



Cathy Hoog, Executive Director

Main Office and Public Housing Department  
27 Charter Street, Salem, MA 01970

Section 8 Department & Procurement/Modernization  
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**MINUTES OF THE  
REGULAR BOARD OF DIRECTORS MEETING  
WEDNESDAY, AUGUST 13, 2025  
6:00 p.m.**

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This meeting will be a hybrid meeting. The meeting will take place in person at the Salem Housing Authority, 27 Charter Street, Community Room, Salem, MA and via Zoom Webinar.

**I. Called Meeting to Order at 6:03 p.m.**

**II. Roll Call**

Present

Aaron Paternoster  
Doneeca Thurston-Chavez  
Emily Ullman  
Veronica Miranda

Absent

Romell Kidd

Also Present: Cathy Hoog, Executive Director, Gary Dean, Director of Maintenance, Debra Tucker, Assistant Executive Director, Anne Cameron, Executive Assistant, Jacqui Guzman, Director of Leased Housing, Maureen Thomas, Director of Public Housing, Joshua Bocko, Assistant Director of Public Housing

Patric Bishop and Alex Vega Lopez, Maintenance Staff

**III. Tenant/Public Engagement**

Cynthia McCullough, 27 Charter Street, Salem made the following comment;

Ms. McCullough stated that the cleaning company clean the first floor at Charter Street but are not cleaning the other floors or the trash shoots. She said that she hadn't conveyed that to Gary until this evening.

Cathy Moskavitz – 27 Charter Street, Salem made the following comments/question:



Ms. Moskavitz asked if there was a policy on having a personal door camera on apartment doors.

Cathy Hoog – You cannot modify, adjust or drill into the door. You would have to adhere the camera to the door by way of something that sticks to the door. Some residents feel safe having the camera.

Ann Friedgen, Bertram Terrace, Salem made the following comment:

Ms. Friedgen commented on the landscaping at Pioneer Terrace in front of the two Pioneer Terrace buildings facing the water. She said that the plantings that are in place now are scruffy looking. Maybe the landscapers could plant some bushes and flowers such as hydrangea or a type of rose bush.

Judith Reilly – Salem, MA – Asked the Board for permission to record the meeting with her phone.

#### **IV. Minutes of Previous Meeting(s)**

Emily Ullman moves to accept the Minutes of the Regular Board of Directors Meeting/held on Wednesday, July 9, 2025 Aaron Paternoster seconded the motion and the vote was as follows:

Ayes

Aaron Paternoster  
Doneeca Thurston-Chavez  
Emily Ullman  
Veronica Miranda

Nays

### **See Attached Summary Sheet of the Minutes of the Regular Board Meeting August 13, 2025, Articles V. - XIII**

#### **V. Report of the Executive Director**

- See attached report of the Executive Director – August 2025

#### **VI. Communications**

- Updated Waitlist
- SHA Department Reports (Move In, Move Out, State and Federal, CHAMP Report, Family Self-Sufficiency Report (Quarterly), Modernization Report, Voucher Report,

Resident Service Coordinator Reports and Completed Work Orders for Month of July 2025)

- Proposed dates for Housing Opportunities of Salem, Inc. Board Meeting (Monday, August 18, 2025 at 4:00 p.m., Tuesday, September 2, 2025 at 4:00 p.m. or Wednesday, September 3, 2025 at 4:00 p.m.)
- The Salem Housing Authority applied grant to increase internet access for affordable and public housing residents through the Massachusetts Broadband Institute. This grant expands reliable, high-speed internet service by addressing inadequate wiring and infrastructure. We were awarded for 665 units of low income elderly and family units at 21 of our properties. Aervivo, Inc will be providing this upgrade service.

## **VII. Reports of the Committees**

There were no reports of the Committees.

## **VIII. Recommendations of the Chair**

There were no recommendations of the Chair.

## **IX. Report of the Treasurer**

### Bills

Aaron Paternoster moved to acknowledge receipt of the bills for the period July 1, 2025 through July 31, 2025 as presented. Doneeca Thurston-Chavez seconded the motion and the roll call vote was as follows:

#### Ayes

Aaron Paternoster  
Doneeca Thurston-Chavez  
Emily Ullman  
Veronica Miranda

#### Nays

### Balance Sheet and Statements of Revenues and Expenses

Cathy Hoog presented the Balance Sheet and Statements of Revenues and Expenses to the Board of Directors for acceptance.

