



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, JANUARY 9, 2013  
6:00 p.m.**

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I. Called Meeting to Order at 6:00 p.m.

II. Roll Call

Present: Maureen Call, Frank J. Milo, Peter K. Strout and John A. Boris  
Also Present: Carol A. MacGown, Anne M. Cameron, Russell Tanzer and  
Kathleen Burke

The Chairman informed the Board that he was going to change the order of the meeting to accommodate Donald Famico, Susan Barrios and Russell Tanzer. He asked if all of the Board Members were in agreement and they were.

III. Acceptance of Minutes of Previous Meeting(s)

Peter K. Strout moved to accept the Minutes of the Special Meeting held on Wednesday, December 5, 2012, 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 December 2012 and January 2013
- Resignation Letter of Frances A. Carson, Parking Officer and Carol A. MacGown's Response thereto
- Correspondence from Jeanne M. Paolini to Mayor Kimberly Driscoll

Carol explained to the Board in detail why Jeanne M. Paolini wrote a letter to Mayor Kimberly Driscoll. Jeanne M. Paolini is the daughter of a tenant who lived at 45 St. Peter Street. She wanted to extend her appreciation for all of the kindness that Mike Fitzgerald had extended to her during the dismantling of her mother's apartment. She said that



Mike Fitzgerald both personally and professionally is an asset to the Salem Housing Authority.

V. Reports of the Committees

There are no reports of the Committees.

VI. Report of the Executive Director

Budgets -- FYE September 30, 2012

Carol MacGown informed the Board that the Budgets were submitted to DHCD on December 6, 2012. As a result of the findings at the Chelsea Housing Authority, DHCD has implemented new rules. One of which is that all Board Members, whether present at the meeting or not at the time of the Budget Presentation, must certify to the budget. DHCD returned the Certifications to the Authority on December 21, 2012 and Carol MacGown met with Frank J. Milo and went over the Budget with him and he then signed the certifications. The Budget Certifications were mailed back to DHCD on December 21, 2012.

Tenant Association Letter dated October 19, 2012

Carol MacGown informed the Board that she had received a copy of a letter dated October 19, 2012 to Lizbeth Heyer, Associate Director, DHCD from the Salem Housing Authority Tenant's Association who have a serious matter with the Salem Housing Authority, its Board of Commissioners; its Executive Director and staff. Carol then distributed a copy of the letter to all Board Members for their reading.

Carol also informed the Board that DHCD was in the process of setting up a meeting with the Tenant's Association and Joe Hart of DHCD, Jack Cooper from Mass Union of Public Housing Tenants, Carol MacGown and Chairman John A. Boris. No dates have been confirmed as of yet.

Vacancies

Carol MacGown informed the Board that at FYE September 30, 2012 there were 69 total vacancies of which 59 were state and 10 were federal.

Chairman Boris asked Carol MacGown what the average turn-around time for a vacancy was and if the Authority was within the guidelines. Carol responded that the average turn-around time was 21 working days for the State and 20 calendar days for Federal. Carol said that she keeps the pressure on the maintenance department to turn the vacancies over within the 21 days, however, sometimes if a kitchen needs to be completely renovated the maintenance department may go

over by one or two days. Carol informed the Board that she does spot checks on the vacancies and she was very impressed at to what a great job the maintenance department does.

### Audit

Carol A. MacGown informed the Board that during the week January 14, 2013 through January 18, 2013 John Ross and Company will be conducting its Audit at the Authority. The Audit is done at the Housing Authority and some of it is done at the Accountant's Office. The Authority has gathered all of the information they are going to be looking for and has sent them the information they required ahead of time.

### DHCD New Rules

Carol informed that Board that per DHCD we now have to post the Board Members names, titles and contact phone numbers with DHCD and on the Bulletin Board in the front entry of the Authority. Board Members names and titles are posted on the City of Salem Website as well.

Carol also informed the Board that we have to report the Salem Housing Authority Board of Director's Attendance by filing on DHCD's Website the Board Attendance every month.

## VII. Unfinished Business

### Pioneer Terrace Exterior LED Lighting

Russ Tanzer, Maintenance Supervisor completed his research on exterior LED Lighting and presented his report to the Board of Directors.

Russ informed the Board that he has been in touch with Aimee Powelka from the Commonwealth of Mass. DOE and she confirmed the following:

Russ informed the Board that National Grid has no rebates at this time. They may offer rebates in 2014. He explained that LED lighting prices are dropping. Russ also said that the Salem Housing Authority may be able to connect with other Municipalities for group purchasing discounts. He said that this would be a good time to convert to LED at exterior metered location and prepare and be ready for exterior non metered locations in 2014 when National Grid offers rebates.

Russ informed the Board that he spoke to Mark at the City of Salem Electrical Department and informed Russ that the City has converted many lights to LED lights. Mark did tell Russ that there were many problems with the LED projects.

Russ spoke to the Board about the Pros and Cons of converting to exterior LED Lighting.

Russ' recommendation to the Board was to let existing lighting run its course and take advantage of National Grid's Rebate Program in 2014.

The Board Members discussed LED amongst themselves and they agreed that Russ should contact other large Housing Authorities and (it does not have to be specifically in Massachusetts it could be in another state) to inquire of them if they have converted to LED Lighting, their experience and the cost of the conversion. Frank Milo, Peter Strout and Chairman Boris all agreed that LED is the standard. They would like to have Russ talk to a manufacturer of LED Lighting and get some information from them and the cost as well.

VIII. Recommendations of the Chairman

There were no recommendations of the Chairman.

IX. Report of the Treasurer

Bills and Transfers

Maureen Call moved to approve the bills and transfers for the period November 21, 2012 through January 2, 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 one month ending October 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

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 two months ending November 30, 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

Federal Housing Assistant

Interviews were conducted by Carol A. MacGown and Jacqueline Guzman on Thursday, December 20, 2012. Carol and Jacqueline narrowed it down to one candidate and that candidate is Susan Barrios.

Carol presented and introduced Susan Barrios to the Board. Carol informed the Board that she was very, very excited that Susan applied for the Federal Housing Assistant position and to have promoted Susan Barrios to Federal Housing Assistant. Carol said that she believed in promoting from within the Authority and that she thought that the Board agreed with her. Carol said that Susan was a fantastic employee, she is always smiling and she is always willing to learn new things. Carol said that Susan speaks fluent Spanish and has acted as a translator for the Section 8 Department since she began her employment with the Authority and that she is very familiar with how the Section 8 Department operates. Carol said that she looks forward to working with her in her new capacity as Federal Housing Assistant.

Chairman Boris asked the Board Members if they had any questions for Susan Barrios and the Board did not.

Maureen Call moved to make a conditional offer of employment to Susan Barrios with a six (6) month probationary period for a full time position as Federal Housing Assistant at an hourly wage of Eighteen Dollars and 78/100 (\$18.78) with a start date to be determined by the Executive Director. Since this is a promotion from within the Authority, the Authority has waived the physical examination and the need for a new driving record. A Criminal Offense Record Information (CORI) check has been returned as favorable.

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

Susan Barrios left the Board Meeting at 6:15 p.m.

Parking Officer

Carol MacGown informed the Board that on November 1, 2012, Frances Carson, Parking Officer submitted her letter of resignation. Carol MacGown placed advertisements to fill her position.

Carol conducted interviews on Tuesday, January 8, 2013 and she presented Donald Famico to the Board of Directors on January 9, 2013.

Carol introduced Donald Famico to the Board of Directors. Carol said that she was very excited that Don applied for the position. Carol said that he is very knowledgeable in that area and that he manages the Security department at North Shore Medical Center. Don has worked for the City of Salem for many years as the Animal Control Officer. Carol is very pleased to have Donald Famico as the Parking Officer and she believes that the Housing Authority will be well served.

Frank Milo asked Donald if he was still working as the Animal Control Officer and Donald replied “yes”, however that he is only working approximately 13 hours per week.

Carol informed the Board that specific language would be included in the vote and that language was:

Mr. Famico shall work hours that do not conflict with his position as Animal Control Officer with the City of Salem. Mr. Famico to work no more than fifteen (15) hours per week.

Peter K. Strout moved to make a conditional offer of employment to Donald Famico with a six (6) month probationary period for a part-time position as Parking Officer with a monthly salary of One Hundred Fifty Dollars (\$150.00) 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. No Fringe benefits will be offered. Mr. Famico shall work hours that do not conflict with his position as Animal Control Officer with the City of Salem. Mr. Famico to work no more than fifteen (15) hours per week. 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

Donald Famico left the Board Meeting at 6:10 p.m.

Computer System Hosting and Managed Services

Carol MacGown informed the Board that on January 3, 2013. Carol solicited 3 Quotes for Computer System Hosting and Managed Services. Carol presented the lowest, eligible and responsive Quote to the Board of Directors on Wednesday, January 9, 2013.

