

**MINUTES FOR THE
REGULAR MEETING
WEDNESDAY, OCTOBER 10, 2012
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 and John A. Boris
Also Present: Carol A. MacGown, Anne M. Cameron

At 6:05 p.m. Kathleen Burke, Tenant Association President and Lorelee Stewart,
Tenant Association Secretary.

At 6:05 Brian St. Pierre joined the meeting and Carol A. MacGown introduced him to
the Board and the Tenant Association President and Tenant Association Secretary and
welcomed him. Carol A. MacGown informed the Board the he is the new Liaison
between the Salem Housing Authority and the Salem Police Department. He will be
replacing Sergeant Detective James Page. Detective Brian St. Pierre said that he was
happy to be taking Detective Page's place and that he has big shoes to fill and that he
hopes that he will be able to do as good a job as Detective Page has done and please
give him a little time to familiarize himself with the procedure. John A. Boris
welcomed him and thanked him on behalf of the Board.

At 6:11 p.m. Detective Brian St. Pierre departed from the meeting.

III. Acceptance of Minutes of Previous Meeting(s)

Peter Strout moved to accept the Minutes of the Regular Meeting held on Wednesday,
September 12, 2012, as presented. Maureen Call 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 September and October 2012 Newsletters
- Correspondence from Carol A. MacGown, Executive Director dated 9-17-12 to Detective Brian St. Pierre

V. Reports of the Committees

There were no reports of the committees.

VI. Report of the Executive Director

Legislator's Breakfast

Carol A. MacGown informed the Board that John A. Boris and she will be attending the 2012 Legislator's Breakfast to be held on October 19, 2012.

Hospice

Carol A. MacGown informed the Board that the Housing Authority received a "thank-you" from Hospice for the One (\$100.00) Dollar donation that the Authority sent to them in memory of the late, Danny Mackey.

Budget Guidelines

Carol A. MacGown informed the Board that the Budget Guidelines were in and they are due on November 18, 2012. There has been a 6.5 % increase in the Budget. The Budget will be brought before the Board for approval at the next regularly scheduled Board meeting to be held on November 14, 2012.

NSHEDA Meeting 9-20-12

Carol A. MacGown informed the Board that she attended a NSHEDA meeting on September 20, 2012 and at that meeting Governor's Reform was discussed. She also informed the Board that the Board of Directors will have to attend some training as part of the new reform.

Fall Conference

Carol A. MacGown informed the Board that there will be a Fall Conference held on December 3rd and December 4th 2012. If any Board Members would like to attend said conference, please let me know.

VII. Unfinished Business

Rainbow Terrace Porticos

Carol updated the Board regarding the Porticos at Rainbow Terrace. Carol spoke to Joe Rettman, Owner of NEI and he informed Carol that NEI had worked out an arrangement with National/Reliable in that they would pay for all labor and materials

and NEI and National/Reliable would sign releases. Carol requested that the porticos be finished prior to October 31, 2012. Frank J. Milo said that they probably will not be finished by October 31, 2012.

Peter K. Strout asked about the releases and Carol informed him that the releases have nothing to do with Salem Housing Authority and that is strictly between NEI and National/Reliable.

Pioneer Terrace – LED Lighting

Carol requested that the issue of Pioneer Terrace and the LED Lighting be tabled for the next regularly scheduled meeting of the Board of Directors to be held on November 14, 2012.

VIII. Recommendations of the Chairman

Chairman John A. Boris addressed the Board concerning the Salem Housing Authority Tenant's Association Liaison. John A. Boris made a request that from this day going forward any day to day business the Salem Housing Authority's Tenant's Association may have shall be directed to Carol A. MacGown, Executive Director only or her designee.

Frank J. Milo moved to make a motion that all the day to day business that the Salem Housing Authority's Tenant's Association may have shall be directed to Carol A. MacGown, Executive Director only or her designee. The only staff that Kathleen Burke, Tenant's Association President is authorized to speak with is Carol A. MacGown, Executive Director or her designee. 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 August 30, 2012 through October 2, 2012 as presented. Frank J. Milo 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 the eleven months ending August 31, 2012 submitted by Rick Fenton of Fenton, Associates, P.C. Peter 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

Annual Submissions

Carol A. MacGown reminded the Board that once a year the Salem Housing Authority is required to have each staff member, each Board Member and other employees sign the following documents and requests execution and submission at this meeting:

- Sexual Harassment Policy
- Updated Driver's License
- Conflict of Interest/State Ethics Commission Summary

In addition, every two years the above mentioned individuals are required to complete a Conflict of Interest online training program. This online training last occurred in October 2011 and will not need to be completed again until October 2013.

