



2022 FEB -3 PM 1:35

CITY CLERK
SALEM, MASS

John A. Boris, Chairman
Kimberley Driscoll, Vice Chair
Charity Lezama, Treasurer
Benjamin Shallop, Assistant Treasurer
Sue Kirby, Second Vice Chair
and Tenant Representative

Cathy Hoog, Executive Director

**AGENDA FOR THE
SEVENTY-FOURTH (74TH) ANNUAL MEETING
WEDNESDAY, FEBRUARY 9, 2022**

- I. Call Meeting to Order**
- II. Roll Call**
- III. Election of Officers**
 - Office of Chairman
 - Office of Vice-Chairman
 - Office of Second Vice-Chairman
 - Office of Treasurer
 - Office of Assistant Treasurer
- IV. Check Signers with Alternates**
 - Designate Check Signers and Alternates
- V. Manual Check Signers**
 - Designate Manual Signers
- VI. Voucher Signers**
 - Designate Voucher Signers and Alternates
- VII. Employee Check Signing Security Agreement**
- VIII. Release of Executive Session Minutes**
- IX. Presentation of By-Laws**
- X. Order of Voting for Roll Call Votes**
- XI. Adjournment into Regular Meeting**





2022 FEB -3 PM 1:34

CITY CLERK
SALEM, MASS

**AGENDA FOR THE
REGULAR MEETING
WEDNESDAY, FEBRUARY 9, 2022
6:00 p.m.**

John A. Boris, Chairman
Kimberley Driscoll, Vice Chair
Charity Lezama, Treasurer
Benjamin Shallop, Assistant Treasurer
Sue Kirby, Second Vice Chair
and Tenant Representative

Cathy Hoog, Executive Director

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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 the Regular Meeting of January 12, 2022
 - IV. Tenant/Public Engagement**
 - V. Communications**
 - Updated Waitlist
 - SHA Department Reports (Move In, Move Out, State and Federal, Modernization Report, Voucher Report, Resident Services Coordinator Reports and Completed Work Orders for Month of January 2022)
 - Email from Amanda Chiancola to Cathy Hoog dated January 5, 2022 re: Public Service Award in the amount of \$7,000.00
 - VI. Reports of the Committees**
 - VII. Report of the Executive Director**
 - VIII. Unfinished Business**
 - Cathy Hoog's Employee Performance Evaluation
 - IX. Recommendations of the Chairman**
 - X. Report of the Treasurer**



- Bills and Transfers for the period January 1, 2022 through January 31, 2022
- Balance Sheet and Statements of Revenues and Expenses through December 31, 2022

XI. New Business

- Change Order #1 for Security Camera Installation
- Certificate of Substantial Completion for 258153 Retaining Wall Replacement at Bertram Terrace (667-1A) effective as of January 31, 2022
- Certificate of Final Completion for 258153 Retaining Wall Replacement at Bertram Terrace (667-1A) effective as of February 1, 2022

XII. Other Business /Late Communications

XIII. 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.