



Cathy Sheehan, Executive Director

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**MINUTES OF THE  
SPECIAL MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, NOVEMBER 19, 2025  
6:00 p.m.**

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**I. Called Meeting to Order at 6:04 p.m.**

**II. Roll Call**

Present

Aaron Paternoster  
Romell Kidd (Virtual)  
Emily Ullman  
Veronica Miranda

Absent

(Vacant Seat)

Also Present: Cathy Hoog, Executive Director, Debra Tucker, Assistant Executive Director, Anne Cameron, Executive Assistant, Maureen Thomas, Director of Public Housing and Massiel Garcia, Finance Director;

**III. Minutes of Previous Meeting(s)**

Veronica Miranda moved to accept the Minutes of the Regular Meeting held on Wednesday, October 8, 2025. Romell Kidd seconded the motion and the vote was as follows:

Ayes

Aaron Paternoster  
Romell Kidd  
Emily Ullman  
Veronica Miranda

Nays

**IV. Tenant/Public Engagement**



There was no tenant/public engagement.

**V. Report of the Executive Director**

- See Executive Director's Report Attached – November 2025

**VI. Communications**

- Mass NAHRO Newsletter – September/October
- Updated Waitlist
- SHA Department Reports ( Move In, Move Out, State and Federal, CHAMP Report, Modernization Report, Voucher Report, Family Self-Sufficiency Report, Resident Service Coordinator Reports, and Completed Work Orders for Month of October 2025)
- Executive Director Performance Evaluation

**VII. Reports of the Committees**

There were no reports of the Committees.

**VIII. Recommendations of the Chair**

**IX. Report of the Treasurer**

Romell Kidd had nothing to report.

Bills

Romell Kidd moved to approve the bills for the period November 1, 2025 through November 30, 2025 as presented. Veronica Miranda seconded the motion and the **roll call** vote was as follows:

Ayes

Aaron Paternoster  
Romell Kidd  
Emily Ullman  
Veronica Miranda

Nays

**X. Unfinished Business**

None

**XI. New Business**

Year End Submissions

Quarterly Operating Statements (Quarter Ending 9/30/25) and Year End Financial Statements (FYE 9/30/25) for Programs 4001 and MRVP

Cathy Sheehan presented the Quarterly Operating Statements (Quarter Ending 9/30/25) and Year End Financial Statements (FYE 9/30/25) for Programs 4001 and MRVP and request signatures for same.

Romell Kidd moved to accept the Quarterly Operating Statements (Quarter Ending 9/30/25) and Year End Financial Statements for Fiscal Year Ending 9/30/25 for Programs 4001 and MRVP. Emily Ullman seconded the motion, and the **roll call** vote was as follows:

Ayes

Aaron Paternoster  
Romell Kidd  
Emily Ullman  
Veronica Miranda

Nays

Fiscal Year End 9/30/2025 Certification of Top 5 Compensation Form

In accordance with the request of EOHLC Cathy Sheehan submitted to the Board the Fiscal Year End 9/30/2025 Certification of Top 5 Compensation Form. Cathy Sheehan submitted the Top 5 Compensation Form to EOHLC together with said Certification.

Veronica Miranda moved to certify and execute Fiscal Year End 9/30/2025 Top 5 Compensation Form as submitted by Cathy Sheehan for the Salem Housing Authority to be submitted with year-end documentation. Aaron Paternoster seconded the motion and the **roll call** vote was as follows:

Ayes

Aaron Paternoster  
Romell Kidd  
Emily Ullman  
Veronica Miranda

Nays

Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws

The Executive Director presented the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws.

Veronica Miranda moved to certify and execute the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws as submitted by Cathy Sheehan, Executive Director for the Salem Housing Authority to be submitted with year end documentation. Emily Ullman seconded the motion and the **roll call** vote was as follows:

Ayes

Aaron Paternoster  
Romell Kidd  
Emily Ullman  
Veronica Miranda

Nays

Request For Proposals – Development Consulting Services for the Redevelopment of 17-27 First Street, Salem, MA

Cathy Sheehan presented to the Board of Directors the price proposal from Emily P. Achtenberg for Development Consulting Services for the redevelopment of 17-27 First Street, Salem, MA.

