



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, SEPTEMBER 12, 2012
6:00 p.m.**

I. Meeting was called to Order at 6:00 p.m.

II. Roll Call:

Present: Maureen Call, Frank J. Milo and John A. Boris

Also present: Carol A. MacGown, Anne M. Cameron and Russ Tanzer
Peter K. Strout joined the meeting at 6:07 p.m.

III. Acceptance of Minutes of Previous Meeting(s)

Maureen Call moved to accept the Minutes of the Regular Meeting held on Wednesday, August 8, 2012, as presented. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

Nays

Maureen Call
Frank J. Milo
John A. Boris

Maureen Call moved to accept the Minutes of the Special Meeting held on Tuesday, August 21, 2012, as presented. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

Nays

Maureen Call
Frank J. Milo
John A. Boris

IV. Communications

- July/August 2012 Mass NAHRO Newsletters

V. Reports of the Committees

- No reports of the Committees

VI. Report of the Executive Director



VI. Report of the Executive Director

- James Page
Carol informed the Board that James Page would no longer be the liaison for the Housing Authority. The Salem Police Department is going through some changes and he will no longer have the time to dedicate his services as liaison to the Housing Authority. Chief Paul Tucker has assigned Brian St. Pierre as the Housing Authority's liaison in place of James Page. John Boris asked if the Executive Director, Carol A. MacGown if she would have Brian St. Pierre come to the next Board Meeting and introduce himself to the Board. Carol said she would.
- Fiscal Year End
The Salem Housing Authority's fiscal year end is September 30, 2012. The Governor has approved a 64.5 million dollar budget for the Commonwealth of Massachusetts.
- DHCD
DHCD has begun working on its Administrative Initiatives with reference to Centralized Waitlist, Mandatory Board Training, Single Audits and Vacancies. DHCD will be requiring Mandatory Board Training for all Board Members. There will be no subsidy for vacancies over 60 days.
- Angelo Ramirez – Section 8 Inspector
Angelo Ramirez began his employment on September 5, 2012. He is attending HQS School in Springfield, Massachusetts from September 10, 2012 through September 12, 2012. He will return to work on Thursday, September 13, 2012.
- Daniel Joseph Mackey
Daniel Joseph Mackey of Thomas Mackey & Son, Inc. passed away. Carol and Beverly visited him in Hospice last week. Carol, Russ and Michael attended his wake on Tuesday, September 11, 2012. The family asked that in lieu of flowers donations be made to Hospice of the North Shore, Danvers, MA. The Housing Authority is sending a donation of \$100.00 to Hospice of the North Shore, Danvers, MA.
- John Adelman Case
As you know the John Adelman case was called for Trial on August 23, 2012. The Housing Court Judge rendered a decision in favor of the Housing Authority. John Adelman then appealed the Judge's decision. On September 12, 2012, Attorney Christopher T. Casey appeared before the Honorable Justice of the Northeast Housing Court to remove the Motion to Stay the Execution. The Judge did not allow John Adelman's Motion to Stay the Execution. The Execution will issue in ten (10) days. The Sheriff will serve the execution on John Adelman. John Adelman will have 48 hours to vacate the unit.

VII. Unfinished Business

Rainbow Terrace Porticos

Carol updated the Board regarding the Porticos at Rainbow Terrace. NEI will have all porticos at Rainbow Terrace installed prior to Halloween. NEI has been very professional throughout this process. The Salem Housing Authority's Architect has approved the design plan submitted by NEI's Architect.

Peter K. Strout joined the meeting.

LED Lighting at Pioneer Terrace

Russ Tanzer, Maintenance Supervisor addressed the Board regarding exterior LED Lighting at Pioneer Terrace. The Board discussed this issue at length. John Boris and Frank J. Milo expressed their concerns to Russ. They would like to know how much the Housing Authority would save if the Authority was to, at some point, change over to LED Lighting. It was determined that more research needed to be done on this issue. LED Lighting will be discussed at the next Board Meeting.

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 July 25, 2012 through August 29, 2012 as presented. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Peter K. Strout
Frank J. Milo
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 ten months ending July 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
Peter K. Strout
Frank J. Milo
John A. Boris

Nays

X. New Business

Norton Terrace and James A. Dalton Building- Fence Replacement

Carol reviewed the quote with the Board.

Peter K. Strout moved to accept the apparent, lowest, eligible and responsive quote submitted by North Shore Fence Corporation in the amount of \$8,640.00 for Norton Terrace and James A. Dalton Building – Fence Replacement and authorized Chairman John A. Boris to execute a contract. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

Certificate of Final Completion - Leefort Terrace – Door Replacement and Related Work

Carol reviewed the Certificate of Final Completion with the Board.

Peter K. Strout moved to approve the Certificate of Final Completion for DHCD #258062, door replacement and related work at Leefort Terrace (667-1) as of September 12, 2012 and authorized Carol A. MacGown as Contract Officer to execute said Certificate of Final Completion. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

Certificate for Final Payment – Leefort Terrace – Door Replacement and Related Work

Carol reviewed the Certificate of Final Payment, Requisition #8 for door replacement at Leefort Terrace with the Board.