Carol informed the Board how happy she is and has been with Micro Support Group, Inc. and how they are very responsive to the Authority's needs.

Carol informed the Board that the Authority will be going to the CLOUD and the pros of doing that. The Board agreed with Carol and that this is the way to go.

Peter K. Strout moved to accept the lowest, eligible and responsive quote of Micro Support Group, Inc. in the amount of \$1,689.16 per month and \$125.00 per hour for additional services for Computer System Hosting and Managed Services and authorized Carol A. MacGown to execute a contract between the Salem Housing Authority and Micro Support Group, Inc. for the period January 1, 2013 through December 31, 2013. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call

Frank J. Milo

Peter K. Strout

John A. Boris

North Shore Public Purchasing Consortium Service Bid for #2 Fuel Oil  
REVISED Service Contract for Automatic #2 Fuel Oil Delivery

Carol MacGown explained to the Board that the original bidding process was done incorrectly and the contract had to be rebid. Todd Oil won the first bid but when it went out to bid for the second time the bid was awarded to Stadium Oil Heat, Inc.

Frank J. Milo moved to approve the **revised** Service Contract for provision of #2 fuel oil by Stadium Oil Heat, Inc. under an automatic delivery schedule from December 1, 2012 through December 31, 2013 with two 1 year options to renew as per the bid documents as prepared by the North Shore Public Purchasing Consortium. Maureen Call seconded the motion and the vote was as follows:

Ayes

Nays

Maureen Call

Frank J. Milo

Peter K. Strout

John A. Boris

Maureen Call moved to authorize Carol A. MacGown to execute a contract between the Salem Housing Authority and Stadium Oil Heat, Inc. through the North Shore Public

Purchasing Consortium under an automatic delivery schedule from December 1, 2012 through December 31, 2013. Peter K. Strout seconded the motion and the vote is as follows:

Ayes

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

Nays

Justification of Proprietary Specification For the Procurement of Two (2) Full Size 1 Ton Chevrolet Express 3500 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 1 ton Chevrolet Express 3500 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.

Maureen Call moved to allow the Justification of Proprietary Specification Notice for the Procurement of Two (2) Full Size 1 ton Chevrolet Express 3500 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 December 26, 2012 for Two (2) Full Size 1 Ton Chevrolet Express 3500 Cargo Vans and the Bids were opened on January 9, 2013.

Carol explained to the Board at length why she needed to purchase two Chevy Vans. There was much discussion between all of the Board Members. They discussed the need for two Chevy Express 3500 Cargo Vans as opposed to 1500 or 2500. Peter Strout did not think the Authority needed two Chevy Express 3500 Cargo Vans. Peter Strout said that he thought two Chevy Express 2500 Cargo Vans would be sufficient for the Authority use. Frank Milo asked Russ Tanzer to have one of the trucks weighed at the weigh station.



Chairman Boris, Frank J. Milo, and Peter K. Strout all agreed that they would not approved the purchase of the Chevy Cargo Vans without a back-up camera installed in them. The Board Members agreed that it was a safety issue.

Frank J. Milo moved to reject all bids for Two (2) Full Size 1 Ton Chevrolet Express 3500 Cargo Vans and to put this matter on the agenda for the February 13, 2013 Board Meeting. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

Nays

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

XI. Other Business/Late Communications

NEXT BOARD MEETING

The next regularly scheduled meeting of the Board of Directors is the **Annual Meeting** on **Wednesday, February 13, 2013 at 6:00 p.m.** which will be immediately followed by the **Regular Meeting**.

Chairman Boris asked Kathleen Burke, Tenant Association President if she had any questions and Kathleen Burke replied that she did not. She then said that she just thought of something and Kathleen informed the Board that DHCD was in the process of setting up a meeting with the Tenant's Association and that the tentative dates that she had were either January 15, 2013 or January 16, 2012.

XII. Adjournment.

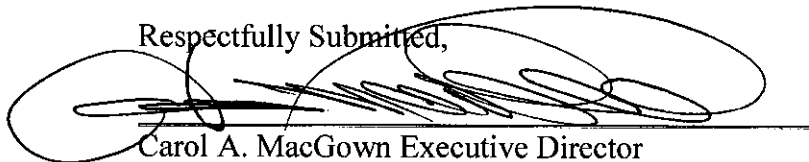
Frank J. Milo moved to adjourn the meeting at 7:10 p.m. Maureen Call seconded it and the vote was as follows:

Ayes

Nays

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

Respectfully Submitted,



Carol A. MacGown Executive Director

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Anne M. Cameron, Executive Secretary