

**MINUTES FOR THE
SPECIAL MEETING
WEDNESDAY, MAY 15, 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 Regular Meeting held on Wednesday, April 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

- Update on the Patrick-Murray Administrations Reforms to State Public Housing as of March 20, 2013
- Resignation of Tenant President, Kathleen Burke dated April 24, 2013
- May 2013 Mass NAHRO Newsletter
- Correspondence from Carol A. MacGown to American Heart Association Donating \$100.00 in memory of the late, Annmarie Marino of Salem, MA

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. To date, no meeting of the Snow Removal Committee has been scheduled.
- Frank J. Milo informed the Board that he will schedule a meeting in June 2013 or July 2013. John A. Boris asked Frank J. Milo to inform Carol of that date.

VI. Report of the Executive Director

Sign at Rainbow Terrace

Carol A. MacGown informed the Board that the sign that was installed in November of 2009 at the Re-dedication of Rainbow Terrace out front is in need of repair. Somebody has destroyed the sign and taken some of the finials off. Carol said that the cost to repair said sign is \$750.00. John A. Boris asked the SHA has insurance and Carol said “yes” but there is a deductible. John A. Boris also asked if we had cameras in that vicinity and Carol said “no”. John A. Boris said that if this keeps happening we should look into the installation of a camera.

Installation of 200 Low Flow Toilets and Showerheads

Carol A. MacGown informed the Board that the installation of 200 low flow toilets and showerheads is going to be launched in the next few weeks and the installation must be completed by July 1, 2013.

Paving at Various Sites

Carol A. MacGown informed the Board that the SHA received \$31,825.00 for paving work to be done at various sites. The work that will be done will be mostly patching work.

Truck Lettering

Carol A. MacGown informed the Board that Frank J. Milo had talked about having truck lettering done in reflective material. Carol explained to the Board in detail the truck lettering that she proposed to have put on all of the trucks. Carol passed around a sample of the truck lettering to all Board Members.

Frank J. Milo moved to authorize Carol A. MacGown to put the proposed reflective lettering on all 11 SHA vehicles which was shown to all Board Members at the Special Board Meeting on May 15, 2013. 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

Resignation of Kathleen Burke

Carol informed the Board that Kathleen Burke resigned on April 24, 2013 as the Tenant Association President.

AT &T Roof Antenna

Carol A. MacGown informed the Board that the AT & T has approached the Salem Housing Authority as it is interested in installing a Roof Antenna on the Roof at 27 Charter Street. Carol informed the Board that this is something that will go out for general bid and the highest bidder will be awarded a contract. Frank Milo made a suggestion that when going out to bid, the SHA should request free cell service for all the SHA cell phones. The Board agreed that that was a great idea.

New Trucks

Carol A. MacGown informed the Board that the new trucks have arrived. The trucks are very nice and they have been fitted for a carpenter and an electrician. Carol thanked the Board for their recommendations on the trucks. Carol said that they are perfect for the Maintenance Department. Frank J. Milo said that a lot of money was saved by purchasing the vans recommended by the Board. Carol informed the Board that all future vehicle bids and specifications will be presented to the Board for their recommendations.

Spring Clean-ups

Carol informed the Board that during the month of April spring clean-ups are conducted. The maintenance department did a very nice job. The properties look good.

Floors at Charter Street

Carol informed the Board that floors 4-12 at 27 Charter Street will be stripped and waxed next week so that they will match floors 1-3 which were stripped and waxed due to the fire. Carol informed the Board that the floors have not been stripped and waxed like this in a very long time.

Carol A. MacGown – Vacation

Carol A. MacGown informed the Board that she will be on vacation the week of May 20, 2013 through May 24, 2013. Carol said that everything is in order and that she is always available by cell phone. The Board wished her a nice vacation.

9 Garden Terrace – Electrical Issue

Carol A. MacGown informed the Board that the ongoing electrical issue at 9 Garden Terrace has been resolved.

Budget

Carol A. MacGown informed the Board that the Budget for year ending September 30, 2013 was received from the State and has been approved. Carol informed the Board that as soon as they receive Budget Guidelines the SHA will be preparing the budget for fiscal year ending September 30, 2014.

Peabody Essex Museum/Easement

Carol A. MacGown informed the Board that she has not received the Easement from Christopher T. Casey, Esq. Carol informed the Board that she expects to have it for the next regularly scheduled Board Meeting on June 12, 2013.

Salem State University-40 Year Plan

Carol A. MacGown informed the Board that on May 8, 2013 she and Chairman Boris attended a meeting on the 40 Year Plan at Rainbow Terrace at the President's Office at Salem State University. There was discussion again that Salem State University eventually would like to take over Rainbow Terrace to use that property for the college's campus and dormitories. Carol A. MacGown and John A. Boris said that it was an informative meeting and that no commitments were made. Frank J. Milo said that he was disappointed that he did not know that this meeting was taking place. Frank J. Milo also said that it would have been nice if they included all the Board Members. John A. Boris and Carol A. MacGown said that they were disappointed as to the way that was handled as well. John A. Boris did say that this was brought up at the meeting and they apologized for that.

Sequestration

Carol A. MacGown had a lengthy, detailed discussion with the Board regarding Sequestration and how it will or will not affect the Salem Housing Authority, Section 8 Program. The Board asked Carol some questions and Carol answered all of their questions.

Annual Employee Appreciation Luncheon

Carol A. MacGown requested authorization from the Board to host the Annual Employee Appreciation Luncheon on a date to be announced from 12:00 noon to 4:00 p.m. utilizing funds from recovered fraud money. All Board Members are cordially invited to attend.

Peter K. Strout moved to authorize Carol A. MacGown to host the Annual Employee Appreciation Luncheon on a date to be announced from 12:00 noon to 4:00 p.m. utilizing funds from recovered fraud money. All Board Members are cordially invited to attend. Maureen Call seconded the motion and the vote was as follows:

Ayes

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

Nays

Trolley Tour

Carol A. MacGown requested 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 MassNAHRO was looking for volunteers to host the Joint Committee on Housing to come and tour Public Housing Properties. Carol A. MacGown volunteered to host the Joint Committee on Housing to come and tour Salem Housing Authority Public Housing Properties. MassNAHRO is putting together a list and will inform Carol if the Joint Committee on Housing will be touring the Salem Housing Authority Public Housing Properties.

Carol A. MacGown informed the Board that the Discussion Page for the Special Board meeting was prepared prior to her volunteering to host the Joint Committee on Housing to come tour the Salem Housing Authority Public Housing Properties. Carol said that we will have to wait on the above to see if SHA was chosen to host a tour.

VII. Unfinished Business

None

VIII. Recommendations of the Chairman

None

IX. Report of the Treasurer

Bills and Transfers

Maureen Call moved to approve the bills and transfers for the period April 4, 2013 through May 1, 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 six months ending March 31, 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

Correspondence dated May 2, 2013 received from Elizabeth Rennard, Esq., City Solicitor Regarding the Recently adopted Ordinance establishing a Community Preservation Committee. The Salem Housing Authority must designate one of its members to serve on this Committee. This designation must occur by June 1, 2013.

Peter K. Strout moved to appoint John A. Boris to serve on the Community Preservation Committee for an initial Two (2) Year Term to wit May 15, 2013 through May 14, 2015. Maureen Call seconded the motion and the vote was as follows:

Ayes

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

Nays

Interior Painting at various vacant One Bedroom Units as They Become Vacant for One (1) Year or \$20,000.00, whichever occurs first

Carol A. MacGown informed the Board that American Painting Co. was the lowest, eligible and responsive bid. Carol said that they currently hold the contract and that this is a fantastic price for the SHA. Carol said that they do a good job and the SHA is happy with them. Carol also said that they maintain their OSHA certificates. Russ Tanzer verifies that.

Peter K. Strout moved to accept the apparent, lowest eligible and responsive bid submitted by American Painting Co. for Interior Painting at various vacant One Bedroom Units as they become vacant for One (1) Year or \$20,000.00 (\$300.00 per unit), whichever occurs first and authorize Chairman John A. Boris to execute a contract. 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

Automotive Repair Service (labor rate)

Carol A. MacGown informed the Board that she had a discussion by Bouchard and Sons, Inc. relative to pick up and drop off service. Carol said that it very important to her to have this service included. Bouchard and Sons, Inc. said that pick-up and drop-off service will be included in the contract that will be executed by Chairman John A. Boris.

Frank J. Milo moved to accept the apparent, lowest eligible and responsive bid submitted by Bouchard and Sons, Inc. for Automotive Repair Service (labor rate) in the amount of \$70.00 per hour for labor and authorize Chairman John A. Boris to execute a contract.

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

XI. Other Business/Late Communications

Carol A. MacGown informed the Board that the SHA purchases locks when locks are broken. Carol said that the SHA spends approximately \$8,000.00 per year on locks. Carol said that Hayden Safe and Lock have all of the SHA locks. Today, Candace Tempesta at DHCD informed Carol A. MacGown that under Chapter 30B Procurement Carol can do a Proprietary Sole Source Procurement with Hayden Safe and Lock. John A. Boris asked if the SHA makes keys and Carol said “yes”, Mike Fitzgerald is the most knowledgeable person and he does all of the key making for SHA. Peter Strout asked if we have cylinders and Carol said “yes”. Carol said that Mike Fitzgerald does a great job with the keys.

Peter K. Strout moved to make a motion to authorize Carol A. MacGown to seek a Proprietary Sole Source Procurement with Hayden Safe and Lock for a term of two (2) years not to exceed Twenty-five Thousand Dollars (\$25,000.00) and authorize Chairman John A. Boris to execute a contract. 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

Chairman John A. Boris informed Lorelee Stewart, Acting Tenant President and Sandra Hart, Tenant, 12 Rainbow Terrace that the Board will hear any issues they have relating to the day to day business of the Salem Housing Authority under “Other Business” at all Board Meetings.

Lorelee Stewart then introduced herself as the Acting Tenant President. She said that Kathleen Burke had resigned a few times with the Tenant Association Board but that on April 24, 2013 officially resigned from her position as Tenant President.

Lorelee Stewart informed the Board that in the next few weeks she will be holding an election to vote for the new Tenant Housing Association President. Lorelee said that she has invited other tenants to run and that she will be talking to Carol A. MacGown about doing a limited mailing.

Lorelee Stewart informed the Board that she had occasion to meet the outgoing MassNAHRO President and the new President Colleen Doherty. Lorelee said that they are working toward forming an Alliance.

Lorelee Stewart informed the Board that she has updated Carol A. MacGown with the Tenant Association Board minutes to date.

Lorelee Stewart said that she is looking forward to working with Carol A. MacGown and her staff.

Lorelee Stewart thanked the Board.

XII. Meeting adjourned at 6:45 pm.

Respectfully Submitted,



Carol A. MacGown Executive Director


Anne M. Cameron, Executive Secretary