



2019 NOV 14 AM 11:32

CITY CLERK  
SALEM, MASS

John A. Boris, Chairman  
Kimberley Driscoll, Vice Chairman  
Charity Lezama, Treasurer  
Benjamin Winthrop, Assistant Treasurer  
Sue Kirby

Cathy Hoog, Executive Director

November 14, 2019

Ilene Simons, City Clerk  
Office of the Clerk  
City Hall, 93 Washington Street  
Salem, MA 01970

Dear Ms. Simons:

In accordance with Chapter 30A, Section 20 of the General Laws, Notice of a **SPECIAL MEETING** of the **SALEM HOUSING AUTHORITY** to be held on **WEDNESDAY, NOVEMBER 20, 2019 at 6:00 p.m.** at the Pioneer Terrace Community Room, Pioneer Terrace, Salem, Massachusetts is hereby posted.

It is anticipated by the Chairman that the matter(s) outlined in the attached agenda will be discussed, as well as any other unforeseen business that may lawfully come before it.

It is also anticipated by the Chairman that the Board will convene into Executive Session to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.

Very truly yours,

  
Cathy Hoog  
Executive Director

Copy: SHA Board Members  
Calvin Young, President, Charter Street Tenants' Association

File: ac Special Meeting Notice

This notice posted on "Official Bulletin Board"  
City Hall, Salem, Mass. on **NOV 14, 2019**  
at **11:32** in accordance with MGL Chap. 30A,  
Sections 18-25.



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**AGENDA FOR THE  
SPECIAL MEETING  
WEDNESDAY, NOVEMBER 20, 2019  
6:00 p.m.**

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- I. Call Meeting To Order**
- II. Roll Call**
- III. Acceptance of the Minutes of Previous Meeting(s)**
  - Acceptance of Minutes of Regular Meeting of October 9, 2019
- IV. Communications**
  - November 2019 Mass NAHRO Newsletter
  - Email from The Mel King Institute dated October 20, 2019
  - Updated Waitlist
  - SHA Department Reports (Move In, Move Out, State and Federal, Modernization Report, Voucher Report and Completed Work Orders for Month of October 2019)
- V. Reports of the Committees**
- VI. Report of the Executive Director**
- VII. Unfinished Business**
  - Continuation of discussion relative to the By-Laws of the Salem Housing Authority Tenant Engagement Committee
- VIII. Recommendations of the Chairman**
- IX. Report of the Treasurer**
  - Bills and Transfers for the period October 1, 2019 through October 31, 2019
  - Balance Sheet and Statements of Revenues and Expenses through September 30, 2019



**X. New Business**

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- Year End Submissions
- Fiscal Year End 9/30/2019 Certification of Top 5 Compensation Form
- Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws
- Section 8 Management Assessment Plan (SEMAP)
- Five Year Public Housing Agency Plan for Fiscal Year
- Wage Match Guidelines
- Contract Officer for all Modernization Projects
- Certificate of Final Completion for DHCD Project #258094 Window Replacement, Venting, and related work at 117 Congress Street (705-2B)
- Application and Certificate For Payment #7 (Final) for DHCD Project #258094 Window Replacement, Venting and related work at 117 Congress Street (705-2B)
- Change Order #2 for DHCD Project #258110 Carpet Replacement and Painting and Related Work at Various Developments (667-2,667-3A, 667-3B, 667-4,667-5, 667-7B and 689)
- Certificate of Substantial Completion for DHCD Project #258110 Carpet Replacement and Painting and Related Work at Various Developments (667-2,667-3A, 667-3B, 667-4,667-5, 667-7B and 689) effective August 30, 2019
- Annual Employee Appreciation Luncheon

**XI. Other Business /Late Communications**

**XII. Adjournment into Executive Session**

- to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual