



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, JUNE 13, 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 Kathleen Burke

III. Acceptance of Minutes of Previous Meeting(s)

Maureen Call moved to accept the Minutes of the Regular Meeting held on Wednesday, May 9, 2012, as presented. 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

IV. Communications

- Retirement Letter dated May 9, 2012 was submitted from Executive Secretary, Kathleen Wilkinson with her final day of work to be August 3, 2012.

The Board accepted Kathleen's letter of retirement with regret and cited that Kathleen has done an outstanding job for Carol and the Authority and she will be sorely missed.

Interviews are being conducted and a final candidate will be presented to the Board at a Special Meeting.

- May and June 2012 Mass NAHRO Newsletters

V. Reports of the Committees

There were no Reports of the Committees.



VI. Report of the Executive Director

Annual Employee Appreciation Luncheon

Carol A. MacGown requested authorization from the Board to host the Annual Employee Appreciation Luncheon on a date to be announced utilizing funds from recovered fraud money. All Board Members are cordially invited to attend.

Frank J. Milo moved to authorize Carol A. MacGown to host the Annual Employee Appreciation Luncheon on Wednesday, July 18, 2012 from 1:00 p.m. to 4:00 p.m. utilizing funds from recovered fraud money, and to close the administrative and maintenance offices during said hours. 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

- On May 23, 2012 Carol met former Board Member, James Zisson, at the new Stephen Zisson Residence of the 288 Essex Street Condominium. Jim was very impressed.
- Carol will send a letter to SHA staff notifying them that, as part of the real estate exchange at the 288 Essex Street Condominium, the YMCA is to provide memberships for five staff of the SHA. Interested staff will be requested to submit a letter to Carol stating why they feel deserving of a membership. The winners will be awarded the membership at the Annual Employee Appreciation Luncheon on July 18, 2012.
- HUD will be visiting the Salem Housing Authority on July 11, 2012.
- HUD has designated the Salem Housing Authority as a High Performer for the Public Housing Assessment System (PHAS) after being designated a standard performer several months ago.
- As part of the Formula Funding award for F/Y/E 2012 the SHA is responsible for procuring and spending approximately \$126,000.
- Carol disseminated before and after pictures of a vacated unit at Bates Terrace.

Trolley Tour of Salem Housing Authority Developments

Frank J. Milo voted to authorize Carol A. MacGown to schedule a trolley tour for SHA staff and Board Members to tour the Salem Housing Authority developments. After discussion Friday, July 13, 2012 was chosen as the date for the tour. 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

Frank J. Milo requested to have Russ Tanzer and Mike Fitzgerald participate in the tour so that recommendations may be discussed with them.

VII. Unfinished Business

Ownership of Streets

Chairman John A. Boris and Carol A. MacGown updated the Board regarding ownership of streets. At the last meeting held on April 23, 2012 Mayor Driscoll pointed out that lack of money is the issue and stated that the City would be happy to negotiate an amount of money that the SHA would pay to the City toward maintenance of the streets in question. A meeting was held on May 16, 2012 with the City Solicitor and a Memorandum of Understanding was in the process of being drawn up.

Carol A. MacGown informed the Board that an agreement was received today from the City Solicitor, Beth Rennard. Said agreement was disseminated and will be reviewed by the Board. Discussion was tabled to a later date.

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 May 3, 2012 through June 6, 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 seven months ending April 30, 2012 submitted by Rick Fenton of Fenton, Ewald & 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

Annual Single Audit (Two Years) for fiscal years ending 9/30/12 and 9/30/13

Peter K. Strout moved to accept the lowest, eligible and responsive bid from Ross & Company in the amount of \$7,950 per year to conduct the Annual Single Audit (Two Years) for fiscal years ending September 30, 2012 and September 30, 2013 and authorize Carol A. MacGown to execute a contract. 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

Application and Certificate for Final Payment – 86 Essex Street (689)

Peter K. Strout moved to approve Application for **FINAL** Payment submitted by Roger Tremblay Contractors, Inc. for Attic Louver Repair at 86 Essex Street (689) in the amount of \$9,600.00 and authorize execution by Carol A. MacGown, Contract Officer, pending DHCD approval. Maureen Call seconded the motion and the vote was as follows:

Ayes

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

Nays

Certificate of Final Completion – 86 Essex Street (689)

Peter K. Strout moved to approve Certificate of Final Completion submitted by Roger Tremblay Contractors, Inc. for Attic Louver Repair at 86 Essex Street (689) and authorize execution by Carol A. MacGown, 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

Work Order #590 – Replace doors & related work at Leefort Terrace (667-1)

Peter K. Strout moved to approve Change Order #4 submitted by Environmental Restorations and approved by Nilsson+Siden Associates, Inc. for Work Order #590 to replace doors & related work at Leefort Terrace (667-1) which increases the Contract Sum by \$46,439.00 and authorize execution by Carol A. MacGown, 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

From the Addendum

Interior Painting at Various Vacant One-Bedroom Units

Peter K. Strout moved to accept the lowest and responsive bid submitted by American Painting Company in the amount of \$300.00 per unit for one year or \$20,000.00, whichever comes first, for interior painting at various vacant one-bedroom units and to authorize execution of a contract by Chairman John A. Boris. Maureen Call seconded the motion and the vote was as follows:

Ayes

Nays

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

Agreement between the City of Salem and the Salem Housing Authority

Discussion on this matter was held under Unfinished Business.

XI. Other Business/Late Communications

Chairman John A. Boris asked Kathleen Burke, Tenant President, if she wished to address the Board. She said the letterhead designed by the Tenant Association was not the same as submitted by the printing company. Carol A. MacGown told Kathleen that this matter did not need to come to the Board and could be handled in the office.

Kathleen Burke asked if she could add information regarding the office closing for the Employee Appreciation Luncheon to a letter she is sending to tenants. Chairman Boris agreed that this was a good idea.

XII. Adjournment into Executive Session

Maureen Call moved that the Board convene into Executive Session at 6:32 p.m. to approve the Executive Session Minutes of the Regular Meeting held on Wednesday, May 9, 2012. The Board will not reconvene into Open Session and will adjourn the meeting from Executive Session. 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

Respectfully Submitted,



Carol A. MacGown Executive Director

Kathleen M. Wilkinson
Kathleen M. Wilkinson, Executive Secretary