



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, JUNE 12, 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, Anne M. Cameron, Lorelee Stewart, Acting Tenant President and Sandra Hart, Tenant, 12 Rainbow Terrace

III. Minutes of Previous Meeting(s)

Peter K. Strout moved to accept the Minutes of the Special Meeting held on Wednesday, May 15, 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

- June 2013 Mass NAHRO Newsletter
- Correspondence from John A. Boris, Chairman dated June 3, 2013 to Governor Deval Patrick

John A. Boris asked Carol A. MacGown to explain to the Board why Mr. Boris sent a letter to Governor Deval Patrick. Carol informed the Board that in the June 2013 Mass NAHRO Newsletter it stated that there was a large backlog of State Appointees that is currently being addressed. She also informed the Board



that the Auditors may make a finding if there is no state appointee. Carol had John A. Boris send a reminder letter to the Governor that James Zisson, State Appointee had to resign from his position due to Operation of Law as covered under Massachusetts General Laws, Chapter 121B.

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.

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.

Carol A. MacGown informed the Board that she is still waiting to hear from MassNAHRO to see if the Salem Housing Authority was chosen to host the Joint Committee on Housing to come to tour the Salem Housing Authority Public Housing Properties.

State Initiative for the Installation of 200 Toilets and 200 Showerheads at Various Sites

Carol A. MacGown informed the Board that Byors Electrical, Inc. who was awarded the contract for the installation of 200 Toilets and 200 Showerheads began work on June 3, 2013 and has already completed the installation of the 200 Showerheads and is working on the installation of the 200 Toilets and will be finished with the installation of the toilets by next Tuesday, June 18, 2013. Carol informed the Board that he is doing a great job and that she has received no complaints from tenants just some "thank you's".

State Initiative for Paving at Various Sites

Carol A. MacGown informed the Board that the State Initiative that was awarded to the Salem Housing Authority for Paving at various sites was done by Atlantic Paving and all of the paving has been completed at all of the sites. Atlantic Paving did a great job and all of the sites look great with the new paving. The sites that had paving done were, Morency/Dalton, Charter, Congress and Leefort. The Board agreed that the paving looked great and it was money well spent.

Land at Charter Street (Grassy Knoll)

Carol A. MacGown informed the Board that she had received a telephone call from the Owner of the Land behind the Salem Housing Authority relative to a section of the land that the SHA refers to as the grassy knoll. The owner told Carol that that land is his land and now wants to put a fence up. Carol said that he would have to prove to the Salem Housing Authority that in fact it is his land by having an instrument survey done and stakes being put in the land to mark out exactly the parameters of the land he is talking about. He sent over a plan to Carol and Carol talked to Christopher T. Casey, Esq. about it and is having him research it further to verify whose land it is. Christopher T. Casey, Esq. is also looking into the Adverse Possession Law. Frank J. Milo said that if it is his, it's his. Peter K. Strout and Frank J. Milo said that Adverse Possession would be costly. Morally the SHA should give it back to him. All agreed. Frank J. Milo and Peter K. Strout said that adverse possession was very hard to prove. John A. Boris mentioned at some point finding out about possibly purchasing that land from him.

AT & T

Carol A. MacGown informed the Board that AT & T had approached the Salem Housing Authority about placing rooftop antennas at 27 Charter Street. Carol said that a bid spec will be prepared and it will go out to bid. Carol informed the Board that she did apprise them of the fact that the Salem Housing Authority will be including in bid that all of the Salem Housing Authority cell phone service will be paid for by said company.

Metro PCS

Carol A. MacGown informed that the Salem Housing Authority is currently receiving \$2300.00 per month according to the lease by and between Metro PCS and the Salem Housing Authority. In said lease, there are 3 five year options to extend. The Salem Housing Authority would like to exercise their first 5 year extension. Carol informed the Board that the SHA will be receiving an additional \$100.00 per month. All other terms and conditions will remain the same under the Agreement. Carol asked the Board to please make a motion to that effect.

Peter K. Strout moved to authorized the SHA to exercise it's right to extend the Lease by and between Salem Housing Authority and Metro PCS for five (5) years commencing July 1, 2013 through June 30, 2018 with the stipulation that the monthly fee will increase by One Hundred (\$100.00) Dollars and all other terms and conditions will remain the same under the Agreement. Maureen Call seconded the Motion and the vote was as follows:

Ayes

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

Nays

HUD Sequestration Shortfall

Carol A. MacGown informed the Board that the Salem Housing Authority was notified by HUD that the SHA is able to apply for Shortfall Monies from HUD due to Sequestration. Carol informed the Board that the SHA has applied for said monies and that the SHA had to agree to 5 Stipulations in order to apply for said Shortfall Monies. Carol will wait to hear from HUD

FEMA

Carol informed the Board that the SHA is eligible to recoup monies spent during the snow storm which occurred in February of 2013. However, in order to do so the SHA had to attend a conference conducted by FEMA in April 2013 which the SHA did. Gerry Orne attended that conference along with Russ Tanzer. Gerry Orne, Finance Manager had to gather certain pertinent information for FEMA and submit it to them and that has already been done. The last step was that FEMA come to the SHA and meet with Gerry Orne and gather any outstanding information it needed. Mike Fitzgerald also attended that meeting and walked FEMA through the snow storm. That meeting took place on June 7, 2013. The SHA should hear in approximately a month or two how much monies FEMA will award the SHA

Deed Book

Carol A. MacGown informed the Board that several years ago William J. Lundregan, Esq. obtained copies of all Deeds for the properties owned by the SHA. Carol then put them in a binder so that they would all be in a safe, secure place. Carol has asked Christopher T. Casey, Esq. to review said Deed Book. Carol would like to know that everything is in order and that the SHA owns the property according to what the deeds say. Christopher T. Casey, Esq. will review said book and get back to Carol.

Garden Terrace

Carol A. MacGown informed the Board that back in 2004 the SHA did a Modernization Job down at Garden Terrace where ERI was the Contractor who installed Hardie Plank, siding composite to the buildings. The Hardie Plank is not holding up as guaranteed. It is expanding and contracting and disintegrating. The SHA had put a claim in and Carol just found out from ERI that Hardie Plank will now warranty the work. The SHA had to sign a release in order for Hardie to go forth and warranty the product that is faulty. ERI will be the Contractor installing the new Hardie Plank where necessary.

John A. Boris asked what Hardie Plank was and Carol A. MacGown said that it was a composite siding. Peter K. Strout explained to the Board Members in detail what he knew of the product.

Pioneer Terrace

Carol A. MacGown informed the Board that she is working with DHCD to seek approval of \$1.5 Million Dollars for the modernization job at Pioneer Terrace. Carol said to the Board that this is great news.

Peter K. Strout asked Carol what was going to be done at Pioneer Terrace. Carol informed the Board that there will be all new front entrance doors, all new trim, new rear stairwells and enclosures, new sky lights, all new windows and possibly making the bathroom ADA compliant.

Truck Lettering

Carol A. MacGown informed the Board that the Truck Lettering and logo on the entire SHA Fleet has been completed and the lettering is reflective. Carol said that it looks great. The Board agreed.

Computer - CLOUD

Carol A. MacGown informed the Board that Micro Support Group, Inc. has implemented the CLOUD on all of the SHA Computers. That was completed on Wednesday, June 13, 2013.

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

There were no recommendations.

IX. Report of the Treasurer

Bills and Transfers

Maureen Call moved to approve the bills and transfers for the period from May 2, 2013 through June 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 seven months ending April 30, 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

Personnel Policy

Carol A. MacGown informed the Board that she received correspondence dated May 21, 2013 from Daniel B. Kulak, Esq. who had the occasion to review the Progressive Discipline section of the Personnel Policy and he informed her that the General laws providing limited civil service protection to vested employees only provided such protection for dismissals. He said that it does not apply to suspensions. Daniel B. Kulak, Esq. recommended the Authority amend this part of the Personnel Policy so it is consistent with Massachusetts General Laws.

Peter K. Strout moved to amend page sixteen (16), paragraph 2 of the Salem Housing Authority Personnel Policy, the Progressive Discipline section, by deleting the words “suspension or” in the first line of paragraph 2 so it is consistent with the Massachusetts General Laws. Maureen Call seconded the motion and the vote was as follows:

Ayes

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

Nays

Revised Criminal Offender Record Information (CORI) Policy

Carol A. MacGown informed the Board that there has been a change to the Criminal Offender Record Information (CORI) Policy wherein the following language was removed “How to Establish Yourself as a Victim of Identity Theft for CORI Purposes” and therefore a revised CORI Policy is presented for acceptance by the Board.

Maureen Call moved to accept the revised Criminal Offender Record Information (CORI) Policy. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

Maureen Call
Frank J. Milo

Nays

Peter K. Strout
John A. Boris

Certificate of Final Completion-Formula Funding Project #258087 for Paving at 667-1, 667-5, 667-6/667-7B, and 705-2B

Peter K. Strout moved to approve the Certificate of Final Completion as submitted by Atlantic Paving Corp. for Formula Funding Project #258087 for Paving at 667-1,667-5,667-6/667B, and 705-2B and to approve the payment (Final) of \$31,825.00. 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

XI. Other Business/Late Communications

Frank J. Milo requested that a Committee be formed for LED Lighting. John A. Boris asked Frank J. Milo if he would head up the Committee and also asked Peter K. Strout and Maureen Call to sit on the Committee and one Maintenance Person who Carol A. MacGown will choose.

Frank J. Milo moved to form a LED Lighting Committee which shall consist of three (3) Board Members to wit: Frank J. Milo, Peter K. Strout and Maureen Call, Carol A. MacGown, Executive Director and one (1) maintenance man. 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

Frank J. Milo also requested that when benches at various sites are rotted out that they be replaced with composite benches which are very nice. The composite benches will last a very, very long time and are maintenance free. The Board Members discussed amongst themselves the composite benches talked about the benches that are down at Salem Willows. John A. Boris also said that some tenants/residents may want to sponsor a bench.

John A. Boris asked Lorelee Stewart if she had anything she would like to discuss with the Board and she said "yes".

The topics that Lorelee Stewart discussed were as follows:

Lorelee Stewart requested that she receive a copy of the Agenda when receiving the Notice of the Board Meeting.

Lorelee Stewart informed the Board that the Tenants Association will be holding an election for the new Tenant President. Said Election will be held on June 26, 2013 at 6:30 p.m. Lorelee Stewart said that most of the notices will be hand delivered so as to save on costs.

Lorelee Stewart informed the Board that she was not happy with the way the installation of the toilets went and notice of the installation of toilets.

Lorelee Stewart informed the Board that she realized that there were some discrepancies with the Grievance Panel which may affect evictions.

Carol A. MacGown responded to the Board with reference to the above items as follows:

Carol A. MacGown informed the Board that the Authority did not receive complaints from anyone relative to the installation of the toilets, infact the Authority was praised thereby denying all allegations made by Lorelee Stewart.


Carol A. MacGown denied the fact that the Grievance Panel is in compliance as the Tenant Appointment is being disputed.

XII. Meeting Adjourned at 6:45 p.m.

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary