

**MINUTES FOR THE
REGULAR MEETING
WEDNESDAY, APRIL 10, 2013
6:00 p.m.**

I. Meeting called to Order at 6:04 p.m.

II. Roll Call

Present

Maureen Call
Frank J. Milo
John A. Boris

Absent

Peter K. Strout

Also Present: Carol A. MacGown, Anne M. Cameron and Christopher T. Casey, Esq.
Kathleen Burke arrived at the meeting at 6:23 p.m.
Christopher T. Casey, Esq. departed the meeting at 6:20 p.m.

III. Minutes of Previous Meeting(s)

Frank J. Milo moved to accept the Minutes of the **Regular Meeting** held on Wednesday, March 13, 2013. Maureen Call seconded the motion and the vote was as follows:

Ayes

Maureen Call
Frank J. Milo
John A. Boris

Nays

IV. Communications

- April 2013 Mass NAHRO Newsletter
- We received a letter dated March 20, 2013 from DHCD awarding funding in the amount of \$29,000.00 for asbestos removal in connection with a kitchen and bath electrical project at the Authority's Garden Terrace, Leefort Terrace, Bertram Terrace and Morency Manor developments. Carol MacGown will receive an amendment to formula funding CFA under separate cover.

V. Reports of the Committees

- Chairman John A. Boris formed a Snow Removal Committee at the Regular Board Meeting on February 13, 2013. To date, no meeting of the Snow Removal Committee has been scheduled.



VI. Report of the Executive Director

- Carol informed the Board that we have not heard anything further on the Regionalization of Housing Authorities. Carol did inform the Board that, although she does not think this will affect the Salem Housing Authority she believes that this will have some impact on the the smaller housing authorities.
- Carol MacGown informed the Board about Theresa Prescott and the electrical shock issue that she is having at her residence at 9 Garden Terrace. Carol informed the Board that the SHA is doing everything in their power to rectify the problem. The SHA has involved John Giardi, City of Salem Electrical Engineer, Gary Nangle, Electrical Engineer, National Grid and our own Master Electrician. No one can seem to pin point the problem. Carol informed the Board that if the Unit needs to be rewired that is what the SHA will do. Frank Milo couldn't seem to understand why no one could pin point the problem. The Salem Housing Authority continues to troubleshoot the problem.
- Carol MacGown informed the Board that Spring Clean-Ups will be conducted in April 2013. Maureen Call asked Carol if there was a date established for Spring Clean-Up and Carol said yes there was and that she would let her know when that was going to be.
- Carol MacGown informed the Board that she will be having a meeting at Pioneer Terrace to inform the residents/tenants of the 1.2 million dollar project that will launch very soon. John Boris asked Carol if the wall down at Pioneer Terrace could be repaired as part of the project. Carol said that the SHA does not own the wall. Frank Milo said it would be very hard to get the permitting to do any sort of work to it.
- Carol MacGown informed the Board that the 2 new trucks are in and the SHA should be receiving them within 2 weeks and they will be up and operational. Carol informed Frank Milo that the trucks will have the lettering that he requested.
- Carol MacGown informed the Board that the Fire Restoration work has been completed with the exception of the two (2) emergency buttons in the elevator and South Shore Elevator will be repairing them.
- Carol MacGown informed the Board that the first, second and third floors have been stripped and waxed with 6 coats of wax and they look great. Carol informed the Board that she is planning on having floors Four through Twelve done as well.

