



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, MARCH 13, 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 and Osvaldo Cintron, Jr.
Osvaldo Cintron, Jr. departed the meeting at 6:11 p.m.

III. Minutes of Previous Meeting(s)

Peter K. Strout moved to accept the Minutes of the **Sixty-fifth (65th) Annual Meeting** held on Wednesday, February 13, 2013 and the **Regular Meeting** held on Wednesday, February 13, 2013. 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

IV. Communications

- March 2013 Mass NAHRO Newsletter
- Correspondence from DHCD dated February 1, 2013
FY15 Formula Funding Award in the amount of \$ 804,780.00.
Modernization and Health and Safety Initiative FY13 in the amount of \$27,000.00.
Carol MacGown stated that the FY15 Formula Funding Award in the amount of \$804,780.00 will be used for modernization work.
Carol MacGown stated that Health and Safety Initiative Award in the amount of \$27,000.00 will be used for paving at various sites.
Frank J. Milo asked Carol MacGown what sites will there be paving at. Carol MacGown informed the Board that paving will be done at Leefort, Charter,



Morency/Dalton, and Congress. Carol MacGown stated that the paving will be done when the weather permits. Carol MacGown informed the Board that the work that will be done will be patching work.

- Email from Thomas J. Connelly, Jr., MassNAHRO dated March 5, 2013 Regarding Lawmakers Backing Alternative to Patrick's Housing Authority Reforms

Carol MacGown informed the Board that she and Debra Tucker attended the Annual Legislative Education Day at the State House. Carol informed the Board that it was a great meeting and that the turnout was the highest it has been in a long time. Carol stated that there were 79 Legislators in support of MassNAHRO's bill. Carol informed the Board that she had the opportunity of sitting down with Senator Joan Lovely that day as well and the Senator commended her on the great job Carol is doing at the Housing Authority.

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.

John A. Boris requested that Frank J. Milo, the Chair of the Sub-Committee schedule a meeting in the next two to three weeks during Salem Housing Authority Office hours to discuss how to better improve upon snow removal and changing the Salem Housing Authority's protocol and to obtain feedback from the Maintenance men who are on the Sub-Committee.

Peter K. Strout stated that he visited Morency/Dalton on Friday, March 1, 2013 at approximately 8:00 a.m. and he said that he thought that the snow removal that was done by the Maintenance Department was not what he had expected. Peter thought more should have been done by the men at that time.

- Carol reports that at the request of Frank J. Milo at the last Board Meeting held on February 13, 2013, a Spreader has been ordered and pallets of calcium have been purchased. Carol MacGown informed the Board that the Spreader has been ordered but not received as of yet.

VI. Report of the Executive Director

Fire at 27 Charter Street – February 24, 2013

- Carol MacGown reported to the Board that on Sunday, February 24, 2013 at approximately 10:30 p.m. there was a fire at 27 Charter Street. The fire was caused by a tenant smoking in apartment 301, 27 Charter Street. Carol informed the Board that the Police, Fire and all emergency response people responded to said Fire. Carol stated that she was there, Russ Tanzer, Michael

Fitzgerald, Eric Wilkins, the man on call and John DeBenedictis were all there. Carol said that it was very organized event if you will. Carol said that she went around and took headcounts with her Emergency Listing of all of the Tenants at Charter.

Carol informed the Board that there was about two to three inches of standing water on the 3rd which leaked down to the 2nd and 1st floors. Carol informed the Board that ServePro was called into clean up the flood and open up the walls to get air in so as to prevent mold from growing. Carol went home at 2:30 a.m. once the building was whole and all the residents were back in their units. Carol stated that some of the residents went with family members and 3 of the residents were placed in the Hawthorne Hotel. The Maintenance Men went home at approximately 3:00 a.m. Carol informed the Board that Monday, February 25, 2013, the Sullivan Insurance Agency was contacted and the fire was reported. Dan Hill, the Claims Adjuster was assigned to handle the claim. Carol met with Dan Hill on Tuesday, February 26, 2013 and walked around the Charter Street building with him along with Deb Tucker and Russ Tanzer. ERI was hired by the Sullivan Insurance Agency as the Contractor to do all of the Repair work. Carol stated that she expected all of the work to be completed by March 22, 2013.

Frank J. Milo asked if the Housing Authority has an Evacuation Safe Zone for Tenants/Residents. Carol answered that we don't have one per say but that the Fire Department wants the tenants to go into the stairwells. Carol informed the Board that she would be setting up a time for the Fire Department to come down and talk to the Housing Authority with reference to Emergency Safety Plans and at that time she will talk to the Fire Department about having a designated area.

Frank J. Milo also asked "Where do the tenants go?" Carol MacGown said that in this case the tenants were escorted to the Community Room.

Snow Storms – 2-8-13 – 3-9-13

Carol MacGown informed the Board that the overtime paid to the Maintenance Men for the Snow Storms which occurred during the period 2-8-13 through 3-9-13 was \$16,455.67.

MEMA

Carol MacGown informed the Board that on February 27, 2013 she filed with MEMA for overtime and ancillary costs in the amount of \$20,642.04 relating to the Blizzard which occurred on February 8, 2013 - February 11, 2013.

Sequestration – March 1, 2013

The President was required by law to issue a sequestration order on March 1, 2013, canceling approximately \$85 billion in budgetary resources across the

Federal government. Carol MacGown informed the Board this will not have a substantial impact on the Salem Housing Authority. Rick Fenton informed Carol MacGown that the Housing Authority may be short by \$19,000.00 but with a budget of \$10,000,000.00 it will not have a substantial impact on the Authority.

Legislative Education Day Luncheon

Carol MacGown informed the Board that she and Debra Tucker attended the Legislative Education Day Luncheon held at the State House on March 4, 2013. Carol said that it was a great day with a great turnout. Carol informed the Board that there are 79 legislative signers to support MassNAHRO's Bill.

Massiel Garcia

Carol MacGown informed the Board that Massiel Garcia began employment on Monday, March 4, 2013. Carol said that she is doing great.

Garden Terrace – Electric Shock

Carol MacGown informed the Board that one of the Residents at Garden Terrace called and reported that she was getting an electrical shock when she opened her front door. Craig Powers went over and checked to see if the door was carrying an electrical current and he reported back to Carol that it was. Carol said that she immediately called the Maintenance Department and had everyone stay on in case she had to have the men go to Garden Terrace and take all of the storm doors front and back off of each apartment. Carol called John Giardi the City of Salem Electrician, Gary Nangle, Electrical Engineer and National Grid and they all met at the development. Carol said that John Giardi and National Grid were great. As a result of the inspection by National Grid and John Giardi, the problem lied within the gang boxes at the front doors. Craig Powers ordered all new switches and is awaiting arrival of new switches so that he may install them.

MassNAHRO Yearly Conference

Carol MacGown informed the Board that the MassNAHRO Conference is May 19, 2013 to May 22, 2013 at the Hyannis Resort and Conference Center. Carol said that she was not attending but if any Board Members want to attend so would be happy to make arrangements for them.

VII. Unfinished Business

Tenant Association Meeting

- On February 28, 2013, Carol met with Joe Hart and Courtney Curran of DHCD and Jack Cooper, Mass. Union of Public Housing Tenants. The meeting went very well and was very productive.

VIII. Recommendations of the Chairman

John A. Boris informed the Board that he thought it would be nice to give the Salem Council on Aging a tour in the next month or so.

John A. Boris informed the Board that he would like to make a motion to commend Carol and the Salem Housing Authority Staff for the excellent work during the fire which occurred on February 24, 2013 at approximately 10:30 p.m.

Frank J. Milo moved to make a Motion to commend Carol MacGown and the Salem Housing Authority Staff for the excellent work they did during the fire which occurred on February 24, 2013 at approximately 10:30 p.m. Maureen Call seconded the motion and the vote was as follows:

Ayes

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

Nays

IX. Report of the Treasurer

Bills and Transfers

Maureen Call moved to approve the bills and transfers for the period February 6, 2013 through March 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 four months ending January 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

Housing Inspector

Thirteen (13) applications for the Housing Inspector's position were received and Carol interviewed four (4) candidates on March 5, 2013. Carol introduced the candidate of her choice for Board Approval.

Carol MacGown introduced Osvaldo Cintron, Jr. to the Board and gave the Board a brief description of his background work experience and informed the Board that he has knowledge and experience with Section 8 Housing Inspections. Carol informed the Board that Osvaldo Cintron's first language is Spanish which is an asset to the Housing Authority and that his second language is English and that he speaks English very well. Carol informed the Board that the Authority checked his references and all of his reference were great.

John A. Boris commended Osvaldo Cintron, Jr. on his working for Journeys of Hope and Project Cope and that what great agencies they were.

Frank J. Milo asked Osvaldo Cintron, Jr. if he planned on staying at the Authority and Osvaldo answered "yes".

Frank J. Milo moved to make a conditional offer of employment to Osvaldo Cintron, Jr. with a six (6) month probationary period for a full time position as Housing Inspector at an hourly wage of Nineteen Dollars and Twenty-Five Cents (\$19.25) with a start date to be determined by the Executive Director. Employment is also conditioned upon receipt of a passed SHA paid physical examination, a favorable Criminal Offense Record Information (CORI) check, and a favorable driving record prior to employment. 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	

Release of Executive Session Minutes

Peter K. Strout moved to release the Executive Session Minutes of:

- Wednesday, April 11, 2012
- Wednesday, May 9, 2012
- Wednesday, June 13, 2012

as the purpose for which they have not been made public no longer exists.

Maureen Call seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
Maureen Call	
Frank J. Milo	
Peter K. Strout	

John A. Boris

By-Laws of the Salem Housing Authority

Carol A. MacGown presented the By-Laws as promised at the Regular Meeting of February 13, 2013 for any recommendations.

Carol informed the Board that she had given them a copy of the By-Law at the Regular Meeting of February 13, 2013 for the Boards review and recommendations or changes.

Peter K. Strout moved to accept the By-Laws of the Salem Housing Authority, as presented, without any recommended changes. 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

Renewal of Standard Contracts

Carol MacGown informed the Board that the Standard Contracts are Contracts between DHCD and the Salem Housing Authority for the DMH Program. These contracts are for a 5 year period.

Maureen Call moved to authorize Chairman John A. Boris to execute the Commonwealth of Massachusetts – Standard Contract Form along with the Contractor Authorized Signatory Listing between the Salem Housing Authority and the Department of Housing & Community Development for a term of Five (5) years from July 1, 2013 to June 30, 2018. 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

Audit Report for Fiscal Year Ending September 30, 2012

Carol MacGown informed the Board that the Independent Audit came back and there were no findings. The Independent Audit (which is not the Commonwealth of Massachusetts Audit) was conducted by Ross & Company, Certified Public Accountant for the fiscal year ending September 30, 2012.

Peter K. Strout moved to accept the Audit Report and Financial Statements submitted by Ross & Company, Certified Public Accountant for fiscal year ending September 30, 2012. 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

Work Plan #5001, Amendment #1, Capital Improvement

Carol MacGown informed the Board that the Work Plan 5001 for Capital Improvement was amended by adding \$911,780.00 to the original contract amount of \$1,741,595.00 to make the new contract amount \$2,653,375.00. This funding is used for preservation and modernization of state-supported public housing.

Frank J. Milo moved to approve Amendment #1 for Capital Improvement Work Plan 5001 by adding the amended amount of \$911,780.00 to the original contract amount of \$1,741,595.00, making the total maximum obligation of the Contract \$2,653,375.00. (Amendment #1, Contract for Financial Assistance 5001: Additional funding to the formula funding master CFA – all developments – for the preservation and modernization of state-supported public housing as specified in the Contract for Capital Improvement Work Plan Approved Budget). Frank J. Milo moved to authorize Chairman John A. Boris to execute said Amendment #1 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

XI. Other Business/Late Communications

Barton Square Condominium and the 288 Essex Street Condominium

Carol MacGown informed the Board that it had come to her attention when reviewing the Barton Square Condominium file and the 288 Essex Street Condominium file that her position as Trustee of both Condominiums have expired. Carol requested that the Board re-appoint her as Trustee of the Barton Square Condominium and the 288 Essex Street Condominium for another 3 Year Term.

Peter K. Strout moved to appoint Carol A. MacGown as a trustee to represent the Salem Housing Authority for 288 Essex Street Condominium Trust for a term of three years commencing January 28, 2013 and expiring on January 27, 2016 in accordance with the

288 Essex Street Condominium Trust dated the 5th day of January 1982, Article III, Section 3.2. Maureen Call seconded the motion and the vote was as follows:

Ayes

Nays

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

Peter K. Strout moved to appoint Carol A. MacGown as a trustee to represent the Salem Housing Authority for Barton Square Condominium Trust for a term of three years commencing January 28, 2013 and expiring on January 27, 2016 in accordance with the Barton Square Condominium Trust Agreement dated the 5th day of January 1982, Article III, Section 3.2. Maureen Call seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
Maureen Call	
Frank J. Milo	
Peter K. Strout	
John A. Boris	

Carpet Replacement at Vacant Units as they become vacant

Carol MacGown informed the Board that the Carpet bids were opened on March 13, 2013 at 10:00 a.m. The low bidder was Edge Pro Flooring at \$24.24 which covers padding, carpet and cove base. The second low bidder was Bass River Flooring at \$24.75 and the third lowest bidder was Capital Carpet & Flooring Specialist, Inc. at 24.99.

Peter K. Strout moved to accept the apparent, lowest, eligible and responsive bid of Edge Pro Flooring in the amount of \$24.24. (\$33.00 hr. for repair work outside of scope) for carpet replacement at vacant units as they become vacant and authorized the Chairman to execute said contract. Maureen Fry 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	

Equipment/Vehicle Purchases

Frank J. Milo moved to make a motion to have the specifications for any equipment/vehicle purchases by the Salem Housing Authority presented to the Board for review, comments, suggestions and recommendations before going out to bid. 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	

XII. Meeting was adjourned at 7:01 p.m.

Respectfully Submitted,



Carol A. MacGown Executive Director



Anne M. Cameron, Executive Secretary