



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, APRIL 11, 2012  
6:00 p.m.**

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I. Meeting called to order at 6:00 p.m.

II. Roll Call

Present

Absent

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

Also Present: Carol A. MacGown, Kathleen Wilkinson and Kathleen Burke

III. Acceptance of Minutes of Previous Meeting(s)

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

Ayes

Nays

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

Release of Executive Session Minutes

Frank J. Milo moved to release the Executive Session Minutes of:

- Wednesday, May 11, 2011
- Wednesday, October 12, 2011
- Wednesday, October 26, 2011
- Monday, November 14, 2011
- Wednesday, December 14, 2011
- Wednesday, January 11, 2012

as the purpose for which they have not been made public no longer exists.  
Peter K. Strout seconded the motion and the vote was as follows:



Ayes

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

Nays

IV. Communications

There were no communications.

V. Reports of the Committees

There were no reports of the committees.

VI. Report of the Executive Director

- It has been suggested that it may be appropriate for Board Members to be added to the payroll system and receive W2s at the end of the year rather than 1099s. Rick Fenton, Accountant for the SHA, is investigating this and will keep Carol informed as to which form to use.
- The YMCA/tenant front entrance swap has not been completed. The YMCA submitted a Certificate of Occupancy for the Sewell Street entrance which has no relevance to the tenant's 292 Essex Street entrance. The Mayor's Office has received complaints from tenants who have no doorbells. A certificate has been requested from the Building Inspector as soon as possible. Carol reiterated that the SHA relationship with the YMCA is not a good one and it is difficult to get anything from them.
- A meeting is scheduled for Carol and Councilor Joseph O'Keefe with Mayor Driscoll, Jason Silva and Beth Rennard on April 23, 2012 at 11:30 a.m. to discuss the issue of city owned streets. Carol will keep the Board updated.
- The SHA is going to launch several modernization projects on its own each under \$25,000 and totaling \$75,000.
- MassNAHRO, which provides the SHA worker's compensation insurance, conducted a loss control survey on April 5, 2012 and after observing administrative and maintenance safety procedures stated that she had never been to a housing authority that was as organized and well run. She did question worker's compensation claims and suggested adding some language to the SHA accident form which asks what the employee could have done differently to have prevented the accident.
- Spring clean-up has begun with the landscapers and maintenance crew.
- Carol informed the Board that each year Accountant Rick Fenton is required to submit SHA's unaudited financial statements to HUD by November 30<sup>th</sup>. This year it was submitted on November 23<sup>rd</sup>, one week early. 103 days later HUD notified SHA that the submission was rejected and re-submission was due on March 19<sup>th</sup>. Rick Fenton was notified and he responded that he would take care of it. HUD sent another notice and Carol called Rick and he informed Carol that SHA was all set.

This week SHA received a letter from HUD stating that SHA is getting a Zero Score because the submission was submitted six days late by Fenton.

After discussion, the Board recommended that before sending a letter of appeal to HUD that Carol A. MacGown is to contact Congressman Tierney's office to request assistance and to refer the Congressman to Frank J. Milo.

VII. Unfinished Business

Ownership of Streets

Carol A. MacGown informed the Board that a meeting is scheduled for Carol and Councilor Joseph O'Keefe to meet with Mayor Driscoll and Jason Silva on April 23, 2012 at 11:30 a.m. to discuss the issue of city owned streets. Carol will keep the Board updated.

VIII. Recommendations of the Chairman

There were no recommendations of the Chairman.

IX. Report of the Treasurer

Bills and Transfers

Maureen Fry moved to approve the bills and transfers for the period March 15, 2012 through April 4, 2012, as presented. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

Agency Wide Operating Statement(s)

Maureen Fry 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 five months ending February 29, 2012 submitted by Rick Fenton of Fenton, Ewald & Associates, P.C. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

X. New Business

Work Order #590 – Certificate of Substantial Completion to Replace Doors and other related work at Leefort Terrace

Peter K. Strout moved to approve Certificate of Substantial Completion submitted by Environmental Restorations, Inc. and approved by Nilsson+Siden Associates, Inc. for Work Order #590 to replace doors and other related work at Leefort Terrace and authorize Carol A. MacGown, Contract Officer, to execute said Certificate of Substantial Completion. Maureen Fry seconded the motion and the vote was as follows:

Ayes

Nays

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

Colonial Terrace (667-2) Community Room Brick Envelope Repairs

Peter K. Strout moved to accept the apparent, lowest, eligible and responsive quote submitted by Nilsson+Siden in the amount of \$5,875.00 for Colonial Terrace (667-2) Community Room Brick Envelope Repairs and authorize Chairman John A. Boris to execute a work order. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

Nays

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

Bertram Terrace and Norton Terrace (and possibly Bates Terrace) – Exterior Door Replacement

Peter K. Strout moved to accept the apparent, lowest, eligible and responsive quote submitted by Antonio Gomes, Architect, in the amount of \$5,700.00 for Bertram Terrace, Norton Terrace (and possibly Bates Terrace) Exterior Door Replacement and authorize Chairman John A. Boris to execute a contract. Maureen Fry seconded the motion and the vote was as follows:

Ayes

Nays

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

Draft 2011 Financial Statements submitted by Hurley, O'Neill & Company, P.C.

Maureen Fry moved to accept the Draft 2011 Financial Statements submitted by Hurley, O'Neill & Company, P.C. for the period ended September 30, 2011. Peter K. Strout seconded the motion and the **roll call** vote was as follows:

Ayes

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

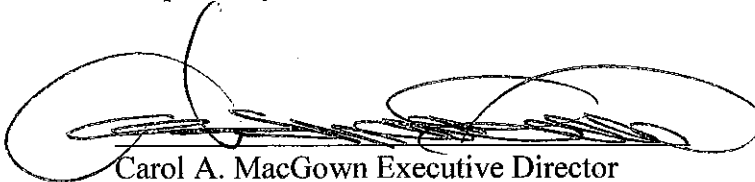
Nays

XI. Other Business/Late Communications

An e-mail communication addressed to the Board from tenant John Adelman was distributed.

XII. Adjournment at 6:39 p.m.

Respectfully Submitted,



Carol A. MacGown Executive Director

Kathleen M. Wilkinson  
Kathleen M. Wilkinson, Executive Secretary