- Carol MacGown informed the Board that the Osvaldo Cintron, Jr., Inspector started on Monday, April 8, 2013 and said that he is going to be great. It is an asset to the Authority to have an Inspector who is Spanish speaking.
- Carol MacGown informed the Board that the Budget is not back yet and that she is hoping that it will come back sometime in April 2013.
- Carol MacGown informed the Board that there is curbing and sidewalks that have been damaged due to all of the snow we had during the winter. Carol said that she is going to have pictures taken and present to Councilor O'Keefe and ask him what he can do for the SHA in terms of having them repaired. Carol asked Frank Milo if the Asphalt Plants were opened and Frank said yes they were.
- Frank Milo asked Carol MacGown about the maintenance men and specific licenses and who pays to keep them updated. Carol informed him that as per the Union Contract the Salem Housing Authority pays to have them renewed. Carol also informed them that Anne and Dianne keep updated lists and are constantly checking them and updating them to make sure the licenses do not expire.
- Carol MacGown informed the Board the Modernization work is ongoing and is being closely monitored by Debra Tucker and herself.

VII. Unfinished Business

No unfinished business.

VIII. Recommendations of the Chairman

Chairman John A. Boris informed the Board that the State opened up Appointments by the Governor so the Board may see the vacancy filled very soon.

IX. Report of the Treasurer

Bills and Transfers

Maureen Call moved to approve the bills and transfers for the period March 8, 2013, through April 3, 2013 as presented. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
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 five months ending February 28, 2013. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
John A. Boris

Nays

X. New Business

Department of Labor and Workforce Development Wages as of April 1, 2013

Carol presented to the Board of Directors the Department of Labor and Workforce Development Wages as of April 1, 2013 for review. Carol informed the Board that every April the Department of Labor and Workforce Development issues a statement of prevailing wages. The maintenance men employed by the Salem Housing Authority receives 80% of the Prevailing Wage Rates and not 100% because they receive a benefits package. Some Union Workers receive 100% of the prevailing wages, however, they do not receive a benefits package.

Bed Bug Policy

Carol MacGown presented the revised Bed Bug Policy to the Board of Directors for review.

Carol informed the Board that the revisions to the policy were mainly house-keeping revisions and that no major changes have been implemented.

Maureen Call moved to approve the revised Bed Bug Policy that Carol A. MacGown handed out to the Board Members on April 10, 2013. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

Maureen Call
Frank J. Milo
John A. Boris

Nays

DHCD FISH # 258086 Sustainability/Water Conservation Program (Toilets and Showerheads) Installation of 200 Energy Efficient Toilets and 200 Showerheads in Occupied Public Housing Units at Various Developments

Carol MacGown informed the Board that last month she had notified them of the award in the amount of \$80,000.00 from the State for the Installation of 200 Energy Efficient

Toilets and 200 Showerheads in Occupied Public Housing. The Authority went out to bid on this project and the low bidder was Byors and Sons Mechanical Contractors in the amount of \$74, 985.00.

Maureen Call moved to accept the apparent, lowest eligible and responsive bid submitted by Byors and Sons Mechanical Contractors in the amount of \$74,985.00 for the installation of 200 energy efficient toilets and 200 showerheads in occupied public housing units at various developments and authorize Chairman John A. Boris to execute a contract pending DHCD approval. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
John A. Boris

Nays

DHCD FISH # 258087 Site Work Project, Paving at 4 Sites

Carol MacGown gave a brief description of the Paving Site Work Project. Carol informed the Board the Authority was awarded \$27,000.00 for Modernization and Health and Safety Initiative. Carol informed the Board that \$4,000.00 of the cost will be coming from Formula Funding.

Frank J. Milo moved to accept the apparent, lowest eligible and responsive bid submitted by Atlantic Paving in the amount of \$31,825.00 for the DHCD FISH #258087 Site Work Project, Paving at 4 Sites and authorize Chairman John A. Boris to execute a contract. Maureen Call seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
John A. Boris

Nays

Work Plan 258025001: DHCD FISH # 258072 Kitchen GFCI Upgrades 200-1,667-1,667-1A & 667-6

Carol MacGown informed the Board that Kitchen GFCI Upgrades will be for Colonial Terrace, Leefort Terrace, Bertram Terrace, and Morency. The Authority went out to bid and the lowest bidder was Brothers Electrical Corporation of Newburyport, MA in the amount of \$109,950.00.

