



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
SPECIAL MEETING
WEDNESDAY, MARCH 23, 2022
6:00 p.m.**

2022 MAR 17 PM 2:12
CITY CLERK
SALEM MASS

- I. Call Meeting to Order**
- II. Roll Call**
- III. Acceptance of the Minutes of Previous Meeting(s)**
 - Acceptance of Minutes of the 74TH Annual Meeting of February 9, 2022
 - Acceptance of Minutes of the Regular Meeting of February 9, 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 February 2022)
 - Cathy Hoog's Performance Evaluation
 - Email dated March 9, 2022 from Cathy Hoog to Don Rivard and Pat Bresnahan re: Charter Street Tenant Petition Response
- VI. Reports of the Committees**
- VII. Report of the Executive Director**
- VIII. Unfinished Business**
 - Election of Officers as follows:
 1. Office of the Chairman
 2. Office of the Vice Chairman
 3. Office of the Second Vice Chairman



4. Office of the Treasurer
5. Office of the Assistant Treasurer

IX. Recommendations of the Chairman

X. Report of the Treasurer

- Bills and Transfers for the period February 1, 2022 through February 28, 2022
- Balance Sheet and Statements of Revenues and Expenses through January 31, 2022

XI. New Business

- Budget Presentation FYE September 30, 2022
- Executive Director Salary Calculation Worksheet
- Public Housing Innovations Grant Round II Application to the Department of Housing and Community Development for \$12,500,000.00 in redevelopment costs for Leefort Terrace
- Change Order #3, Zisson Building Window Replacement – a no cost time extension to February 9, 2022 due to Covid-19 delays
- Certificate of Substantial Completion effective at noon on February 9, 2022 for the Window Replacement Project at the Zisson Building
- Certificate of Final Completion for the Zisson Window Replacement Project
- Bid for Groundskeeping Services at various properties as per the bid specifications
- Bid for Managed Information Technology and Help Desk Services
- Adopt Snow Removal Policy
- Corrected Page 28 of Longevity Plan of the Administrative Staff Personnel Policy
- Section 8 – Pre-2004 Reserves – Replenish
- New Hire – Section 8 Housing Coordinator
- New Hire – Part-Time Receptionist

XII. Other Business /Late Communications

XIII. Adjournment

This notice posted on "Official Bulletin Board"
City Hall, Salem, Mass. on **MAR 17 2022**
at *2:12 PM* in accordance with MGL Chap. 30A,
Sections 18-25.