submitted by Drizos Contracting, LLC for the removal of asbestos flooring and mastic in the Community Room at Colonial Terrace (667-2). 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	

The following new vote was taken:

Peter K. Strout moved to approve Change Order #1 in the amount of \$4,455.00 as submitted by Drizos Contracting, LLC for the removal of asbestos flooring and mastic in the Community Room at Colonial Terrace (667-2). 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	

Change Order #1, FF # 25872, Selected Electrical Upgrades, For Providing and Installation of Painted Wood Trim Around the 50 Unit Loadcenters at Leefort Terrace

Carol A. MacGown informed the Board in detail regarding the Selected Electrical Upgrades For Providing and Installation of Painted Wood Trim around the 50 Unit Loadcenters at Leefort Terrace.

Frank J. Milo moved to approve Change Order #1 in the amount of \$8,026.00 as submitted by Brothers Electrical Corporation for providing and installation of painted wood trim around the 50 unit loadcenters at Leefort Terrace, FF #258072 Selected Electrical Upgrades and authorize Carol A. MacGown as Contract Officer. Peter K. Strout 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	

Certificate of Final Completion-DHCD 258058 Sustainability/Water Conservation Program for the Installation of 200 Low-Flow Toilets and Showerheads at Various Units

Carol A. MacGown informed the Board in detail relative the 200 Low-Flow Toilets and Showerheads Project at Various Units and that the project was completed. Carol also informed the Board that David Byors of Byors and Sons Mechanical Contractors did a fantastic job.

Peter K. Strout moved to approve the Certificate of Final Completion as submitted by David W. Byors d/b/a Byors and Sons Mechanical Contractors for DHCD 258058 Sustainability/Water Conservation Program for the Installation of 200 Low-Flow Toilets and Showerheads at Various Units and to approve the Final Payment in the amount of \$74,985.00 and to authorize Chairman John A. Boris to execute Certificate of Final Completion. 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

Certificate of Final Payment-DHCD 258058 Sustainability/Water Conservation Program for the Installation of 200 Low-Flow Toilets and Showerheads at Various Units

Frank J. Milo moved to approve the Certificate of Final Payment in the amount of \$74,985.00 as submitted by David W. Byors d/b/a Byors and Sons Mechanical Contractors for DHCD 258058 Sustainability/Water Conservation Program for the Installation of 200 Low-Flow Toilets and Showerheads at Various Units and authorize Chairman John A. Boris to execute Certificate of Final Payment. 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

Roof Replacement and Repairs at the 27 Charter Street Low Slope Roof, Work Plan 1030, DHCD 258058

Carol A. MacGown informed the Board in detail of the project that will commence for the Roof Replacement and Repairs at 27 Charter Street.

Peter K. Strout moved to approve the lowest, eligible and responsive bid received on June 12, 2013 from Corolla Contracting, Inc. in the amount of \$24,000.00 for Work Plan 1030, DHCD 258058 Selective Roof Replacement and Repairs at the 27 Charter Street and authorize execution of a contract by John A. Boris, Chairman. Maureen Call seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

Public Housing Authority (PHA) Streamlined Agency Plan

Carol explained to the Board the Public Housing Authority (PHA) Streamlined Agency Plan.

Carol A. MacGown submitted to the Board of Directors for Review and Approval the Public Housing Authority (PHA) Streamlined Agency Plan.

Frank J. Milo moved to approve the Fourth year of the Third 5-Year HUD Streamlined Agency Plan of the Public Housing Authority (PHA) for Fiscal Year 2013 and authorize Chairman John A. Boris to execute the Annual Certification(s) and Board Resolution.

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 Housing Choice Voucher Program Administrative Plan

Carol A. MacGown explained and presented the revised Section 8 Housing Choice Administrative Plan. Chapter 3 has been amended.

Maureen Call moved to adopt the newly revised edition of the Section 8 Housing Choice Administrative Plan as submitted. 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

Carol A. MacGown informed the Board that she received Change Order #2 from Brothers Electrical Corporation relative to providing and installation of painted wood trim around the 50 unit loadcenters at Leefort Terrace.

Peter K. Strout moved to approve Change Order #2 in the amount of \$283.00 as submitted by Brothers Electrical Corporation for providing and installation of painted wood trim around the 50 unit loadcenters at Leefort Terrace, FF #258072 Selected

Electrical Upgrades and authorize Carol A. MacGown as Contract Officer. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

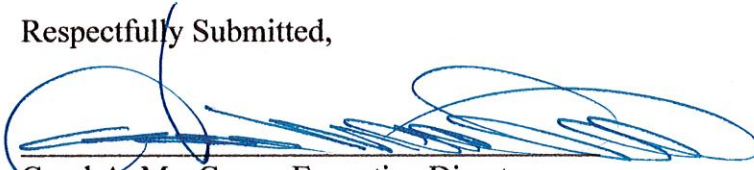
Ayes

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

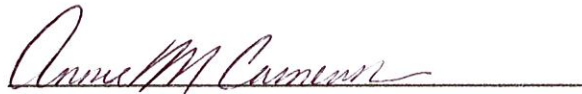
Nays

XII. Meeting adjourned at 6:44 p.m.

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary