



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, AUGUST 8, 2012  
6:00 P.M.**

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

II. Roll Call

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

Also Present: Carol A. MacGown, Anne M. Cameron and Kathleen Burke

III. Acceptance of Minutes of Previous Meeting(s)

Peter K. Strout moved to accept the Minutes of the Regular Meeting held on Wednesday, July 11, 2012, as presented. Maureen Call seconded the motion and the vote was as follows:

Ayes

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

Nays

IV. Communications

- Letter dated July 26, 2012 to Mayor Driscoll re: Agency Agreement
- Letter dated July 26, 2012 to Councilor O'Keefe re: Agency Agreement
- DHCD Award Letter dated July 20, 2012 re: Leefort Terrace development

V. Reports of the Committees

- There were no Reports of the Committees.



\$1,500.00. The Board asked if this covered the ballasts. Carol said that she would call Bill Bishop and inquire of him if the quote he gave her would cover the ballasts. The Board agreed to allow Carol to replace the bulbs that are not working on Pioneer Terrace.

- Anne Cameron is now the new Executive Secretary.
- Carol informed the Board that she has not received the budget guidelines as of yet. At this point, it appears that the budget will not
- be completed or submitted until late November 2012.

## VI. Unfinished Business

### Ownership of Streets

Chairman John A. Boris and Carol A. MacGown updated the Board regarding the negotiated agreement between the City of Salem and the Salem Housing Authority regarding the maintenance and ownership of streets.

### Rainbow Terrace Porticos

Carol updated the Board regarding the Porticos at Rainbow Terrace. She spoke to NEI who informed her that they were getting no response from National Lumber but that is not her concern. NEI will take full responsibility. NEI will send Carol a plan as to when and who they will be sending to Rainbow Terrace to resolve the problem and repair the porticos.

### Vents at Charter Street

At the July 11, 2012 meeting, Maureen Call asked if there were working vents in the common hallways at 27 Charter Street. Carol updated the Board on this issue. Carol informed the Board that there were no working vents in the common hallways at 27 Charter Street.

### Employee Appreciation Luncheon

Carol A. MacGown outlined the expenses for the Employee Appreciation Luncheon which was held on Thursday, July 19, 2012 and they were as follows:

Texas Road House – Caterer	\$ 442.00
Insulated Cooler Bags – 4 Imprint	\$ 313.78 (Sec. 8)
Engraved Clocks-Corporate Connection	\$ 899.70 (Sec. 8)
Mops-Maintenance Products Corp.	\$ 466.20
TOTAL:	\$2,121.68

The event was enjoyed and appreciated by all staff.

VII. Recommendations of the Chairman

VIII.

- 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 4, 2012 through July 25, 2012 as presented. 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

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 nine months ending June 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  
Peter K. Strout  
Frank J. Milo  
John A. Boris

Nays

X. New Business

Housing Inspector

Carol informed the Board that on July 10, 2012, Christian Corneau, Housing Inspector submitted his letter of resignation. His last date of employment was Friday, August 3, 2012.

Sixteen (16) applications for the Housing Inspector's position were received and Carol chose four (4) qualified candidates and interviewed them on August 6, 2012. A second interview will be held on Monday, August 13, 2012 at 10:00 a.m. John Boris requested to attend interviews. Carol will introduce the candidate of her choice for Board Approval.

On Tuesday, August 14, 2012 at 8:00 a.m. a Special Meeting of the Board of Directors will be held to interview the candidate for the Housing Inspector and to make a conditional offer of employment to said candidate with a six (6) month probationary period for a full time position as Housing Inspector at an hourly wage of Nineteen Dollars and Twenty-Five Cents (\$19.25) 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,

#### Commissioner's Guide to Public Housing

Carol A. MacGown presented to each Board Member a copy of The Commissioners Guide to Public Housing published by the Public Housing Management Institute.

#### Repairs to Exterior Concrete Balconies at Pioneer Terrace

Peter K. Strout expressed his concerns with the scope of work to be performed. He offered to be present at the site at the time the work was scheduled to commence.