Maureen Call moved to accept the apparent, lowest eligible and responsive bid submitted by Brothers Electrical Corporation of Newburyport, MA in the amount of \$109,950.00 for Kitchen GFCI Upgrades 200-1, 667-1, 667-1A and 667-6 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

Nays

Maureen Call
Frank J. Milo
John A. Boris

Work Plan #1030, (flashing repair at 667-5 Charter Street development) Amendment #2,
Contract for Financial Assistance (CFA) Extension

Carol MacGown informed the Board that when the State engages to fund a project it is called Contract for Financial Assistance (CFA). The termination date of the original contract was June 30, 2013; however, the parties have agreed to extend the date for 1 year to June 30, 2014.

Maureen Call moved to approve Work Plan # 1030, Amendment #2, Contract for Financial Assistance (CFA) Extension by amending the termination date to the original contract from June 30, 2013 to June 30, 2014. Maureen Call moved to authorize Chairman John A. Boris to execute said Amendment #2 for Work Plan #1030. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
John A. Boris

Nays

DHCD FISH #258067 Painting & General Repair of the Community Building, Colonial Terrace 667-2;

Carol MacGown informed the Board that the Authority went out to bid for Painting and General Repair of the Community Building, Colonial Terrace and the lowest bidder was Drizos Contracting, LLC in the amount of \$29,900.00, however, there was an additional add to the contract in the amount of \$600.00 for blinds and cleaning bringing the total contract to \$30,500.00.

John Boris asked if the \$600.00 was for the blinds and Carol replied "yes".

Maureen Call moved to accept the apparent, lowest eligible and responsive bid submitted by Drizos Contracting, LLC in the amount of \$30,500.00 for the DHCD FISH #258067 Painting and General Repair of the Community Building, Colonial Terrace 667-2 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
John A. Boris

Nays

XI. Other Business/Late Communications

Christopher T. Casey, Esq. was present at the meeting. Christopher Casey, Esq. informed the Board that he did not think it necessary to go into Executive Session. Christopher Casey, Esq. explained to the Board of Directors in detail the proposed Easement Agreement between Salem Housing Authority, The Peabody Essex Museum and the Salem Redevelopment Authority relative to the SHA granting to the Museum an express easement permitting the Museum to maintain its presently encroaching structures upon the SHA's property The Salem Redevelopment Authority, lessee of a portion of the SHA's Charter Street Property pursuant to a renewable ninety-nine year lease has to assent to said proposed Easement Agreement. Said Easement Agreement when finalized will be recorded at the Registry of Deeds. Christopher Casey, Esq. also explained the proposed Agreement between the Salem Housing Authority, The Peabody Essex Museum and the Salem Redevelopment Authority which agreement basically memorializes the 10 parking spaces in the "Empire Parking Lot" granted to the Salem Housing Authority from the City of Salem and will be defined in a plan depicting the Salem Housing Authority's ten (10) spaces. The Peabody Essex Museum will have plan drawn and recorded when finalized.

Frank Milo asked the question "why does the SRA have to sign the agreement"? Christopher Casey, Esq. replied that they are the Lessee of a portion of the SHA's Charter Street Property pursuant to a ninety-nine year renewable lease.

Frank Milo also asked the question that if the SHA wasn't a public entity maybe the SHA could have asked for consideration. Frank also asked if the SHA had certain marked spaces. Chris Casey said that they are only marked by signs and that is what the plan is going to do. It will depict the actual parking spaces. Frank also asked if the SHA had any liability and Chris Casey said no they do not and it spells that out in the proposed Agreement. Frank Milo said that basically what this agreement is doing is protecting the SHA and keeping the understanding clean.

XII. Meeting adjourned at 7:02 p.m.

Respectfully Submitted,



Carol A. MacGown Executive Director



Anne M. Cameron, Executive Secretary