Veronica Miranda moved to accept the price proposal from Emily P. Achtenberg for Development Consulting Services, for the redevelopment of 17-27 First Street, Salem, MA dated October 15, 2025 for a term of 3 years or the completion of the tasks whichever occurs first, or by extension by mutual agreement of the parties. Romell Kidd seconded the motion and the roll call vote was as follows:

Ayes

Aaron Paternoster  
Romell Kidd  
Emily Ullman  
Veronica Miranda

Nays

Request For Proposals – Legal Services

Cathy Sheehan presented to the Board of Directors the most advantageous Request For Proposals for Legal Services from Casey Lundregan & Burns, P.C. Two RFPs were received and those RFPs were emailed to the Board of Directors under separate cover due to how voluminous the RFPs were.

Emily Ullman moved to accept the most advantageous proposal for Legal Services from Casey Lundregan Burns, P.C. Attorneys at Law for one year with 2- 1 year options to renew at the sole discretion of the Salem Housing Authority. Pricing is attached as part of the proposal. Romell Kidd seconded the motion and the roll call vote was as follows:

Ayes

Nays

Aaron Paternoster  
Romell Kidd  
Emily Ullman  
Veronica Miranda

#### New Hire – Section 8 Housing Coordinator

There were four (4) candidates chosen to be interviewed for the open position of Section 8 Housing Coordinator. Jacqueline Guzman and Sabrina Eschman interviewed the candidates. A second interview was held with the candidates most qualified for the position. Cathy Sheehan, and Jacqueline Guzman conducted said interviews. Cathy presented the candidate of her choice.

Veronica Miranda moved to make a conditional offer of employment to Karina Tejada Haseltine with a six (6) month probationary period for a full-time position as Section 8 Housing Coordinator at an annual salary of \$63,700.00 with a start date TBD. Employment is also conditioned upon receipt of a passed SHA paid physical examination including drug test (not marijuana) and a favorable Criminal Offense Record Information (CORI) check. Romell Kidd seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Aaron Paternoster  
Romell Kidd  
Emily Ullman  
Veronica Miranda

#### Wage Match Guidelines - Certification

The Executive Director presented the Wage Match Acknowledgement Regarding Confidentiality of Information and DOR Disclosure and Security Training for Safe Guarding Information as per Public Housing Notice 2019-16.

Veronica Miranda moved to approve and acknowledge that all authorized employees have read and thoroughly understand the contents of Public Housing Notice 2019-16 and that all authorized employees at the Salem Housing Authority have read and signed the

attached “Acknowledgement Regarding Confidentiality of the Department of Revenue’s Information and DOR Disclosure and Security Training for Safeguarding Information and that all authorized employees have signed the acknowledgments and are on file at the SHA and authorize Cathy Sheehan, Executive Director and Aaron Paternoster, Chair to execute a form named “Executive Director/Board Approval” to be sent to EOHLIC. seconds the motion and the **roll call** vote was as follows:

Ayes

Nays

Aaron Paternoster  
Romell Kidd  
Emily Ullman  
Veronica Miranda

Amendment #21 to the Contract for Financial Assistance (CFA) 5001 for Project 258150 Electrical Upgrades in the amount of \$125,000.00.

Cathy Sheehan presented Amendment #21 to the Contract for Financial Assistance (CFA) 5001 for Project 258150 Electrical Upgrades in the amount of \$125,000.00.

Veronica Miranda moved to approve Amendment #21 to the Contract for Financial Assistance (CFA) 5001 for Project 258150 Electrical Upgrades as in the amount of \$125,000.00. This Amendment Funds the current CFA and the revised CFA is now \$23,157,217.74 and extends the contract dates of service from June 30, 2028 to June 30, 2035.Emily Ullman seconded the motion and the roll call vote was as follows:

Ayes

Nays

Aaron Paternoster  
Romell Kidd  
Emily Ullman  
Veronica Miranda

Certificate of Substantial Completion for EOHLIC Project 258187 ARPA FF Siding and Window Replacement at Farrell Court 705-3

Cathy Sheehan presented Certificate of the Substantial Completion for EOHLIC Project 258187 ARPA FF Siding and Window Replacement at Farrell Court 705-3.

Veronica Miranda moved to accept the Certificate of Substantial Completion for EOHLIC project 258187 ARPA FF Siding and Window Replacement at Farrell Court 705-3 effective as of noon on August 19, 2025. Aaron Paternoster seconded the motion and the roll call vote was as follows:

Ayes

Nays

Aaron Paternoster  
Romell Kidd  
Emily Ullman  
Veronica Miranda

Section 8 Management Assessment Plan (SEMAP)

The Executive Director explained the Section 8 Management Assessment Plan (SEMAP) to the Board.

Veronica Miranda moved to approve the Section 8 Management Assessment Plan (SEMAP) as submitted and to authorize Cathy Sheehan to submit said report to the Department of Housing and Urban Development (HUD). Romell Kidd seconded the motion and the **roll call** vote was as follows:

Ayes

Aaron Paternoster  
Romell Kidd  
Emily Ullman  
Veronica Miranda

Nays

Annual Holiday Employee Luncheon

Cathy Sheehan asked the Board of Directors for approval to hold the Annual Holiday Employee Luncheon on (date T/B/D) from 12:00 noon to 3:00 p.m. for the Salem and Marblehead Housing Authority Employees

Emily Ullman moved to authorize Cathy Sheehan, Executive Director to hold the Annual Holiday Employee Luncheon on \_\_\_\_\_ (TBD) \_\_\_\_\_, 2025 from 12:00 noon to 3:00 p.m. at the cost of approximately Two Thousand Dollars (\$2000.00).

Veronica Miranda seconded the motion and the **roll call** vote was as follows:

Ayes

Aaron Paternoster  
Romell Kidd  
Emily Ullman  
Veronica Miranda

Nays

**XII. Other Business/Late Communications**

There was no other business or late communications.

### **XIII. Adjournment**

Romell Kidd moved that the Board adjourn the Special Meeting of November 19, 2025 at 7:12 p.m. Emily Ullman seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Aaron Paternoster

Romell Kidd

Emily Ullman

Veronica Miranda

**Summary Page for Articles V through XII of the Minutes of the  
Board of Directors Meeting on September 10, 2025**

Cathy announced that the Section 8 Conversion of Federal Public Housing Properties to PBV's is on track to be completed by the end of January, with residents notified and recertification for project-based vouchers about to begin. The process is proceeding according to plan, and the authority will continue to monitor and update the board as the closure nears.

Housing Authority Operations Update/Department Head Reports

The meeting covered several updates on the housing authority's operations. Cathy reported on the fiscal year-end closing financial report, highlighting a large number of completed work orders and ongoing modernization projects. She provided updates on various resident programs, including new admissions, Section 8 vouchers, and the Future Forward State Self-Sufficiency Program. The team discussed plans for a holiday event at Rainbow Terrace and recent service events.

Cathy also mentioned the process of planning for the waitlist opening at Lee Fort Terrace and the review of proposals for the First Street land development project.

17-27 First Street Development Status Review

The board discussed the status of the 17-27 First Street development. That land adjacent to 17-27 First Street has an SHA Development (Farrell Court) containing 16 units which just received new updated siding and windows.

They reviewed the RFP process for selecting a developer, emphasizing that the evaluation committee focuses on vendors' compliance with regulations rather than design. They touched on the potential for board involvement in design decisions and the need to consider prevailing wages on state property.

The board also addressed performance evaluations for the executive director.

Board Approves October Bills, Reviews Compliance

The board approved bills for for October 1-31, 2025.

The Board discussed a previous bank fraud in the amount of \$246,337.85 where approximately \$20,000 remained unrecovered, with the FBI and state authorities investigating.

Year End Financials, Top 5 Compensation Form, Lead Paint Certification, RFP for Development Consulting and Legal Services

The meeting covered several topics, including Year End Financials Top 5 Compensation Form. Lead Paint Certification and Compliance, which was approved by all present.

They also approved the fiscal year-end September 30, 2025 financial statements certification and top 5 compensation form and lead paint compliance which are required annual submissions to the state.

Romell agreed to stop by on Friday morning to sign necessary documents, and Cathy will ensure they are ready.

The group also discussed Emily Achtenberg's proposal for development consulting services related to the redevelopment of 17-71 First Street in Salem, Massachusetts. Emily's expertise in development pro forma and financing analysis was highlighted, and her proposal was approved. Veronica raised questions about the RFP process and Emily's previous work with Cathy, which were addressed.

Board Approves RFP for Legal Services, New Hire, Wage Match, CFA Amendment #21, SEMAP and Annual Holiday Employee Luncheon

The board approved an RFP proposal from Casey Lundregan Burns for legal services, with a one-year term and two renewal options.

They also approved a conditional offer of employment to Karina Tejada for the Section 8 Housing Coordinator position.

The board accepted the Wage Match Guidelines Certification and approved Amendment No. 21 to the Contract for Financial Assistance.

The Board accepted the Certificate of Substantial Completion for Project 258187 and approved the Section 8 Management Assessment Plan. Finally, the board approved funding for the annual holiday employee luncheon.

**Other Business/Late Communications**

Veronica Miranda: The School Committee in Salem is going through an elementary reconfiguration, and we have two meetings coming up, so just wanted to flag it for anybody, who's listening and also works in public housing, or just anybody in the community. Next Monday, November 24th, 2025, at 6 p.m, there's a school committee public forum in Spanish with English translation. At 6 p.m, that's at the Saltonstall school

Next Tuesday, November 25th, 2025, we have a school committee public forum at Horace Mann School, off of Wilson Street which is at 6.30 p.m, and that is, to give community members, parents, staff and children the opportunity, to share their thoughts and give the school committee input on the elementary room configuration.

There's a website that we have that I did not write down, but if you go to Salem Public Schools, you'll be able to find the website and find more information, a whole ton of information on what's happening around this, if this is the first time that you're hearing it. Tomorrow, I took the day off of work, I found out about the CHAPA Housing Summit, that's happening in Boston, so I'll be attending the housing summit. I'm happy to report back to the board, what I've learned there.

Veronica Miranda: Going forward, I think this board, at least for as long as I've been on it, we've done a roll call for all votes, and my understanding is that is an extra precaution, we don't have to do that. We do have to do that if a member is online, but if you're interested. having people say aye, or, or say whether they're opposed, we can also do that, and it might help us move through some things faster. Some votes do require the roll call. I don't know which ones those are, but just wanted to mention that.

Cathy Sheehan: Thank you. Typically, the state votes require a roll call vote and the financials do as well.

Aaron Paternoster: I'm fine continuing the way we do it.

Cathy Sheehan: I was able to connect with some school committee leadership, I believe that you (Veronica) had referred for data. I was able to provide them with a decent amount of data and then sought additional data from the state level. They took a while to get it to me. So I literally just received it, so I'm going to be, forwarding that, as well. I know there was some interest in, elementary school- aged children in trends, and over longitudinal data, actually. So, I do have some that may be of interest to them on a statewide level, so I will be sharing that.

Aaron Paternoster: Other business, late communications, I do have a question. Well, first, I want to thank Doneeca Thurston-Chavez, for her service on the board. It was a short time, but I think she was, very effective on the board. Do we know if, where we are in the process of, of replacing that seat?

Cathy Sheehan: Yes, we've had some discussions with the mayor. I think he is planning to present in December, the next City Council meeting. So hopefully we'll have, a candidate in the new year.