Maureen Call moved to accept the apparent, lowest, eligible and responsive quote submitted by Roger A. Tremblay Contractors in the amount of \$8,600.00 for Repairs to Exterior Concrete Balconies at Pioneer Terrace and authorize Chairman John A. Boris to execute a contract. 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

#### Elevator Maintenance and Service Bid

Peter K. Strout moved to accept the apparent, lowest eligible and responsive bid of South Shore Elevator Co., Inc. in the amount of \$80,740.00 for Elevator Maintenance and Service for Nine (9) Elevators for the period October 1, 2012 through September 30, 2015. Maureen Call seconded the motion and the **roll call** vote was as follows:

##### Ayes

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

##### Nays

## Report of the Executive Director

- The Trolley Ride took place on July 13, 2012 and Joe Hart from DHCD attended and was very impressed. It was a big success. Carol recommended we do this every three (3) years.
- The Employee Luncheon was held on July 18, 2012 and was enjoyed very much by the staff. Carol appreciates that the Board allows her to do this every year for the staff. Everyone enjoys it and has a lot of fun. She also said that the staff very much appreciates that the Board Members attend the luncheon as well.
- Christian Corneau submitted his resignation on July 9, 2012. He is relocating to Ohio to be with his children. His last day of employment was on Friday, August 3, 2012.
- Kathleen Wilkinson's retirement party was held on Friday August 3, 2012. A great time was had by all. Her last day of employment was Friday August 3, 2012.
- There was a sewer back-up at Hawthorne Crescent on August 1, 2012. T. Mackey & Sons worked on repairing the break for two days. On August 2, 2012, the Authority placed the tenants in Apartment #1 and Apartment #2 at the Hawthorne Hotel for the night. The total cost has yet to be determined.
- There will be a dedication of the Witch City Trials on Sunday, September 9, 2012 at 4:00 p.m. The City will be using the Charter Street parking lot to set up a tent and food, etc. All Board Members are invited to attend and all employees as well. Carol also extended the invitation to Kathleen Burke. Carol informed the Board that several years ago the Salem Housing Authority deeded that land to the City of Salem in return for 10 parking spaces in the Empire parking lot with a 99 year lease with the option to renew for an additional 99 years.
- A revised Table 4 which is attached to the City Trash Contract was submitted to Beth Rennard, City Solicitor which would include having Northside Carting or whoever is granted the contract pick up 3 dumpsters twice a week at Rainbow Terrace resulting in a savings to the Authority in the amount of approximately \$12,000.00 per year.
- Carol informed the Board that she obtained a quote from Cranney Company to replace the bulbs with LED Lighting at Pioneer Terrace. The cost of the conversion will be approximately \$16,555.00. At this time we do not have the funds to convert to LED Lighting. The Board asked that Carol inquire as to how much energy the Authority would save with the conversion to LED Lighting. Carol asked that the Board allow her at this time to repair the bulbs that are not working on Pioneer Terrace as it is a safety issue. Carol obtained a quote to replace said bulbs from Cranney Company at a cost of

Pre-2004 Section 8 Reserve Monies

At the July 11, 2012, meeting Carol A. MacGown sought Board approval to spend up to a certain dollar amount from the Pre-2004 Section 8 Reserve Monies for such items as funeral expenses, trolley rides to its developments, etc.

Frank J. Milo authorized Carol A. MacGown to spend Pre-2004 Section 8 Reserve Monies up to Five Thousand (\$5,000.00) dollars without further Board approval. Maureen Call seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

XI. Other Business/Late Communications

- There was no other Business or Late Communications

XII. Adjournment at 6:50 p.m.

Respectfully Submitted,



A large, stylized handwritten signature in black ink, appearing to read 'Carol A. MacGown', written over a horizontal line.

Carol A. MacGown Executive Director



A handwritten signature in black ink, appearing to read 'Anne M. Cameron', written over a horizontal line.

Anne M. Cameron, Executive Secretary