Aaron Paternoster moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Paul Pavia of Fenton, Ewald & Associates, P.C. for Six (6) months

ending March 30, 2025. Emily Ullman seconded the motion and the **roll call** vote is as follows:

Ayes

Nays

Aaron Paternoster  
Doneeca Thurston-Chavez  
Emily Ullman  
Veronica Miranda

Aaron Paternoster moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Paul Pavia of Fenton, Ewald & Associates, P.C. for Nine (9) months ending June 30, 2025. Emily Ullman seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Aaron Paternoster  
Doneeca Thurston-Chavez  
Emily Ullman  
Veronica Miranda

Quarterly Variances Report prepared by Paul Pavia, Fenton, Ewald & Associates

## **X. Unfinished Business**

- Section 8 -Pre-2004 Use of Funds Memorandum is being Prepared by SHA Counsel and will be presented at the August 13, 2025 Regular Board Meeting.
- Salem Housing Authority "Draft" Internal Controls Policy

## **XI. New Business**

### Election of Board Officers of the Salem Housing Authority

#### Office of the Chair

Veronica Miranda moved to nominate Aaron Paternoster for the Office of Chair. Aaron Paternoster seconded the motion and the vote is as follows:

Ayes

Nays

Aaron Paternoster  
Doneeca Thurston-Chavez  
Emily Ullman  
Veronica Miranda

Doneeca Thurston-Chavez moved that the nominations for the Office of Chair be closed.  
Veronica Miranda seconded the motion and the vote was as follows:

Ayes

Nays

Aaron Paternoster  
Doneeca Thurston-Chavez  
Emily Ullman  
Veronica Miranda

Doneeca Thurston-Chavez moved that Aaron Paternoster be elected to the Office of Chair. Veronica Miranda seconded the motion and the vote was as follows:

Ayes

Nays

Aaron Paternoster  
Doneeca Thurston-Chavez  
Emily Ullman  
Veronica Miranda

#### Office of the Vice-Chair

Veronica Miranda moved to nominate Emily Ullman for the Office of Vice-Chair.  
Doneeca Thurston-Chavez seconded the motion and the vote was as follows:

Ayes

Nays

Aaron Paternoster  
Doneeca Thurston-Chavez  
Emily Ullman (with protest)  
Veronica Miranda

Veronica Miranda moved that the nominations for the Office of Vice-Chair be closed.  
seconds the motion and the vote was as follows:

Ayes

Nays

Aaron Paternoster  
Doneeca Thurston-Chavez  
Emily Ullman (with protest)  
Veronica Miranda

Veronica Miranda moved that Emily Ullman be elected to the Office of Vice-Chair.  
Doneeca Thurston-Chavez seconded the motion and the vote was as follows:

Ayes

Nays

Aaron Paternoster  
Doneeca Thurston-Chavez  
Emily Ullman (with protest)

Veronica Miranda

Office of the Second Vice-Chair

Veronica Miranda moved to nominate Doneeca Thurston-Chavez for the Office of Second Vice-Chair. Aaron Paternoster seconded the motion and the vote was as follows:

Ayes

Nays

Aaron Paternoster

Doneeca Thurston-Chavez

Emily Ullman

Veronica Miranda

Veronica Miranda moved that the nominations for the Office of Second Vice-Chair be closed. Doneeca Thurston-Chavez seconded the motion and the vote was as follows:

Ayes

Nays

Aaron Paternoster

Doneeca Thurston-Chavez

Emily Ullman

Veronica Miranda

Veronica Miranda moved that Doneeca Thurston-Chavez be elected to the Office of Second Vice-Chair. Aaron Paternoster seconded the motion and the vote was as follows:

Ayes

Nays

Aaron Paternoster

Doneeca Thurston-Chavez

Emily Ullman (with protest)

Veronica Miranda

Office of the Treasurer

Veronica Miranda move to table the election for the Office of Treasurer until the September 10, 2025 Board of Directors Meeting. Doneeca Thurston-Chavez seconded the motion and the vote was as follows:

Ayes

Nays

Aaron Paternoster

Doneeca Thurston-Chavez

Emily Ullman (with protest)

Veronica Miranda

Vote to Elect Emily Ullman as a Director of Housing Opportunities of Salem Inc.

Doneeca Thurston-Chavez moved to elect Emily Ullman as a Director of Housing Opportunities, of Salem, Inc. Veronica Miranda seconded the motion and the roll call vote was as follows:

Ayes

Nays

Aaron Paternoster

Doneeca Thurston-Chavez

Emily Ullman

Veronica Miranda

Bid - EOHLC Project 258150 Electrical Upgrade at Pioneer Terrace 667-4

Cathy Hoog presented the low bid of \$1,104,000.00 from Laracy Electrical Contractors, Inc for EOHLC Project 258150 Electrical Upgrade at Pioneer Terrace 667-4.

Veronica Miranda moved to accept the lowest, responsive and responsible bid of \$1,104,000.00 from Laracy Electrical Contractors, Inc for EOHLC Project 258150 Electrical Upgrade at Pioneer Terrace 667-4. Emily Ullman seconded the motion and the roll call vote is as follows:

Ayes

Nays

Aaron Paternoster

Doneeca Thurston-Chavez

Emily Ullman

Veronica Miranda

Bid for Roof Replacement at 292 Essex Street

Cathy Hoog presented the bid for Roof Replacement at 292 Essex Street to the Board of Directors for acceptance.

Veronica Miranda moved to accept the lowest responsive and responsible bid of \$388,600.00 from Leading Way Construction, Inc. for Roof Replacement at 292 Essex Street. Emily Ullman seconded the motion and the roll call vote was as follows:

Ayes

Nays

Aaron Paternoster

Doneeca Thurston-Chavez

Emily Ullman

Veronica Miranda

Price Quote for Snow Removal Services at 7 Locations from November 1, 2025 through April 30, 2026

Cathy Hoog presented to the Board of Directors price quote for snow removal services at 7 Locations from November 1, 2025 through April 30, 2026.

Emily Ullman moved to accept the price quote of \$149,940.00 for snow removal services at 7 locations from November 1, 2025 through April 30, 2026 as presented by DeStefano Landscape & Snow Company. Doneeca Thurston-Chavez seconded the motion and the roll call vote was as follows:

Ayes

Nays

Aaron Paternoster  
Doneeca Thurston-Chavez  
Emily Ullman  
Veronica Miranda

Bid for Interior Painting of Vacant Units as They Become Vacant for 2 years or the completion of \$150,000.00, whichever occurs first.

The bids are due in on August 13, 2025 at 10:00 a.m. We will provide the bid sheet to you at the Board Meeting as a handout.

Cathy Hoog presented to the Board of Directors bid for Interior Painting of Vacant Units as They Become Vacant for 2 years or the completion of \$150,000.00, whichever occurs first.

Veronica Miranda moved to accept the lowest responsive and responsible bid of \$145,300.00 from John Skouras & Co. Inc. for Interior Painting of Vacant Units as They Become Vacant for 2 years of the completion of \$150,000.00, whichever occurs first.

Emily Ullman seconded the motion and the roll call vote was as follows:

Ayes

Nays

Aaron Paternoster  
Doneeca Thurston-Chavez  
Emily Ullman  
Veronica Miranda

Annual Employee Appreciation Luncheon



Cathy Hoog requested the Board of Directors approval to hold the annual Employee Appreciation Luncheon at TBD on TBD for Salem Housing Authority and Marblehead Housing Authority Employees.

Emily Ullman moved to authorize Cathy Hoog, Executive Director to hold the annual Employee Appreciation Luncheon on TBD at TBD from 12:00 noon to 2:00 p.m. using Pre-2004 Monies at the cost of approximately Two Thousand Dollars (\$2,000.00). Doneeca Thurston-Chavez seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Aaron Paternoster

Doneeca Thurston-Chavez

Emily Ullman

Veronica Miranda abstained.

#### Revisions to Chapters 4 and 12 of the Salem Housing Authority Section 8 Housing Choice Voucher Program Administrative Plan

Cathy Hoog presented to the Board of Directors and discuss the revisions to Chapter 12 of the Salem Housing Authority Section 8 Housing Choice Voucher Program Administrative Plan.

Veronica Miranda moved to table conversations and the revisions to Chapters 4 and 12 of the Salem Housing Authority Section 8 Housing Choice Voucher Program Administrative Plan to the Board of Directors Meeting on September 10, 2025. Aaron Paternoster seconded the motion and the roll call vote was as follows:

Ayes

Nays

Aaron Paternoster

Doneeca Thurston-Chavez

Emily Ullman

Veronica Miranda

## **XII. Other Business/Late Communications**

#### Change Order #1 258187 Siding and Window Replacement at Farrell Court

Cathy Hoog presented to the Board of Directors the Change Order #1 258187 Siding and Window Replacement at Farrell Court.

Change Order #1 in the amount of \$6,863.79 is presented for approval. This represents additional work for a deluxe color change to the vinyl siding (\$2,355.79) and to add plywood at the gable ends of the buildings, where there was none originally (\$4,508.00). There is no time extension for this work.

Veronica Miranda moved to approve Change Order #1 in the amount of \$6,863.79 presented by Drizos Contracting, LLC for EOHLC project #258187 Siding and Window Replacement at Farrell Court 705-3. Presented for additional work for a deluxe color change to the vinyl siding and to add plywood at gable ends of the buildings. There is no time extension. Doneeca Thurston-Chavez seconded the motion and the roll call vote was as follows:

Ayes

Nays

Aaron Paternoster  
Doneeca Thurston-Chavez  
Emily Ullman  
Veronica Miranda

### **XIII. Adjournment**

Emily Ullman moved that the Board adjourn the Regular Meeting of Wednesday, August 13, 2025 at 7:17 p.m. Doneeca Thurston-Chavez seconded the motion and the roll call vote was as follows:

Ayes

Nays

Aaron Paternoster  
Doneeca Thurston-Chavez  
Emily Ullman  
Veronica Miranda