



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, NOVEMBER 14, 2012
6:00 p.m.**

- I. Called Meeting to Order at 6:00 p.m.
- II. Roll Call
Present: Frank J. Milo, Peter K. Strout and John A. Boris
Also present: Carol A. MacGown and Anne Cameron
- Absent: Maureen Call

III. Acceptance of Minutes of Previous Meeting(s)

Peter K. Strout moved to accept the Minutes of the Regular Meeting held on Wednesday, October 10, 2012, as presented. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

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

Nays

- IV. Communications
- Mass NAHRO November 2012 Newsletter

V. Reports of the Committees

There were no reports of the Committees.

VI. Report of the Executive Director



Budgets

Carol A. MacGown informed the Board that the Budget will be presented to the Board at the next Special Board meeting which will be held on December 5, 2012 and not on December 12, 2012 as two Board Members will be out of town. Rick Fenton will be in attendance to present said Budget and answer any questions the Board may have relative thereto. Carol said that she will check with the other Board Members and Rick Fenton to make sure everyone is available for a Special Board meeting on December 5, 2012.

Annual Plan

Carol A. MacGown informed the Board that HUD approved the Annual Plan.

MacGray – Washer/Dryer Contract

Carol explained to the Board that SHA has a contract with MacGray which is the company that maintains all of the coin-operated washing machines and dryers on the SHA property. The washing machines and dryers at all of the Salem Housing Authority sites are currently \$1.00 for washing and \$1.00 for drying. These amounts have not been increased for at least five (5) years and water and sewer costs have escalated. Carol asked the Board if they would agree to an increase from \$1.00 to \$1.25. Carol informed the Board that the standard fee for all Housing Authority's is \$1.25 according to MacGray. MacGray is the leading contract holder for all of the area Housing Authorities.

The washer/dryer at the Ruane Building since inception has been a residential washer and dryer free of charge to the tenants. Carol asked the Board's permission to have MacGray install a commercial coin-operated washer and dryer at the Ruane Building and the cost for washing per load will be \$1.25 and the cost of drying per load will be \$1.25.

Frank J. Milo, Peter K. Strout and John A. Boris shared their comments, suggestions and questions and then agreed to increase the fee from \$1.00 to \$1.25 at all properties.

Peter K. Strout moved to approve an increase in the coin-operated washing machines and dryers located at the all of the Salem Housing Authority sites from \$1.00 to \$1.25 and to install a commercial coin-operated washer and dryer at the Ruane Building. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

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

Nays

Russ Tanzer

Russ Tanzer will be out for approximately 3 weeks to 1 month. He had to have surgery on his foot. Michael Fitzgerald will be in charge during Russ's absence.

OSHA

Frank J. Milo said that on a side note OSHA is around. Carol MacGown informed the Board that SHA just received all new hard hats for all of the men. Carol also informed the Board that Boston Fire Extinguisher came out to the SHA and trained all personnel on the 3 types of fire extinguishers and all personnel had the opportunity to test them out.

Frank Milo asked if the fire extinguishers are inspected monthly. Carol replied that the fire extinguishers are inspected once a year and are tagged with date of inspection. The Salem Housing Authority personnel inspects them quarterly

Carol also informed the Board that in every truck there is a first aid kit. Every year or more if necessary, the kits are inspected and all expired items are thrown away and replaced with new.

Rise Engineering

Rise Engineering is putting insulation in ceilings and basements, windows, foundations and attics at Rainbow Terrace and other Salem Housing Authority properties. This service is free of charge for the SHA.

John Adelman

John Adelman was evicted from SHA property on November 9, 2012. The eviction went off without incident.

Fall DHCD Conference

Carol A. MacGown informed the Board that she and Debra Tucker will be attending the Fall DHCD Conference on December 3, 2012 and December 4, 2012 in Westborough, MA.

Little Eddie

Carol MacGown informed the Board that it was brought to her attention by Michael Fitzgerald about a 12 year old boy named Eddie who lives at Farrell Court and has 3 types of cancer. Michael Fitzgerald has gotten to know him and every once in awhile brings him a candy bar. Mike informed Carol that Eddie really wants an IPAD and Michael said to Carol that I wish there was something I could do. John A. Boris can get an IPAD at a discounted price for \$400.00. Carol asked the Board for permission to pass an envelope around the Administrative Office and also at the Maintenance Office to take up a collection for those who want to contribute. This would be 100% voluntary. Those who do not wish to contribute do not have to. There will be no names or amounts revealed. The Board gave Carol permission to pass around an envelope to take up a collection for Eddie.

