



John A. Boris, Chairman
Peter K. Strout, Vice Chairman
Frank J. Milo, Second Vice Chairman
Maureen Fry, Treasurer

Carol A. MacGown, Executive Director

**MINUTES FOR THE
REGULAR MEETING
WEDNESDAY, JULY 11, 2012
6:00 p.m.**

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, Kathleen Wilkinson and Anne Cameron

III. Acceptance of Minutes of Previous Meeting(s)

Peter K. Strout moved to accept the Minutes of the Regular Meeting held on Wednesday, June 13, 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

Peter K. Strout moved to accept the Minutes of the Special Meeting held on Thursday, June 21, 2012, as presented. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

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

Nays

IV. Communications

- Thank you note from the family of Frank J. Milo

V. Reports of the Committees

There were no Reports of the Committees.



VI. Report of the Executive Director

- Trolley Ride is scheduled for Friday, July 13, 2012 at 9:00 a.m. Peter K. Strout is unable to attend.
- Employee Appreciation Luncheon is scheduled for Wednesday, July 18, 2012 from 1:00 p.m. to 4:00 p.m.
- We were very excited to host the HUD representatives who conducted their visit today, Wednesday, July 11, 2012. Rick Fenton, Accountant for the Salem Housing Authority shared with HUD his recommendation that they work more closely with housing authorities and HUD agreed that this is a need but they are so short staffed that are unable to do as much as they would like to.

The Public Housing System (PHAS) score was discussed and they again apologized for their error and acknowledged that their systems are flawed. After meeting with them, we toured several developments.

- Carol informed the Board that she had called upon Peter K. Strout for his assistance with the issue at 13 Pioneer Terrace. Peter spoke to Tom St. Pierre, the Building Inspector who said there was no problem. The State was notified that the issue had been addressed. Carol educated the Architect as to how the State does business.
- As a result of the Report of the Commission for Public Housing Sustainability and Reform the Governor has asked DHCD to institute some reforms. A package was received by the Salem Housing Authority. There are five (5) things that the Governor wants DHCH to do:
 1. Asset Management and governance;
 2. Preservation of Extremely Low Income (ELI) Housing;
 3. Funding for Long-term Preservation and Sustainability;
 4. Statutory and Regulatory Framework; and
 5. Public Process and Transparency.

A copy of the report was given to the Chairman. Copies of the Report are available to Board Members if they wish to have it.

VII. Unfinished Business

Ownership of Streets

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

Carol reviewed the agreement which was received today, Wednesday, July 11, 2012 which was executed by the Mayor. The agreement had also been sent to Attorney Christopher T. Casey who feels confident that the Salem Housing Authority has an agreement that it can enforce. There are a couple of housekeeping errors that have no major impact and Carol recommended approval. Frank J. Milo asked exactly what this agreement provides. Carol then read and reviewed the major points.

Discussion was had about the lights at Pioneer Terrace. Frank J. Milo suggested that when the lights are changed we should update to LED lighting and suggested that we contact Talbot Electric, Inc. from Salem. Chairman John A. Boris asked Carol to investigate and report back to the Board.

Peter K. Strout moved to authorize Chairman John A. Boris to execute An Inter-Governmental Agency Agreement for Street and Sidewalk Maintenance and Solid Waste Collection between the City of Salem and the Salem Housing Authority with the recommended changes. Maureen Call seconded the motion and the vote was as follows:

Ayes

Nays

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

VIII. Recommendations of the Chairman

Chairman John A. Boris informed the Board that he will attend the City Council meeting on Thursday, July 12, 2012 concerning the Community Preservation Act and he strongly suggested attendance by other Board Members.

IX. Report of the Treasurer

Bills and Transfers

Maureen Call moved to approve the bills and transfers for the period June 7, 2012 through July 3, 2012 as presented. 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

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 eight months ending May 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

Public Housing Authority (PHA) Streamlined Agency Plan

Carol A. MacGown informed the Board that the PHA Streamlined Agency Plan is identical to last year's with the exception of the following:

- The SHA is proposing to eliminate preference on both the Section 8 Housing Choice Voucher Program and the Federal Housing Program.
- The only preference remaining will be local preference.

Maureen Call moved to approve the Third year of the Third 5-Year HUD Streamlined Agency Plan of the Public Housing Authority (PHA) for Fiscal Year 2012 and authorize Chairman John A. Boris to execute the Annual Certification(s) and Board resolution Frank J. Milo seconded the motion and the vote was as follows:

Ayes

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

Nays

Roof Replacement & Related Work at 84 & 88 Essex St. (689)

Peter K. Strout moved to approve Change Order #1 submitted by One Way Painting and Roofing and approved by John Giubilo of Department of Housing and Community Development (DHCD) for Roof Replacement & Related Work at 84 & 88 Essex St. (689) which increases Contract Sum by \$1,350.00 and authorize execution by Carol A. MacGown, Contract Officer. 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

Peter K. Strout moved to approve Certificate of Final Completion submitted by One Way Painting and Roofing for Roof Replacement & Related Work at 84 & 88 Essex St. (689) and authorize execution by Carol A. MacGown, Contract Officer subject to DHCD approval. 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

Peter K. Strout moved to approve Certificate of Final Payment submitted by One Way Painting and Roofing for Roof Replacement & Related Work at 84 & 88 Essex Street (689) in the amount of \$10,152.00 and authorize execution by Carol A. MacGown, Contract Officer subject to DHCD approval. 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

Doors, Trim and Window Replacement at Pioneer Terrace (667-4)

Peter K. Strout moved to appoint Carol A. MacGown as Contract Officer for the Doors, Trim and Window Replacement at Pioneer Terrace (667-4) and Frank J. Milo as alternate Contract Officer. Maureen Call seconded the motion and the vote was as follows:

Ayes

Nays

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

Trimming of Trees and Grinding of Tree Stumps at Various Locations

Peter K. Strout moved to appoint Carol A. MacGown as Contract Officer for the Trimming of Trees and Grinding of Tree Stumps at Various Locations and Frank J. Milo as alternate Contract Officer. Maureen Call seconded the motion and the vote was as follows:

Ayes

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

Nays

Peter K. Strout moved to accept the lowest, eligible and responsive quote received on Tuesday, July 10, 2012 at 10:00 a.m. from Dodge Tree Service, Inc. in the amount of \$21,400.00 for trimming of trees and grinding of tree stumps at various developments and authorize execution of a contract by John A. Boris, Chairman. 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

Revised Criminal Offender Record Information (CORI) Policy

Carol A. MacGown informed the Board that there has been a name change from Criminal History System Board (CHSB) to Department of Criminal Justice Information Services (DCJIS) and therefore a revised CORI Policy is presented for acceptance by the Board.

Maureen Call moved to accept the revised Criminal Offender Record Information (CORI) Policy with a name change from Criminal History System Board (CHSB) to Department of Criminal Justice Information Services (DCJIS) as presented. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

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

Nays

XI. Other Business/Late Communications

Pre-2004 Section 8 Reserve Monies

Carol A. MacGown is seeking approval to spend said monies up to a dollar amount to be agreed upon by the Board without further approval. After a brief discussion, the Board agreed to review this matter at the next month's meeting at which time Carol will present the Board with a proposal.

Rainbow Terrace Porticos

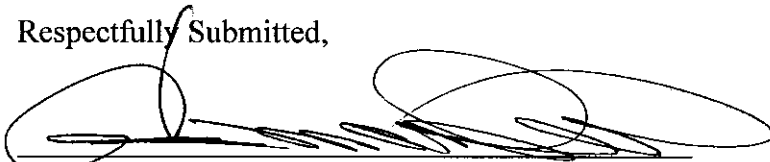
Carol updated the Board that Northeast Interiors (NEI) visited Rainbow Terrace and viewed all of the porticos. It appears that NEI has stepped up to the plate and has taken full responsibility. Carol will monitor this issue closely.

Vents at Charter Street

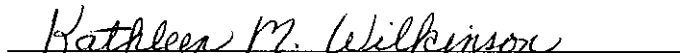
Maureen Call asked if there are working vents in the 27 Charter Street Building. Carol will have the Maintenance Department check and will get back to her.

XII. Adjournment at 7:15 p.m.

Respectfully Submitted,



Carol A. MacGown Executive Director


Kathleen M. Wilkinson, Executive Secretary


Anne M. Cameron, Executive Secretary in Training