Peter K. Strout moved to approve the Requisition #8 (Final) in the amount of \$62,497.00 for DHCD #258062, door replacement and related work at Leefort Terrace (667-1) as of September 12, 2012 and authorized Carol A. MacGown as Contract Officer to execute said Requisition. Maureen Call seconded the motion and **roll call** vote was as follows:

Ayes

Nays

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

Certificate of Substantial Completion – Morency Manor - Elevator

Carol reviewed the Certificate of Substantial Completion with the Board and the Board approved it.

Peter K. Strout moved to approve the Certificate of Substantial Completion which establishes June 15, 2012 for modernization project 258048, Work Plan #1025, replacement of the original elevator at Morency Manor (667-6) and authorized Carol A. MacGown as Contract Officer to execute said Certificate of Substantial Completion. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

Accounting Services Contract

Carol reviewed the Accounting Services Contracts with the Board and the Board approved them.

Maureen Call moved to approve the contract for Accounting Services between the Salem Housing Authority and Fenton, Ewald & Associates, P.C. for **state programs** for the period October 1, 2012 through September 30, 2013 and authorized Chairman John A. Boris to execute said contract. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

Nays

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

Maureen Call moved to approve the contract for Accounting Services between the Salem Housing Authority and Fenton, Ewald & Associates, P.C. for **federal programs** for the period October 1, 2012 through September 30, 2013 and authorized Chairman John A. Boris to execute said contract. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

Nays

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

Legal Services Agreements

Carol reviewed the Legal Services Agreements with the Board.

Maureen Call moved to approve the Agreement for Legal Services between the Salem Housing Authority and the Law Office of Casey & Lundregan, P.C. for the period October 1, 2012 through September 30, 2013 for an amount not to exceed \$40,000.00 and authorized Chairman John A. Boris to execute said agreement. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

Nays

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

Peter K. Strout moved to approve the Agreement for Legal Services between the Salem Housing Authority and Daniel B. Kulak Law Office for the period October 1, 2012 through September 30, 2013 for an amount not to exceed \$10,000.00 and authorized Chairman John A. Boris to execute said agreement. Maureen Call seconded the motion and the vote was as follows:

Ayes

Nays

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

Mixed Population Service Coordinator Contract

Carol reviewed the Mixed Population Service Coordinator Contract with the Board.

Maureen Call moved to approve the Contract for Mixed Population Service Coordinator between the Salem Housing Authority and North Shore Elder Services for the period October 1, 2012 through September 30, 2013 for an amount not to exceed \$27,800.00 and authorized the Executive Director, Carol A. MacGown to execute said contract. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

Nays

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

PHA Board Resolution – U.S. Department of Housing and Urban Development

Carol reviewed the PHA Board Resolution with the Board.

Frank J. Milo moved to approve the PHA Board Resolution from the U.S. Department of Housing and Urban Development, PHA Name- Salem Housing Authority, PHA Code MA-055, PHA Fiscal Year Beginning: 10/01/2012 and authorized Chairman John A. Boris to execute said PHA Board Resolution. Maureen Call seconded the motion and the vote was as follows:

Ayes

Nays

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

2012 Net Income Limits By Household Size For Determining Admission to State-Aided Public Housing

Carol reviewed the 2012 Net Income Limits with the Board and the Board approved it.

Peter K. Strout moved to approve the following 2012 Net Income Limits By Household Size For Determining Admission to State-Aided Public Housing, as submitted, effective August 9, 2012.

- 1 Person \$45,500.00
- 2 Person \$52,000.00
- 3 Person \$58,500.00
- 4 Person \$65,000.00
- 5 Person \$70,200.00
- 6 Person \$75,400.00
- 7 Person \$80,600.00
- 8 Person \$85,800.00

Frank J. Milo seconded the motion and the vote was as follows:

Ayes

Nays

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

2012 Fair Market Rents

Carol reviewed the 2012 Fair Market Rents with the Board.

Maureen Call moved to approve the following 2012 Fair Market Rents, as submitted, effective August 9, 2012.

- Efficiency \$1,099.00
- 1-Bedroom \$1,166.00
- 2 Bedroom \$1,369.00
- 3 Bedroom \$1,637.00
- 4 Bedroom \$1,799.00

Frank J. Milo seconded the motion and the vote was as follows:

Ayes

Nays

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

Rent Reasonableness Study

Carol reviewed Rent Reasonableness with the Board.

Maureen Call moved to approve the following Rent Reasonableness Study, as submitted, effective for fiscal year beginning October 1, 2012:

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

Peter K. Strout seconded the motion and the vote was as follows:

Ayes

Nays

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

Section 8 Utility Allowance

Carol reviewed Section 8 Utility Allowance with the Board.

Frank J. Milo moved that all Allowances for Tenant-Furnished Utility and other services provided by Happy Software be adopted, as presented, effective October 1, 2012. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

Nays

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

XI. Other Business/Late Communications

Carol reviewed the ACOP Policy updated changes from Nan McKay through June 1, 2012 with the Board. Carol informed the Board that the only changes to the policy were housekeeping changes.

Peter K. Strout moved to approve the ACOP Policy updated changes from Nan McKay through June 1, 2012 for the Public Housing Program. Maureen Call seconded the motion and the vote was as follows:


Ayes

Nays

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

XII. Meeting was adjourned at 7:00 p.m.

Respectfully Submitted,



Carol A. MacGown Executive Director



Anne M. Cameron, Executive Secretary