Pioneer Terrace – LED Lighting

Pioneer Terrace – LED Lighting was tabled. Russ Tanzer is out for for approximately one (1) month. He has had surgery on his foot. Russ Tanzer was not able to complete his research on the LED Lighting.

Temporary Employees

Carol MacGown discussed Temporary Employees and the process of hiring with the Board. She explained to them what the Salem Housing Authority’s process was in the past and how she is going to approach the hiring of Temporary Employees from this date going forward.

VIII. Recommendations of the Chairman

There were no recommendations of the Chairman

IX. Report of the Treasurer

Bills and Transfers

Peter K. Strout moved to approve the bills and transfers for the period October 3, 2012 through November 6, 2012 as presented. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

Agency Wide Operating Statement(s)

Peter Strout 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 the twelve months ending September 30, 2012 submitted by Rick Fenton of Fenton, Associates, P.C. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

X. New Business

Federal Housing Assistant

Carol MacGown informed the Board that on Friday, November 2, 2012, Darlene

Tait, Federal Housing Assistant submitted her letter of resignation. Darlene Tait asked Carol MacGown if she would waive her two week notice and Carol said yes. Her last date of employment was Friday, November 2, 2012. Carol MacGown has placed advertisements to fill her position. Darlene Tait did have a YMCA Membership. That Membership was taken back. All applications are due to the Salem Housing Authority by December 5, 2012.

Work Plan #258025001; Door Replacement (258068)
Bertram Terrace (667-1A), Norton Terrace (667-3B) and Bates Terrace (667-3A)

Peter K. Strout moved to accept the apparent lowest, eligible and responsive bid of Kneeland Construction Corporation in the amount of \$88,925.00 for replacement of doors at Bertram Terrace, Norton Terrace and Bates Terrace. Frank J. Milo seconded the motion and the roll call vote was as follows:

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

Peter K. Strout moved to approve the Owner-Contractor Agreement submitted by Kneeland Construction Corporation in the amount of \$88,925.00 for replacement of doors at Bertram Terrace, Norton Terrace and Bates Terrace and authorize John A. Boris to execute said Contract. Frank J. Milo seconded the motion and the roll call vote was as follows:

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

Certificate of Final Completion - Elevator Upgrade - 45 St. Peter Street, Work Plan #1025

Peter K. Strout moved to approve the Certificate of Final Completion for DHCD 258048, Work Plan #1025 as of October 26, 2012 and authorize Carol A. MacGown as contract officer to execute said Certificate of Final Completion and John A. Boris as alternate contract officer. Frank J. Milo seconded the motion and the vote is as follows:

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

Requisition #6 (Final) - Elevator Upgrade - 45 St. Peter Street, Work Plan #1025

Peter K. Strout moved to approve the Requisition #6 (Final) for DHCD 258048, Work Plan #1025 in the amount of \$8,619.00 as submitted by South Shore Elevator Co. and approved by Syska & Hennessy Group, Inc. and authorize Carol A. MacGown as

MSDS Update

Carol informed the Board that she is embarking on a project to ensure that the MSDS sheets for all products the Salem Housing Authority uses are updated and how important it is to have the MSDS sheets. She is also attempting to ensure that all maintenance department purchases will be from the vendors on the OSD list. This will require proper planning by the Maintenance Supervisor. Carol has instructed Russ Tanzer and staff to do so.

Carol said that Russ Tanzer will have to make up stock lists and/or obtain lists from the electrician and plumber and then shop the items.

Peter K. Strout said that the maintenance men (Electrician and Plumber) should be able to come up with bench lists.

Frank J. Milo said that big supplies houses such as Beacon must be state approved.

Peter K. Strout also said that the men should not be making trips to Home Depot. It is not productive. Carol agreed with Peter. Carol has over the years significantly reduced the amount of shopping the maintenance men do.

Top Five (5) Salaries of the Highest Paid Staff

Carol informed the Board that a Certification of the top five (5) salaries of the highest paid staff of the Salem Housing Authority is now required by DHCD. This is new this year and will be required every year going forward. All Board Members and the Executive Director must sign the form and date it.

