



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
SPECIAL MEETING
THURSDAY, JUNE 21, 2012
8:00 a.m.**

I. Meeting Called To Order at 8:00 a.m.

II. Roll Call

Present

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

Absent

Maureen Call

III. New Business

Executive Secretary

After going through the interview process and narrowing down the field to three candidates, Carol A. MacGown was pleased to introduce Anne Cameron to the Board as her choice to fill the position of Executive Secretary.

Peter K. Strout moved to make a conditional offer of employment to Anne Cameron with a six (6) month probationary period for a full time position as Executive Secretary at an hourly wage of Twenty-One Dollars and ninety-seven cents (\$21.97) with a start date of Thursday, June 28, 2012. Employment is also conditioned upon receipt of a passed SHA paid physical examination, a favorable Criminal Offense Record Information (CORI) check, and a favorable driving record prior to employment. 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

Ownership of Streets

At the Regular Board Meeting held on June 13, 2012 Carol A. MacGown informed the Board that an Agreement for Street and Sidewalk Maintenance and Solid Waste Collection was received on June 13, 2012 from City Solicitor, Beth Rennard. Said agreement was disseminated and discussion was tabled to the next Board meeting.



In reviewing the agreement, the Board agreed to the following proposed changes:

- The agreement should be executed between Mayor Kimberley Driscoll and Chairman John A. Boris.
- Paragraph #3: All of the Salem Housing Authority developments need to be listed.
- Paragraph #5: The Authority is being asked to pay \$6,000.00 and the SHA is willing to pay \$5,000.00 in accordance with a study of invoices from Mackey & Sons, history which shows that SHA has paid \$3,700.00 per call. Therefore, \$5,000.00 seems reasonable.

The Board agreed to make the suggested changes to the proposal and send it back to the city to have the said changes implemented. The Board will review the updated agreement at its next meeting.

Frank J. Milo moved to authorize Carol A. MacGown to submit proposed changes to the Agreement for Street and Sidewalk Maintenance and Solid Waste Collection to the city and present an amended agreement to the Board for review at its next meeting. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

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

Nays

27 Charter Street – Replace three doors

Frank J. Milo moved to appoint Carol A. MacGown as Contract Officer for the replacement of three doors by Roger A. Tremblay Contractors, Inc. (as outlined in the attached proposal) at 27 Charter Street and Peter K. Strout as alternate Contract Officer. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

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

Nays

Peter K. Strout moved to **not** accept the proposal submitted by Roger A. Tremblay Contractors, Inc. for the replacement of three doors (as outlined in the attached proposal) at 27 Charter Street. 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

Peter K. Strout moved that the vote to **not** accept the proposal submitted by Roger A. Tremblay Contractors, Inc. for the replacement of three doors (as outlined in the attached proposal) at 27 Charter Street in the amount of 9,950.00 as defined in said proposal, and now moved to approve the proposal and authorize execution of the proposal by Carol A. MacGown, Contract Officer. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

Nays

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

33 Park Street/26 Prince Street – Concrete Stair Repair

Frank J. Milo moved to appoint Carol A. MacGown as Contract Officer for the Concrete Stair Repair at 33 Park Street/26 Prince Street and Peter K. Strout as alternate Contract Officer. Peter K. Strout seconded the motion and the vote was as follows:

Ayes

Nays

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

Frank J. Milo to accept the proposal submitted by Roger A. Tremblay Contractors, Inc. for Concrete Stair Repair at 33 Park Street/26 Prince Street in the amount of \$6,900.00 and to authorize execution of the proposal by Carol A. MacGown, Contract Officer. Peter K. Strout seconded the motion and the vote is as follows:

Ayes

Nays

Ayes

Nays

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

Work Order #1025 -- Elevator Upgrade at Morency Manor (667-6)

Peter K. Strout moved to approve Change Order #1 submitted by South Shore Elevator and approved by Syska Hennessy Group, Inc. for Work Order #1025, Elevator Upgrade at Morency Manor (667-6) for installation of the machine room vent which will increase the Contract Sum by \$1,470.00 and extend the contract time by two calendar days, and authorize execution of a contract by Carol A. MacGown, Contract Officer. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

Nays

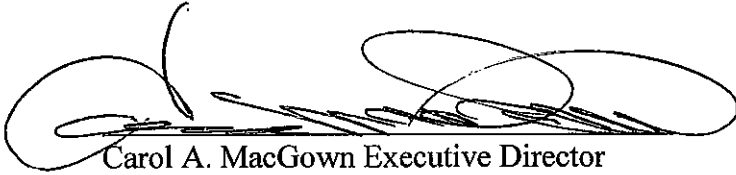
Frank J. Milo
Peter K. Strout
John A. Boris

IV. Other Business


John A. Boris and Carol A. MacGown reiterated to the Board that all motions must be read in full, clearly seconded, clearly stated Ayes and Nays, and raised hands for all in favor. The Board agreed to follow these Robert's Rules of Order.

V. Adjournment at 8:25 a.m.

Respectfully Submitted,

A large, stylized handwritten signature in black ink, consisting of several loops and a long horizontal stroke.

Carol A. MacGown Executive Director


Kathleen M. Wilkinson, Executive Secretary