



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, FEBRUARY 13, 2013
6:00 p.m.**

- I. Called Meeting to Order at 6:10 p.m.
- II. Roll Call
Present: Maureen Call, Frank J. Milo, Peter K. Strout and John A. Boris
Also Present: Carol A. MacGown and Anne M. Cameron
Massiel H. Garcia joined the meeting at 6:14 p.m. and departed the meeting at 6:25 p.m.

III. Acceptance of Minutes of Previous Meeting(s)

Peter K. Strout moved to accept the Minutes of the Regular Meeting held on Wednesday, January 9, 2013, as presented. 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

- Mass NAHRO News Letter for February 2013

V. Reports of the Committees

- There were no reports of the Committees.

VI. Report of the Executive Director

Regionalization

Carol A. MacGown discussed with the Board the Governor's proposal to Regionalize 240 Housing Authorities into 6 Regional Offices with Nine (9) Boards appointed by the



Governor. Carol informed the Board that she also met with Lizbeth Heyer, Associate Director of Division of Public Housing and Rental Assistance, DHCD on Monday, February 4, 2013 at 1:00 p.m. Carol spoke to her about the Salem Housing Authority, Staff and Maintenance Department. Lizbeth Heyer now knows who Carol A. MacGown is and what the Salem Housing Authority is all about.

Carol informed the Board that she has met with Mayor Driscoll, Senator Joan Lovely, Samuel Gamer, Chief of Staff for Senator Lovely, John A. Boris and Frank J. Milo on Tuesday, February 5, 2013 at 4:30 p.m. Carol said that it is Mayor Driscoll's position that there does need to be some reform, however, the Governor's Bill of January 2013 may not be the final resolve.

The Board Members discussed amongst themselves the Governor's Proposal of Regionalization and John A. Boris, Frank J. Milo and Peter K. Strout agreed that they are all in the opinion that the Governor's Proposal of Regionalization is going to be impossible to carry out.

Snow Storm 2-8-2013 to 2-10-2013

Carol A. MacGown discussed at length with the Board Members the Snow Storm which occurred on 2-8-2013 to 2-10-2013. All agreed that it was an epic storm. She informed the Board Members that she met with the Maintenance Department prior to the storm to go over the particulars, strategize and find out what the schedule looked like for the Maintenance Department during the storm. She also informed the Board that she was in constant contact with the men and was kept informed as to how the men were doing and what was happening on the sites during the entire storm. Carol informed the Board that the men worked very hard, however, may not have worked as smart as they could have. Carol also conveyed to the Board that she thinks it would be beneficial to form a Sub-Committee on Snow Removal and that she would let the Chairman discuss that in more detail with the Board.

Maureen Call, Frank J. Milo, Peter K. Strout and John A. Boris discussed at length the Snow Storm and the equipment the Salem Housing Authority has on hand, how it was used, the hours the men worked, working smart, purchasing new machinery that would be effective in another snow storm of that type and forming a Sub-Committee on Snow Removal. Chairman John A. Boris stated that he would discuss this topic further under Recommendation of the Chair.

Monies Collected

Carol A. MacGown informed the Board about the Monies Collected by the Salem Housing Authority for the period October 1, 2011 through September 30, 2012 as one of the Authority's Best Practices. The Authority collected \$6394.00 in Legal Fees, \$15,559.19 in Maintenance Charges, \$48,632.00 for State Public Housing Repayments and \$99,929.00 in Section 8 Repayments. The Salem Housing Authority is doing such

an outstanding job in collecting these monies and it is one of Authority's Best Practice Policies.

John A. Boris said that it would be nice if the Salem Housing Authority could share some of their Best Practice Policies with other Housing Authorities. Carol A. MacGown also asked Lizbeth Heyer of DHCD if and when Regionalization does happened if Carol could be involved in the Best Practice Policies Committee.

Communication from Mayor Driscoll dated 12/24/2012

Carol A. MacGown informed the Board that she received correspondence from Mayor Driscoll to Councilor Joseph A. O'Keefe, Sr. congratulating him on his recent selection to serve as the District 3 Representative on the Massachusetts Municipal Councilors Association Executive Board and wished him luck in his new leadership. Mayor Driscoll was the past President of said Board.

Tenant Association Meeting Tentatively Scheduled for 2-20-2013

Carol A. MacGown informed the Board that there has been a tentative meeting scheduled for February 20, 2013 with Carol A. MacGown, Anne Cameron, Courtney Curran and Joe Hart of DHCD and Jack Cooper, Mass Union of Public Housing Tenants. Carol informed the Board that we have nothing to hide. The Authority will provide everything that is requested from it.

VII. Unfinished Business

Justification of Proprietary Specification For the Procurement of Two (2) Full Size 3/4 Ton Chevrolet Express 2500 Cargo Vans

In accordance with Chapter 2 of the Procurement Manual issued by the Inspector General followed by the Salem Housing Authority regarding proprietary specifications, I, Carol MacGown, hereby document the need to purchase two (2) 2013 full size 3/4 ton Chevrolet Express 2500 cargo vans.

The reason for said purchase is that the Salem Housing Authority currently maintains a fleet of 11 Chevrolet vehicles. Service parts are kept in stock for our use.

Therefore, it is in the best interest of the Salem Housing Authority to continue to add to the Chevrolet fleet which over time has a proven record of performance and reliability.

Frank J. Milo moved to allow the Justification of Proprietary Specification Notice for the Procurement of Two (2) Full Size 3/4 ton Chevrolet Express 2500 Cargo Vans. 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

Purchase of Two Vans as Defined by Fiscal Year 2013 Budget

The Salem Housing authority solicited Bids on January 28, 2013 for Two (2) Full Size 3/4 Ton Chevrolet Express 2500 Cargo Vans and the Bids were opened on February 12, 2013.

Frank J. Milo moved to accept the lowest, eligible and responsive bid of Liberty Chevrolet, Inc. in the amount of (\$40,436.00) for the purchase of two vans with two trade-in vehicles as per the bid documents. 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

VIII. Recommendations of the Chairman

John A. Boris recommended to the Board that a Snow Removal Committee be formed. The Board Members discussed amongst themselves the pros of forming such a committee. Chairman John A. Boris recommended Frank J. Milo to Chair the Sub-Committee.

Maureen Call, Frank J. Milo, Peter K. Strout and John A. Boris discussed at length the Snow Storm and the equipment that the Salem Housing Authority has on hand, how it was used, the hours the men worked, working smart, and possibly purchasing new machinery that would be effective in another snow storm of that type.

Frank J. Milo moved to form a Snow Removal Committee which shall consist of three (3) Board Members to wit: Maureen Call, Frank J. Milo, and Peter K. Strout, the Executive Director, Carol A. MacGown and three (3) maintenance men. 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

IX. Report of the Treasurer

Bills and Transfers

Maureen Call moved to approve the bills and transfers for the period January 3, 2013 through February 6, 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

Agency Wide Operating Statement(s)

Maureen Call moved to accept the Balance Sheet and statements of Revenues and Expenses and other supplemental schedules for all programs of the Salem Housing Authority for three (3) months ending December 31, 2012 submitted by Rick Fenton of Fenton, Associates, P.C. 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

Carol informed the Board that on Monday, February 4, 2013, Angelo Ramirez, Housing Inspector submitted his letter of resignation. His last date of employment will be February 28, 2013. The Salem Housing Authority has placed employment advertisements to fill this position.

Carol informed the Board that Angelo Ramirez' old employer The Hall Company approached him and offered him a substantially higher salary to go back and work for them. It was an offer that Angelo could not refuse.

Carol also informed the Board that Angelo Ramirez is one of the best hires for the Salem Housing Authority. He did a great job. He is great with the staff and the maintenance men. He is very well liked by all. The Salem Housing Authority will miss him.

Peter K. Strout moved to accept the Resignation letter of Angelo Ramirez with regret dated February 4, 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

Receptionist

Carol informed the Board that since Susan Barrios has been promoted to Federal Housing Assistant, the Salem Housing Authority has placed advertisements for a Receptionist.

The Housing Authority received twenty-four (24) applications for the Receptionist's position. Carol interviewed six (6) candidates. Interviews were conducted by Carol A. MacGown on Thursday, February 7, 2012. Carol narrowed it down to one candidate and that candidate is Massiel H. Garcia. Carol introduced Massiel H. Garcia for Board Approval.

Carol introduced Massiel H. Garcia to the Board Members. Massiel currently works for Highland Apartments in Malden, MA as a receptionist. She currently resides in Salem and has expressed that she would like to work in Salem as well. She is very enthusiastic, hard worker, smart and has a great way with people which is very important to the Salem Housing Authority as she is the first impression for the tenants and clients visiting the Salem Housing Authority. Massiel speaks fluent Spanish and this will be an asset as a majority of the clientele is Spanish speaking. Massiel has expressed that she would like to grow with the Housing Authority. Carol welcomed her to the Salem Housing Authority team and is excited to work with her.

Carol informed the Board that the Housing Authority did a reference check on Massiel H. Garcia and both references were glowing.

John A. Boris asked the Board if they had any questions for Massiel. Frank J. Milo asked Massiel if she planned on staying at the Salem Housing Authority and she said that she did. There were no other questions.

Frank J. Milo moved to make a conditional offer of employment to Massiel H. Garcia with a six (6) month probationary period for a full time position as Receptionist at an hourly wage of Thirteen Dollars (\$13.00) with a start date of March 4, 2013. 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:

Ayes

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

Nays

Common Area Cleaning Services

Carol informed the Board that the Salem Housing Authority went out to bid for Common Area Cleaning Services on January 30, 2013. The bids were open shortly after 10:00 a.m. on February 13, 2013. We currently have Jani-King and they are wonderful. The lowest bidder was TNT Cleaning Services, Inc. at \$39,852.00. The Housing Authority will be saving approximately \$8,500.00 per year. TNT Cleaning Services, Inc. received glowing references.

Peter K. Strout moved to accept the apparent, lowest, eligible and responsive bid of TNT Cleaning Services, Inc. in the amount of \$39,852.00 for common area cleaning services for the period April 1, 2013 through March 31, 2014, and authorize Chairman John A. Boris to execute said contract. 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

Section Eight Management Assessment Program (SEMAP)

Carol informed the Board that every year Section 8 has to submit SEMAP to Hud and then HUD rates the Housing Authority.

Carol informed the Board that she received correspondence dated January 24, 2013 from the U.S. Department of Housing and Urban Development with reference to Section Eight Management Assessment Program (SEMAP) which stated that Salem Housing Authority's overall SEMAP score for the fiscal year ended 9/30/12 is 100%. The Salem Housing Authority is designated as a High Performer. Carol congratulated the Section 8 Staff for their excellent performance.

XI. Other Business/Late Communications

Frank J. Milo made a request that when the 2 new Chevrolet Cargo Vans have the decals put on them he would like them to be in 3M reflective material for safety issues.

Frank J. Milo and Peter K. Strout also recommended that the Salem Housing Authority purchase 1 Spreader and a couple of Pallets of Calcium to have on hand.

Carol requested that the Board not adjourn into Executive Session to discuss the purchase, exchange, lease or value of real property as it was no longer necessary.

XII. Adjournment at 7:20 p.m.

Respectfully Submitted,



Carol A. MacGown Executive Director



Anne M. Cameron, Executive Secretary