Temporary Employees

Carol asked the Board if she could have the discussion relative to Temporary Employees and the process of New Hires at the next regularly scheduled meeting of the Board of Directors to be held on November 14, 2012.

Repayments

Carol A. MacGown was pleased to inform the Board that as a result of the staff doing their jobs well, \$99,929.00 has been collected through Section 8 re-payments and \$48,632.00 through State re-payments for the period October 2011 to September 2012. The Authority is allowed to keep fifty per cent (50%) of the federal and two-Thirds (2/3%) of the state re-payments which equals \$82,385.78.

The Board was very pleased with the Section 8 Staff and the Public Housing Staff on their job collecting the repayments.

Criminal Offender Record Information (CORI) Policy

Carol A. MacGown informed the Board that the SHA CORI Policy was revised to conform with the existing CORI Reform Policy.

Peter K. Strout moved to approve the revised Criminal Offender Record Information (CORI) Policy which Carol A. MacGown presented to the Board. Maureen Call seconded the motion and the vote was as follows:

Ayes

Nays

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

Bed Bug Policy

Carol A. MacGown requested that the Bed Bug Policy be tabled and it will be presented to the Board at the next regularly scheduled Board meeting to be held on November 14, 2012.

Pioneer Terrace

Peter K. Strout moved to approve Change Order #1 as submitted by Roger A. Tremblay Contractors, Inc. for modernization project FF258083 concrete balcony repairs at Pioneer Terrace (667-4) which increases the original contract sum of \$8,600.00 by \$875.00 and by two (2) calendar days and to authorize John A. Boris, Contract Officer, to execute this change order. 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

Morency Manor, Leefort Terrace, Garden Terrace and Bertram Terrace – Electrical Improvements

Peter K. Strout moved to appoint Carol A. MacGown as Contract Officer and Frank J. Milo as Alternate Contract Officer for DHCD Project #258072, Selected Electrical Improvements at four (4) scattered sites (667-1, 667-1A, 667-6 and 200-1). 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 approve Nangle Engineering, Inc. as DHCD House Doctor, for electrical engineering services at a fee of \$10,743.00 for DHCD Project #258072, Selected Electrical Improvements at four (4) scattered sites (667-1,667-1A, 667-6 and 200-1). Maureen Call seconded the motions and the **roll call** vote was as follows:

Ayes

Nays

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

Flat Rents

Carol A. MacGown explained Flat Rents to the Board so the Board has an understanding of what the meaning of “Flat Rent” is, how Flat Rents are determined, and who may choose flat rent as their monthly rent.

Maureen Call moved to approve the following Flat Rents for Federal Public Housing, as submitted, to be effective October 1, 2012.

1 Bedroom	\$1,156.00
2 Bedroom	\$1,416.00
3 Bedroom	\$1,641.00
4 Bedroom	\$1,955.00

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

XI. Other Business/Late Communications

John A. Boris addressed the Board and the Tenant Association President, Kathleen Burke and Tenant Association Secretary, Lorelee Stewart and said that the Board will address the Tenant’s Association under Other Business on the Meeting Agenda and at that time the Tenant’s Association may bring to the Board, any questions, issues or concerns that they may have and the Board will address them at that time.

John A. Boris asked the Tenant’s Association if they had anything to bring before the Board.

Kathleen Burke informed the Board that they were having an issue with the Parking Officer, Frances Carson. John A. Boris interrupted Kathleen Burke and said that it is inappropriate to discuss personnel issues at a Board Meeting. John A. Boris asked if they had any other business to discuss.

Kathleen Burke and Lorelee Stewart said that they did not know what other business was and that they would have to go to a higher authority. They both left the meeting abruptly.

XII. Meeting adjourned at 6:45 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Carol A. MacGown", written over a horizontal line. The signature is highly stylized with large loops and flourishes.

Carol A. MacGown Executive Director

A handwritten signature in black ink, appearing to read "Anne M. Cameron", written over a horizontal line. The signature is in a cursive style.

Anne M. Cameron, Executive Secretary