Hurricane Sandy

Carol MacGown discussed Hurricane Sandy with the Board. She said that as per her Memorandum to the Board, the Salem Housing Authority suffered very little damage. The Salem Housing Authority was very lucky in that respect. The maintenance men did a great job.

VII. Unfinished Business

Rainbow Terrace Porticos

Carol MacGown updated the Board regarding the Porticos at Rainbow Terrace. NEI expects to be finished by November 23, 2012. There will be a final inspection done and a punch list will be made of any unfinished items to be completed.

Section 8 Management Assessment Plan (SEMAP)

Carol explained the Section 8 Management Assessment Plan (SEMAP) to the Board.

Peter K. Strout moved to approve the Section 8 Management Assessment Plan (SEMAP) as submitted and to authorize Carol A. MacGown to submit said report to the Department of Housing and Urban Development (HUD). Frank J. Milo seconded the motion, and the vote was as follows:

Ayes

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

Nays

XI. Other Business/Late Communications

Carol A. MacGown informed the Board in detail about one of the water bills that was received by the Salem Housing Authority for one of the Units. In the past it has been about \$1200.00 per quarter. The City said that the bill has been estimated all along and now it is an actual reading. The actual reading resulted in a bill that is \$10,000.00. Carol MacGown and John A. Boris will be meeting with Julie Rose from the City to discuss and resolve the matter.

Carol A. MacGown said that there is one more issue that I failed to mention in my Executive Director's Report which is that there are some windows at Charter Street that are leaking and we had Roger Tremblay come down and meet with us and take a look at the windows. John Giubilo, Engineer from DHCD said that Roger Tremblay's quote looked good to him. In the meantime, Mike Fitzgerald went back and looked at some pictures he had taken at Charter and brought them to the meeting and low and behold Roger Tremblay looked at them and said that what the SHA wanted him to do had already been done.

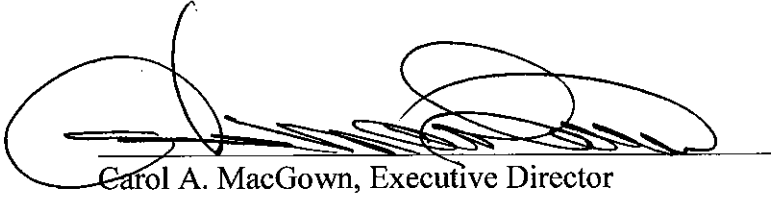
Peter K. Strout and Frank J. Milo expressed their concerns about having Roger Tremblay do the job. Peter K. Strout said that a Structural Engineer should be hired to look at all of the windows and prepare a survey of the whole building. There was discussion between the Board Members about their concerns and they gave Carol MacGown their suggestions.

Carol A. MacGown asked if Peter K. Strout would take a look at the Spec. Peter said that he would.

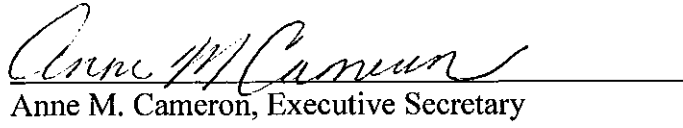
XII. Adjournment.

Meeting Adjourned at 7:12 p.m.

Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary

Contract Officer to execute said Requisition. Frank J. Milo seconded the motion and the **roll call** vote is as follows:

Ayes

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

Nays

Certification of Compliance with Notification Procedures for Federal and State Lead Lead Laws

Frank J. Milo moved to certify and execute the Certification with Notification Procedures for Federal and State Paint Laws as submitted by Carol A. MacGown for the Salem Housing Authority to be submitted with year end documentation. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

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

Nays

Bed Bug Policy

Carol A. MacGown informed the Board that she and Debra Tucker created the Salem Housing Authority Bed Bug Policy which the maintenance men will follow. Said policy was created using research and data from Attorney Christopher T. Casey and HUD.

Peter K. Strout moved to approve the SHA Bed Bug Policy which Carol A. MacGown presented to the Board. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

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

Nays

Section 8 Housing Choice Voucher Program Administrative Plan

Carol A. MacGown presented the updated Section 8 Housing Choice Administrative Plan. Chapter 1, 2, 6, 7, 11, 15, 16, 18 and 21 have been amended.

Peter K. Strout moved to adopt the newly revised edition of the Section 8 Housing Choice Administrative Plan as submitted. Frank J. Milo seconded the motion, and the vote was as follows:

Ayes

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

Nays