



Cathy Sheehan, Executive Director

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

Section 8 Department & Procurement/Modernization
136 Canal Street, Suite 2, Salem, MA 01970

Telephone: 978-744-4431 Fax: 978-744-9614
Website: www.salemha.org

2025 DEC -3 PM 3:40

CITY CLERK
SALEM, MASS

December 3, 2025

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, as amended, Notice of **REGULAR MEETING** of the SALEM HOUSING AUTHORITY to be held on **WEDNESDAY, DECEMBER 10, 2025 at 6:00 p.m.** at the Salem Housing Authority, 27 Charter Street, Salem, MA **VIA ZOOM WEBINAR ONLY.**

Zoom webinar invite:

When: Dec 10, 2025 06:00 PM Eastern Time (US and Canada)
Topic: Salem Housing Authority Regular Board of Directors Meeting - Wednesday, December 10, 2025

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/88442192571?pwd=QdeZ8xo78KLYPDyblhMlmJaec3y1nT.1>
Passcode:177486

Phone one-tap:

+13126266799,,88442192571#,,,,*177486# US (Chicago)
+16465588656,,88442192571#,,,,*177486# US (New York)

Join via audio:

+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)
+1 646 931 3860 US
+1 301 715 8592 US (Washington DC)
+1 305 224 1968 US
+1 309 205 3325 US



Equal Opportunity Employer



+1 386 347 5053 US
+1 507 473 4847 US
+1 564 217 2000 US
+1 669 444 9171 US
+1 669 900 9128 US (San Jose)
+1 689 278 1000 US
+1 719 359 4580 US
+1 253 205 0468 US
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 360 209 5623 US
Webinar ID: 884 4219 2571
Passcode: 177486
International numbers available: <https://us02web.zoom.us/j/88442192571>

The Chair anticipates that the matters outlined in the agenda below will be addressed, as well as any other unforeseen business that may lawfully come before it.

I. Call Meeting to Order

II. Roll Call

III. Acceptance of the Minutes of Previous Meeting(s)

- Acceptance of Minutes of the Special Meeting of November 19, 2025

IV. Tenant/Public Engagement

V. Report of the Executive Director

- Executive Director Report – December 2024

VI. Communications

- Mass NAHRO Newsletter
- Updated Waitlist
- SHA Department Reports (Move In, Move Out, State and Federal,
- CHAMP Report, Modernization Report, Voucher Report, Family Self-Sufficiency Report (Quarterly), Resident Service Coordinators' Reports and Completed Work Orders for Month of November 2025)

VII. Reports of the Committees

VIII. Recommendations of the Chair

IX. Report of the Treasurer

- Bills for the period November 1, 2025 to November 30, 2025

X. Unfinished Business

- Cathy Sheehan's Performance Evaluation

XI. New Business

- Massachusetts State-Aided Housing Insurance Program Participation Agreement
- Bid of \$2,345,000.00 from LeVangie Electric Co., Inc. for EOHLC project 258188 ARPA TAR Meter Fed Pac Panel, Fire Alarm Syst, Stove Replacement at various developments
- Quote for the Installation of a Roof Mounted, Multi-Zone High Efficiency Ductless ASHP Minisplit and Air Handler System at 292 Essex Street
- Certificate of Final Completion for EOHLC project #258187 ARPA FF Selective Siding Replacement and Related Work at Farrell Court 705-3
- Pre-2004 Section 8 Monies
- Board of Directors' Meetings for the Calendar Year 2026

XII. Other Business /Late Communications

XIII. Adjournment

Very truly yours,



Cathy Sheehan
Executive Director

Copy: SHA Board Members
Charter Street Tenants Association
Pioneer/Bertram Terrace Tenants Organization
Dalton House Tenants Organization
Rainbow Terrace Tenants Organization

This notice posted on "Official Bulletin Board"
City Hall, Salem, Mass. on **DEC 03 2025**
at 3:40pm in accordance with MGL Chap. 30A,
Sections 18-25.

de diciembre de 2025

2025 DEC -3 PM 3:40

Ilene Simons, Secretaria Municipal
Oficina de la Secretaria
Ayuntamiento, 93 Washington Street
Salem, MA 01970

CITY CLERK
SALEM, MASS

Estimada Sra. Simons:

De conformidad con el Capítulo 30A, Sección 20 de las Leyes Generales, y sus enmiendas, se anuncia la REUNIÓN ORDINARIA de la AUTORIDAD DE VIVIENDA DE SALEM, que se celebrará el miércoles 10 de diciembre de 2025 a las 18:00 h en la Autoridad de Vivienda de Salem, 27 Charter Street, Salem, MA. SOLO POR SEMINARIO WEB POR ZOOM.

Invitación al seminario web de Zoom:

Fecha: 10 de diciembre de 2025, 18:00 h, hora del este (EE. UU. y Canadá)
Tema: Reunión ordinaria de la Junta Directiva de la Autoridad de Vivienda de Salem - Miércoles, 10 de diciembre de 2025

Únase desde PC, Mac, iPad o Android:

<https://us02web.zoom.us/j/88442192571?pwd=QdeZ8xo78KLYPDyblhMlmJaec3y1nT.1>
Contraseña: 177486

Teléfono con un solo toque:

+13126266799,,88442192571#,,,,*177486# EE. UU. (Chicago)
+16465588656,,88442192571#,,,,*177486# EE. UU. (Nueva York)

Únase a través de Audio:

+1 312 626 6799 EE. UU. (Chicago)
+1 646 558 8656 EE. UU. (Nueva York)
+1 646 931 3860 EE. UU.
+1 301 715 8592 EE. UU. (Washington D. C.)
+1 305 224 1968 EE. UU.
+1 309 205 3325 EE. UU.
+1 386 347 5053 EE. UU.
+1 507 473 4847 EE. UU.
+1 564 217 2000 EE. UU.
+1 669 444 9171 EE. UU.
+1 669 900 9128 EE. UU. (San José)
+1 689 278 1000 EE. UU.
+1 719 359 4580 EE. UU.
+1 253 205 0468 EE. UU.
+1 253 215 8782 EE. UU. (Tacoma)
+1 346 248 7799 EE. UU. (Houston)
+1 360 209 5623 EE. UU.

ID del seminario web: 884 4219 2571

Código de acceso: 177486

Números internacionales disponibles: <https://us02web.zoom.us/j/88442192571>

El Presidente prevé que se abordarán los asuntos descritos en el orden del día a continuación, así como cualquier otro asunto imprevisto que legalmente pueda presentarse.

I. Apertura de la sesión

II. Lista de asistencia

III. Aceptación de las actas de las reuniones anteriores

- Aceptación de las actas de la reunión extraordinaria del 19 de noviembre de 2025

IV. Participación de Inquilinos/Público

V. Informe del Director Ejecutivo

- Informe del Director Ejecutivo – Diciembre de 2024

VI. Comunicaciones

- Boletín informativo de Mass NAHRO
- Lista de espera actualizada
- Informes del Departamento de Vivienda y Desarrollo Urbano (SHA) (Ingreso, Salida, Estatal y Federal,
- Informe CHAMP, Informe de Modernización, Informe de Cupones, Informe de Autosuficiencia Familiar (Trimestral), Informes de los Coordinadores de Servicios para Residentes y Órdenes de Trabajo Completadas para el mes de noviembre de 2025)

VII. Informes de los Comités

VIII. Recomendaciones del Presidente

IX. Informe del Tesorero

- Proyectos de ley para el período del 1 al 30 de noviembre de 2025

X. Asuntos pendientes

- Evaluación de desempeño de Cathy Sheehan

XI. Nuevos Asuntos

- Acuerdo de Participación en el Programa de Seguro de Vivienda con Subvención Estatal de Massachusetts
- Oferta de \$2,345,000.00 de LeVangie Electric Co., Inc. para el proyecto EOHLIC 258188: Panel de Medición TAR ARPA, Sistema de Alarma contra Incendios y Reemplazo de Estufas en varias urbanizaciones.
- Presupuesto para la Instalación de un Minisplit ASHP multizona de Alta Eficiencia sin Ductos y Sistema de Manejo de Aire, Montado en Techo, en 292 Essex Street.
- Certificado de Finalización Final para el proyecto EOHLIC n.º 258187. Reemplazo de Revestimiento Selectivo ARPA FF y Trabajos Relacionados en Farrell Court 705-3.
- Fondos de la Sección 8 Previos a 2004.
- Reuniones de la Junta Directiva para el Año Calendario 2026.

XII. Otros Asuntos / Comunicaciones Atrasadas

XIII. Levantamiento de la sesión

Atentamente,



Cathy Sheehan
Directora Ejecutiva

Copia: Miembros de la Junta Directiva de SHA
Asociación de Inquilinos de Charter Street
Organización de Inquilinos de Pioneer/Bertram Terrace
Organización de Inquilinos de Dalton House
Organización de Inquilinos de Rainbow Terrace
Send feedback
Side panels
History
Saved



Cathy Sheehan, Executive Director

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

Section 8 Department & Procurement/Modernization
136 Canal Street, Suite 2, Salem, MA 01970

Telephone: 978-744-4431 Fax: 978-744-9614
Website: www.salemha.org

**DISCUSSIONS FOR THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, DECEMBER 10, 2025
6:00 p.m.**

This meeting will be held virtually only.

I. Call Meeting to Order

II. Roll Call

Present

Absent

Also Present:

III. Minutes of Previous Meeting(s)

() moves to accept the Minutes of the Special Board of Directors Meeting held on Wednesday, November 19, 2025. () seconds the motion and the vote is as follows:

Ayes

Nays

IV. Tenant/Public Engagement

V. Report of the Executive Director

- See Executive Director's Report Attached – December 2025

VI. Communications

- Mass NAHRO Newsletter
- 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)

VII. Reports of the Committees

VIII. Recommendations of the Chair

IX. Report of the Treasurer

Bills

() moves to approve the bills for the period November 1, 2025 through November 30, 2025 as presented. () seconds the motion and the **roll call** vote is as follows:

Ayes

Nays

X. Unfinished Business

Cathy Sheehan's Performance Evaluation

XI. New Business

Massachusetts State Aided Housing Insurance Program Participation Agreement

Cathy Sheehan will present the Massachusetts State Aided Housing Insurance Program Participation Agreement.

() moves to certify that the Salem Housing Authority has had an opportunity to review and understand the requirements of the Massachusetts State-Aided Housing Insurance Program and hereby agrees to abide by the terms of the Massachusetts State-Aided Housing Insurance Program Participation Agreement. () seconds the motion and the roll call vote is as follows:

Ayes

Nays

Bid of \$2,345,000.00 from LeVangie Electric Co., Inc. for EOHLC project 258188 ARPA TAR Meter Fed Pac Panel, Fire Alarm Syst, Stove Replacement at various developments

Cathy Sheehan will present bid of \$2,345,000.00 from LeVangie Electric Co., Inc. for EOHLC project 258188 ARPA TAR Meter Fed Pac Panel, Fire Alarm Syst, Stove Replacement at various developments.

() moves to accept the lowest responsive and responsible bid of \$2,345,000.00 from LeVangie Electric Co., Inc. for EOHLC project 258188 ARPA TAR Meter Fed Pac Panel, Fire Alarm Syst, Stove Replacement at various developments. () seconds the motion and the roll call vote is as follows:

Ayes

Nays

Quote for the Installation of a Roof Mounted, Multi-Zone High Efficiency Ductless ASHP Minisplit and Air Handler System at 292 Essex Street.

Cathy Sheehan will present the Quote for the Installation of a Roof Mounted, Multi-Zone High Efficiency Ductless ASHP Minisplit and Air Handler System at 292 Essex Street.

() moves to accept the lowest price quote of \$_____ from _____ for the Installation of a Roof Mounted, Multi-Zone High Efficiency, Ductless ASHP Minisplit and Air Handler System at 292 Essex Street. () seconds the motion and the roll call vote is as follows:

Ayes

Nays

Certificate of Final Completion for EOHLC project #258187 ARPA FF Selective Siding Replacement and Related Work at Farrell Court 705-3

Cathy Sheehan will present to the Board of Directors Certificate of Final Completion for EOHLC project #258187 ARPA FF Selective siding replacement and related work at Farrell Court 705-3 effective December 1, 2025 as presented by Drizos Contracting, LLC and approved by Architect, Andrew Brockway & Associates,

() moves to accept the Certificate of Final Completion for EOHLC project #258187 ARPA FF Selective siding replacement and related work at Farrell Court 705-3 effective December 1, 2025 as presented by Drizos Contracting, LLC and approved by Architect, Andrew Brockway & Associates, and to approve final payment to the contractor in the amount of \$14,243.19.

Ayes

Nays

Pre-2004 Section 8 Monies

On August 8, 2012, the Board of Directors authorized the former Executive Director spend Pre-2004 Section 8 Reserve Monies up to Five Thousand (\$5,000.00) Dollars without further Board approval. Cathy Hoog, Executive Director requested the Board to restore the Five Thousand (\$5,000.00) Dollars using the same guidelines as the Board authorized on August 8, 2012.

() moves to authorize Cathy Hoog to restore the Five Thousand (\$5,000.00) Dollars from the Section 8 Reserve Monies using the same guidelines as authorized by the Board on August 8, 2012. () seconds the motion and the **roll call** vote was as follows:

Ayes

Nays

Board of Directors' Meetings for the Calendar Year 2026

The regularly scheduled meetings of the Board of Directors for 2026 are as follows:

Wednesday, January 14, 2026

Wednesday, July 8, 2026

Wednesday, February 11, 2026

Wednesday, August 12, 2026

Wednesday, March 11, 2026

Wednesday, September 9, 2026

Wednesday, April 8, 2026

Wednesday, October 14, 2026

Wednesday, May 13, 2026

Wednesday, November 11, 2026

Wednesday, June 10, 2026

Wednesday, December 9, 2026

All Regular Board Meetings are held at 6:00 p.m. All Board Meetings will be hybrid meetings i.e. held in person and via Zoom Webinar until further notice.

XII. Other Business/Late Communications

XIII. Adjournment

() moves that the Board adjourn the Regular Meeting of December 10, , 2025 at () p.m. () seconds the motion and the **roll call** vote is as follows:

Ayes

Nays



Cathy Sheehan, Executive Director

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

Section 8 Department & Procurement/Modernization
136 Canal Street, Suite 2, Salem, MA 01970

Telephone: 978-744-4431 Fax: 978-744-9614
Website: www.salemha.org

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

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 wais 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

Aaron Paternoster
Romell Kidd
Emily Ullman
Veronica Miranda

Nays

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

Aaron Paternoster
Romell Kidd
Emily Ullman
Veronica Miranda

Nays

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 EOHLC. . . seconds the motion and the **roll call** vote was as follows:

Ayes

Aaron Paternoster
Romell Kidd
Emily Ullman
Veronica Miranda

Nays

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

Aaron Paternoster
Romell Kidd
Emily Ullman
Veronica Miranda

Nays

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

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

Veronica Miranda moved to accept the Certificate of Substantial Completion for EOHLC 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 totaling \$246,337.85 for October 1-31, 2025.

The Board discussed a previous bank fraud incident 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, Top 5 t 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.

ED Summary December 2025

The following summary is provided as a guide for the SHA Board of Commissioners to review monthly SHA Department outcomes. Additional Department reports provide more detailed statistical data related to SHA finance, modernization, public housing vacancy, section 8 vouchers, maintenance work orders, resident services, Family Self Sufficiency (FSS) programs, Housing Now, champ wait list data and property management. The detailed reports are attached in the monthly Board packet with this summary.

Administration/Personnel

- Closing for the Public Housing Program scheduled for January 31, 2026. HUD Housing Assistance payment award issued to begin in February of 2026. Federal Public Housing residents were called in this month to complete section 8 verification documents.

Financial

- Preparation for 2026 budget begins this month.

Property/Modernization

- 379 Work orders completed this month. See work order reports and move in/move out reports for detailed information related to work order data and public housing vacancies/move ins.
- 12 State modernization projects are currently in design or under construction. See modernization report for more detailed updates on each project. 1 Federal modernization project is being planned for construction.
- 150 CHAMP applications pulled and being reviewed for placement. See CHAMP report for more detailed information on champ waitlist pulls and offers for public housing units.
- 8 New Admissions in Public Housing

Section 8 Program

- 1152 units under lease, See Voucher report for additional specifics related to Section 8 vouchers issued.
- The Section 8 program cannot issue any new vouchers per HUD orders.
- Shortfall Funding Award received this month for \$1,696,202 to cover increased rental costs in the program.

- FSS Program- 30 **voucher holders** (19 is the target goal for HUD) have been enrolled into the program and signed contracts, **\$115,022 in earned escrow amongst the participants**. 2026 FSS renewal grant application was submitted. **Quarterly FSS report provided this month on the FSS program and participant statistics.**

Residents and Community

- **21 new Referrals** were made to the Service Coordinators this month for resident assistance. **95 residents served** for ongoing case management
- **Housing Now Program**-2 Families have successfully transitioned from emergency shelter housing and completed 9 months of permanent housing and participated in stabilization/case management services. They have graduated from the program. One family has obtained employment through the Salem Public Schools and the second family has enrolled in a medical billing training program through Mass Hire. 4 additional Families have been leased up and receiving comprehensive case management services with Family Success Plans in place and are set to graduate from the program this month. Two families have remained successfully leased up for 9 months and have been granted an extension.
- **Future Forward State Self-Sufficiency Program**-Nine families are enrolled with signed contracts. Each family enrolled has individual goal plans with at least three goals (per contract) to work towards over the next three years. Enrollment will be ongoing. Monthly Board reports will begin in January 2026.
- Ongoing activities for residents-
- Holiday event planned for December 10th at the Salem State University Bookstore area for residents of Rainbow Terrace and Housing Now participants.
- Wellness Wednesdays
- Mobile Salem Food Pantry
- RSC's continue attendance at local REACT meetings with Salem PD and area providers.
- Planning for fire safety talks in motion with Salem FD
- Weekly office hours at Pioneer Terrace and Morency Manor
- **See monthly Service Coordinator reports for specific data related to engagement/service coordination categories for residents.**

Funding Awards/Grant Applications Summary for 2019-2024

Fiscal Year 2019-2020

Awards total: \$1,161,681.29 (RSC grant (annual), health/safety initiative, PEHO, Gateway Cities, CPA, Creative Placemaking)

Fiscal Year 2020-2021

Awards total: \$4,407,082.00 (Section 8 HAP, HILAP, Action Inc. Sustainability, CDBG)

Fiscal Year 2021-2022

Awards total: \$2,400,946.00 (CPA, DHCD Target Award, Solar Farm Savings(annual)/Sign on Bonus, New Section 8 Vouchers and Admin Fee (annual)

Fiscal Year 2022-2023

Awards total: \$24,041,404.30 plus Leefort Profit Sharing (CDBG wifi, RSC funding, FSS funding, ARPA development for Leefort, HOME funding for Leefort, HILAP for Leefort, CPA roof, \$14,500,000 in soft bond and five years of tax credits for Leefort, Bertram Terrace Compliance funds)**Leefort Profit Sharing: Approx \$2.8 million**

Fiscal Year 2023-2024

SHA has received **\$88,420 in additional shortfall funding** to assist with the needs to cover the section 8 program.

An application was submitted to Mass Housing Partnership for feasibility costs related to an RFP for the vacant land at Farrell Court. **\$35,000 was awarded to SHA** this past month to explore the feasibility of developing the land next to Farrell Court. Testing will soon begin on the ledge to further determine the scope of possibilities for the land.

An application was made to Salem CPA committee for **\$160,000** for upgrades and repairs to the Barton Square elevator. **SHA was awarded \$160,000 for the elevator upgrades at Barton Square.**

An application was made to Salem CDBG program for **\$41,400** to offer residents a series of yoga, meditation, art therapies and pet therapy. Stay tuned.

RSC award made to SHA for \$70,000.00 to continue RSC service coordination for residents of SHA and BHA.

EOHLC Housing Now Grant application submitted last month for Case Management services along with family housing unit designations to assist families dealing with homelessness. **SHA awarded \$96,000 per EOHLC fiscal year, initial award is \$80,000 due to months into fiscal year.**

Fiscal Year 2025 Family Self Sufficiency grant application submitted to HUD November 2024

SHA partnering with City and local St. Peter's San Pedro Church next to Morency building on geothermal networking grant opportunities for further studying the feasibility for municipal downtown buildings to network on Geothermal.

HUD Shortfall funding application was submitted for 2024 to cover landlord rent increases. **SHA was awarded \$658,000.00**

Fiscal Year 2024-2025

SHA submitted the 2025 Comprehensive Modernization grant program to EOHL May 2025. The project scope will include replacement windows, concrete balcony repairs, building envelope repairs and roof repairs for the Charter Street building. The grant was submitted in May 2025 totaling over \$2million for work at Charter Street. **SHA received word this month that we were awarded \$2,700,000!**

A Community Preservation Funding application was submitted to the City Community Preservation Committee for funding the roof replacement at the Zisson development. **The application was approved and funded \$378,00.00**

A CDBG grant application was submitted to the City for programming for technical assistance to seniors for computer use and basic applications along with training materials/equipment. Stay tuned. We have been notified December 2025 that all CDBG grant awards are on hold until further notice given the uncertainty of federal funding.

The HUD FSS program grant application **was awarded for an additional two years of funding, initial year award is \$110,000.**

The State Self-Sufficiency Grant program was submitted for funding in March in partnership with the Marblehead Housing Authority. **The grant was awarded to SHA/MHA for \$100,000 annually.**

SHA applied for the State Residential Retrofit Program for Public Housing Units in an effort to increase access to reliable internet services for residents. The grant addresses inadequate wiring and infrastructure. The grants are intended to increase connectivity, reduce cost burdens and improve digital access for low-income residents. **SHA was awarded services for 665 units spread over 21 properties as part of Aervivo Inc. Connectivity Platform.**

SHA applied this month for a Massachusetts Broadband Institute Connected and Online digital equity grant. The application entailed a plan for a mobile computer learning center that can be utilized in a number of ways for our resident population.

Development/Redevelopment Updates

The Leefort Terrace construction completion is anticipated for May 2026.

Wait list opening and marketing to begin in January/ February of 2026.

The voluntary pre-proposal site meeting for 17-27 First Street took place on Wednesday, September 3, 2025. Twenty-nine (29) designers and developers were in attendance for review of the RFP and any additional questions. A site tour followed the pre-proposal meeting and attendees walked the site. Interested parties have requested the full RFP package.

The RFP due date for the First Street land was November 3, 2025. Three proposals were received. The evaluation committee met this month to further review the proposals as a group. Scoring will be finalized in two weeks and composite scores assigned. ED and Development

Consultant will present a summary/presentation and a recommended developer designation to the Board at January meeting. The evaluation committee consists of Director of Maintenance Operations, Modernization and Development Coordinator, Executive Director, City of Salem Deputy Director of Planning and Community Development and SHA Development Consultant. Proposals were submitted by Beacon Communities, Harborlight Homes and Pennrose.

State Estimated Waiting Period for Applications:

As of December 4, 2025

P-1,2,3,4,6

Family	6 mos.-1 yr.
Elderly	6 mos.-1 yr.
NE (Eld./Disabled)	6 mos.-1 yr.
Modified	1+ yrs.

P- 7

Family (Local)	2 + yrs.
Family (Non-Local)	3 + yrs.
Elderly (Local)	2 + yrs.
Elderly (Non-Local)	3 + yrs.
NE (Elderly/Disabled)	3 + yrs.
Congregate	1 + yrs.
Modified	3 + yrs.

VETERANS

Family	6 mos.-1 yr.
Elderly	6 mos.-1 yr.

Federal Waiting Period for Applications:

FEDERAL

Family	3 + yrs.
Elderly	2 + yrs.

SECTION 8

Local/Preference	5 + yrs.
Non Local	10 + yrs.
PBV/Pequot	4 + yrs.
PBV/ARC	0 mos.-3 mos.

STATE PUBLIC HOUSING
WAITING LIST
CHAMP

As of December 4, 2025

Number of Family Applicants	45,927
Number of Elderly/Handicapped Applicants	12,014

FEDERAL PUBLIC HOUSING
WAITING LIST

Federal Family	Pending	0
	Eligible	<u>23</u>
	Total	23
Federal Elderly	Pending	0
	Eligible	<u>262</u>
	Total	262

SECTION 8

Section 8 HCV Centralized Waitlist Salem Preference	Pending	0
	Eligible	<u>2321</u>
	Total	2321
Pequot Highlands Project-Based Voucher Program	Pending	25
	Eligible	<u>1493</u>
	Total	1518
New Point Acquisition PBV	Pending	24
	Eligible	<u>690</u>
	Total	714

(MRVP Converted to Housing Choice Voucher 07/04-08/04)

(Federal Family closed 12/02)

(Federal Family opened 06/21/05 – 07/31/05)

(Federal Family closed 07/31/05)

(Federal Family opened 06/11/12)

(Federal Family closed 10/31/2012)

(Federal Preferences Changed To Local Only 12/17/2012)

(Section 8 closed 12/02)

(Joined Centralized 04/03/2006)

(State Family Closed 11/01/06)

(State Family Reopened 05/06/08 – 07/31/08 2 & 3 BR Only)

(State Family Extended thru 09/30/08 2 & 3 BR Only)

(State Family Closed 09/30/08)

(State Family Reopened 07/01/11 – 10/31/11 2 & 3 BR Only)

(State Family Closed 10/31/2011)

(State Family Reopened 12/15/15 - 03/31/2016 2 & 3 BR Only)(State Family Closed 3/31/16)

July 19, 2018 State Waitlist Migrated to CHAMP (new applications after this date logged into CHAMP) (Oct. 15 – 30, 2018 Applications received entered into Lottery Nov. 9, 2018)

Unit Address	City	State	Bedroom Size	Admission Date	Action Type	Move Out Reason	Effective Date
2C Norton Terrace	Salem	MA	1	11/04/2025	New Admission		11/04/2025
3B Norton Terrace	Salem	MA	1	11/25/2025	New Admission		11/25/2025
11G Pioneer Terrace	Salem	MA	1	11/17/2025	New Admission		11/17/2025
4G Pioneer Terrace	Salem	MA	1	06/02/2001	End Participation		11/19/2025
27 Charter St Unit: 1104	Salem	MA	1	01/06/2022	End Participation		11/10/2025
45 St Peter St Unit: 504	Salem	MA	1	11/13/2025	New Admission		11/13/2025
45 St Peter St Unit: 408	Salem	MA	1	11/14/2025	New Admission		11/14/2025
45 St Peter St Unit: 406	Salem	MA	1	11/18/2025	New Admission		11/18/2025
45 St Peter St Unit: 205	Salem	MA	1	11/24/2025	New Admission		11/24/2025
205 Bridge St Unit: 101	Salem	MA	1	11/19/2025	New Admission		11/19/2025

Update on Capital Modernization Projects

The following are items either underway in design or under construction. These projects are funded by our 5-year state Capital Improvement Plan (EOHLC) and annual federal capital plan (HUD).

STATE-FUNDED PROJECTS

Our latest annual state formula funding award is \$796,966 to be used at 14 state developments (626 units in 82 buildings).

Underway (In Design or Under Construction)

258150 **Electrical Upgrade** at Pioneer Terrace

Project is to upgrade the electrical service. The project was bid and Laracy Electrical has been awarded the contract. A preconstruction meeting and Notice to Proceed will be next.

258173 **Exterior Upgrades Water Infiltration (HILAPP)** at Charter St.

Project to solve the leaking in 2 units and the office. EOHLC awarded architect contract. In design. EOHLC authorized going forward with work to be performed in a sample unit on the 2nd floor as a test case. This work occurred. There are larger flashing and other issues being investigated with the Architect and EOHLC. SHA met with EOHLC and architect 5/30/24. Many design issues were discussed. A larger scope of work will be designed. The east elevation will be the scope. Plans and cost estimate are under review with EOHLC. Schematic design documents were approved 10/03/25.

258182 **Exterior Door Replacement** at Bates, Norton, Dalton, Park/Prince

Derby Square Architects was assigned by EOHLC. Schematic design documents were approved 10-19-25. The next phase will be bid documents.

258188 **ARPA Federal Pacific Electric Panel Replacement and Gas Stove Replacement** at Rainbow, Leefort, Bertram, Colonial, Norton, Pioneer, Morency, Ruane, Dalton, and Phillips.

Rogue Engineering's bid document package was approved by EOHLC. The project was bid and LeVangie Electric Co., Inc. was the low bidder at \$2,345,000. The bid will be presented at the December board meeting for acceptance.

258189 **Walk-in tub/shower study** at Charter St. and Morency Manor and Phillips House

Environmental Restoration Inc. continues work at the Phillips House. Serious plumbing issues behind the walls due to the age of the building at Charter. To keep the project on track the contractor has moved on to Phillips, then Morency, and then back to Charter.

There is a designated unit in each building identified as a unit to be used as temporary bathroom facilities for units where work is being performed.

258194 **Elevator upgrades** at Charter

Work to update the elevators to new code to be completed by our current elevator company under contract. Delta Beckwith Elevator Co. has completed work on the 1st car which will be tested by the state 11/04/25. Work as moved to the 2nd car.

258197 **Site Work and Concrete Repair** at Colonial Terrace

Design work has been completed and reviewed. Due to the time required for bidding and contract execution and the approaching winter season public bidding will be delayed until January 2026 for better and more accurate pricing. Work is anticipated to begin in Spring 2026.

258198 **Sustainability Study- flood zone, rising sea level** at Pioneer and Congress

Project with EOHLIC. No information yet.

258199 **Roof Replacement** at Ruane

Derby Square Architects was assigned by EOHLIC. This building is in a historic district. A fee of \$21,600 has been agreed upon. Design work has begun. Schematic design documents were submitted on 10/21/25. A site visit was held with Historic Commission members on 11/26/25 and the project will be presented to them at a December meeting. Once approved the next step will be construction documents and bidding.

258200 **Boilers and HW Tanks Replacement** at Phillips

The equipment is at the end of its useful life. BLW Engineers has been assigned. Design work, budget, and funding are under review at EOHLIC. Difficulty with this project with EOHLIC parameters of no fossil fuel, building is in a historic district, etc. Working with Action Energy with the hope of them taking on the project.

258202 **Window Replacement** at Charter

EOHLIC has created a work order. Awaiting price proposal from architect and then schematic design.

258203 **Aging in Place at Routine Turnovers** at 667

Small accessibility/adaptability upgrades will be incorporated during the routine vacancy turnover process

Projects to be Assigned to a Designer, Designed and Bid

TBA Kitchen & bath modernization at Bertram as funding will allow.

FEDERALLY-FUNDED PROJECTS

Zisson Roof Replacement: The SHA was awarded CPA funds to help fund this work. Andrew Brockway is the architect on the project. Project received approval by the Historic Commission, Redevelopment Authority, and the Design Review Board. Low bidder is Leading Way Construction Co. Inc. with a bid of \$388,600.00. Contracts have been signed. City of Salem has delayed construction start date to 11/01 due to October crowds/tourists in the area. Work is moving along well and should be completed in December.

Report to the Board 12/01/2025

12/1/2025

0 New Voucher Out-Looking

Voucher's Out-looking Time Frame:

Under 30 Days	0
30-60 Days	0
60-90 Days	0
90-120 Days	0
120+	0

Voucher

Issued since 11/1/ 2025: 0

PBV Admissions since 11/1/2025: 0

Units Under Lease as of

December 1, 2025 1152

Salem Housing Authority

27 Charter Street
Salem, MA 01970

(978)744-4431



Cathy Hoog
Executive Director

November 1-3 2025

Kathlyn Valianti

November RSC MONTHLY REPORT

NEW Referrals to RSC: _____ 7

Ongoing case management/referrals: 50

Category:

<u>Mental / behavioral health</u>	<u>8</u>
Housing stabilization support / One time deep cleaning	<u>9</u>
Re-certification assistance	<u>3</u>
Housekeeping/ Agency referrals	<u>8</u>
Wellness & fitness	
<u>Nutrition/Snap applications, food pantry resources</u>	<u>6</u>
<u>Healthy food options, food pantry and emergency shopping</u>	<u>6</u>
<u>Community Engagement / Socialization</u>	<u>46</u>
<u>Health insurance / Health supportive services</u>	<u>6</u>
<u>Other- Distribution of flyers and community events</u>	<u>206</u>
Other	

Referrals made out to other places:

- Salem COA, Salem Pantry, Life Bridge, Gather Health HOU, MassHealth, Healthy Living, Element Care, AgeSpan, Disability Resource Center, Element Care, North Shore Community Action Program, Salem Commission on Disability, Mission of Deeds, REACT, Salem Fire Department, Salem PD, The Brookhouse for Woman, The Bertram House, Big Brother/Big Sister, Salvation Army, Gardener Mattress Company, Care Dimensions

Other important info to include:

No React High Risk team meeting, Salem Council on Aging, this month.

Salem Housing Authority

27 Charter Street
Salem, MA 01970

(978)744-4431



Cathy Hoog
Executive Director

11/10/25 Pioneer Terrace Community hours

11/17/25 Pioneer Terrace Community hours

11/12/25 EPNG Networking meeting at BrightView Danvers, Presentation on Dementia

11/18/25 Charter St. Coffee Hour: Gather Health/Medicare Presentation, Council on Aging information and Alliance therapy dog visit.

11/24/25 Pioneer Terrace Community hours

11/19/25 RSC monthly meeting

- Wellness Wednesday with Kelley Annese will be starting October, 2025 – wellness classes will be the Morency Community Room and Pioneer Terrace Community Room
 - Lunch with Congregate tenants at Ruane, next scheduled for November, with RSC's
 - Planning social monthly community engagement / workshops at Morency, Dalton, and Pioneer community rooms (Coffee hour, snacks, movies, games, etc.)
 - Weekly office hours at Pioneer Terrace Community Room.
 - Meet with other community organizations- EPNG, NorthShore REACT
 - Posted informative pamphlets to upcoming workshops and Events.
- Post up local events-Social Programs, Transportation schedule, and outing events hosted by COA.

Salem Housing Authority

27 Charter Street
Salem, MA 01970



(978)744-4431

Cathy Hoog
Executive Director

November 1- 30, 2025
Mary Ann Kairouz

RSC MONTHLY REPORT

Total Referrals to RSC:

New Referrals:14

On-Going Referrals:35

Categories of services and the number of tenants provided services:

<u>Mental-behavioral health</u>	<u>11</u>
Housing stabilization support, one-time deep cleaning	<u>8</u>
Re-certification assistance	<u>6</u>
Housekeeping, laundry services through agency referrals	<u>6</u>
Wellness and fitness workshops	<u>14</u>
<u>Nutrition-SNAP application and list food pantry resources</u>	<u>4</u>
<u>healthy food access-assisting at food panty & emergency food shopping</u>	<u>82</u>
<u>Community Engagement, Socialization-----</u>	<u>46</u>
<u>Family socialization-----</u>	<u>0</u>
<u>Health insurance, Health supportive services</u>	<u>12</u>
<u>Other- resources posted in buildings</u>	<u>72</u>
<u>Other-passed out to tenants</u>	<u>100</u>
<u>Other- robo calls of events or services</u>	<u>657</u>
A. <u>Families Robo call</u>	<u>341</u>
B. <u>Elderly Robo Calls</u>	<u>316</u>

Referrals made out to other places:

Salem Housing Authority

27 Charter Street
Salem, MA 01970



(978)744-4431

Cathy Hoog
Executive Director

-
- Salem COA, Salem Pantry, Life Bridge, Gather Health HOU, MassHealth, Element Care, AgeSpan, Disability Resource Center, Element Care, REACT, Salem Fire Department, Salem PD, Bootstrap, SAVERS, Aldi.

Other important info to include:

- Nov 12th ENPG meeting
- Nov 18th- Charter St Coffee Hour Social with community providers-COA, City of Salem Constituent Services Director/Latino Affairs Julio Mota, Gather Health, Medicare Specialist, and Therapy dog.
- RSCs planning Holiday Event for Families on December 10th at Salem State University
- Elderly Housing is having an Ugly Sweater Party on Dec 15th-Pioneer and Dec 17th-Morency.
- Dec 18th Charter St Ugly Sweater Party at Noon-2pm music Bobby Mac.
- Planning 250th event for fall or spring with RSCs Kathlyn and Alex
- Wellness Wednesday with Kelley Annese will be restarting November 5rd, 2025 –Nov 19 and Dec 3rd, 2025, wellness classes will be the Morency Community Room and Pioneer Terrace Community Room
- Planning more workshops with Kelley and new workshops for elderly and families.
- 10/21/25 Disability Resource Center Presentation at Charter St. Community room Element Care/PACE Presentation at Charter St.
- 10/22/25 Gather Bingo, Pioneer Terrace and Morency, Medicare Presentation
- Posted informative pamphlets to upcoming workshops and Events
- Socialize and interact as well as Supervision of Salem Pantry distribution to residents on Monday at Morency Manor and Dalton Place.
- Weekly office hours at Morency Manor and some office hrs. at Pioneer
- Charter St Monday Pantry hours assist with helping tenants with mobility limitations with putting them in bags or assisting with carrying.
- Meet with other community organizations- COA, EPNG, NorthShore REACT, City of Salem Members, Local Providers and/or Medical Professionals.

Salem Housing Authority

27 Charter Street
Salem, MA 01970

(978)744-4431



Cathy Hoog
Executive Director

November 1- 30, 2025
Alexandra Dominguez

RSC MONTHLY REPORT

Total Referrals to RSC:

New Referrals: 0

On-Going Referrals: 10

Categories of services and the number of tenants provided services:

<u>Mental-behavioral health</u>	<u>3</u>
Housing stabilization support, one-time deep cleaning	<u>8</u>
Re-certification assistance	<u>3</u>
Housekeeping, laundry services through agency referrals	<u>0</u>
Wellness and fitness workshops	<u>0</u>
<u>Nutrition-SNAP application and list food pantry resources</u>	<u>8</u>
<u>healthy food access-assisting at food panty & emergency food shopping</u>	<u>43</u>
<u>Community Engagement, Socialization</u>	<u>43</u>
<u>Health insurance, Health supportive services</u>	<u>3</u>
<u>Other- resources posted in buildings</u>	<u>0</u>
<u>Other-passed out to tenants</u>	<u>0</u>
<u>Other- robo calls of events or services</u>	<u>0</u>
A. <u>Families Robo call</u>	<u>0</u>
B. <u>Elderly Robo Calls</u>	<u>0</u>

Referrals made out to other places:

- Salem Mobile Pantry, HIP Farmer's markets, Elliot, Pathways Family Resource Center, Mass Hire, DDS, Samaritan's Charitable Society of Salem, Gifts That Matter, RAFT

Salem Housing Authority

27 Charter Street
Salem, MA 01970

(978)744-4431



Cathy Hoog
Executive Director

Other important info to include:

- RSCs have a Holiday Event planned for December 10th at the Salem State University Bookstore area, for residents at Rainbow and all the Housing NOW participants.
- Socialize and interact at Salem Pantry distribution to residents on Wednesday at Rainbow.
- Attended EOHLIC's Specialized Family & Supportive Services (SFSS) Open Office Hours (OOH) virtually on: Massachusetts Immigrant & Refugee Advocacy Coalition (MIRA)
- Two families have successfully transitioned from emergency shelter to permanent housing and completed 9 months of stabilization/case management services through the Housing Now Program. One of the families has established employment within the Salem Public Schools and have been in compliance with their lease terms and the Housing Now Program requirements. The other family has also been in compliance with their lease and is set to start a training program through MassHire at the Millennial Training Institute in Woburn, MA for Medical Billing and Coding.
- Four families on the Housing Now program are set to complete their 9 months of stabilization/case management in December. Two (of the total eight participants) have been provided with an extension for stabilization/case management services.

**Salem Housing Authority
Work Order Complete/Incomplete Report**

Program(s): State 667, State 200

Project(s): State Elderly 667-2: Colonial Terrace

Status: All, Status Included:Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee:

All, Created From: 11/1/2025, Created Through: 11/30/2025, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	9	0	9	12.55	1.39
Routine	5	1	4	12.38	3.10
Totals:	14	1	13	24.93	1.92

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	8	0	8	4.67	0.58
Christian Rudloff	1	1	0	0.00	N/A
Craig Powers	1	0	1	6.92	6.92
Michael Fitzgerald	4	0	4	13.34	3.34
Totals:	14	1	13	24.93	1.92

**Salem Housing Authority
Work Order Complete/Incomplete Report**

Program(s): State 667, State 200

Project(s): State Elderly 667-1A: Bertram Terrace

Status: All, Status Included:Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee:

All, Created From: 11/1/2025, Created Through: 11/30/2025, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	11	1	10	35.12	3.51
Routine	11	3	8	56.21	7.03
Totals:	22	4	18	91.33	5.07

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	6	0	6	14.24	2.37
Craig Powers	2	1	1	7.25	7.25
John DeBenedictis	1	1	0	0.00	N/A
Ken Sousa	1	1	0	0.00	N/A
Michael Fitzgerald	11	0	11	69.84	6.35
Patric Bishop	1	1	0	0.00	N/A
Totals:	22	4	18	91.33	5.07

379 Total Work Orders This Month

**Salem Housing Authority
Work Order Complete/Incomplete Report**

Program(s): State 667, State 200

Project(s): State Elderly 667-3: Norton (3A) and Bates (3B)

Status: All, Status Included:Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee:

All, Created From: 11/1/2025, Created Through: 11/30/2025, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	4	2	2	0.21	0.11
Urgent	1	0	1	0.21	0.21
Routine	9	3	6	11.59	1.93
Inspection UPCS	7	2	5	18.63	3.73
Totals:	21	7	14	30.64	2.19

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	10	3	7	2.43	0.35
Bill Norris	6	1	5	17.21	3.44
Craig Powers	3	1	2	11.00	5.50
Michael Fitzgerald	2	2	0	0.00	N/A
Totals:	21	7	14	30.64	2.19

**Salem Housing Authority
Work Order Complete/Incomplete Report**

Program(s): State 667, State 200

Project(s): State Elderly 667-4: Pioneer Terrace

Status: All, Status Included:Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee:

All, Created From: 11/1/2025, Created Through: 11/30/2025, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	25	3	22	13.34	0.61
Urgent	2	0	2	0.33	0.17
Routine	18	4	14	87.48	6.25
Inspection UPCS	3	0	3	3.04	1.01
Totals:	48	7	41	104.19	2.54

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	27	1	26	9.34	0.36
Bill Norris	4	2	2	6.01	3.01
Craig Powers	1	0	1	2.63	2.63
John DeBenedictis	3	2	1	3.08	3.08
Ken Sousa	4	2	2	5.21	2.61
Michael Fitzgerald	9	2	7	67.83	9.69
Patric Bishop	3	0	3	10.09	3.36
Totals:	48	7	41	104.19	2.54

**Salem Housing Authority
Work Order Complete/Incomplete Report**

Program(s): State 667, State 200

Project(s): State Elderly 667-5: 27 Charter St.

Status: All, Status Included:Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee:

All, Created From: 11/1/2025, Created Through: 11/30/2025, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	17	0	17	10.04	0.59
Routine	23	3	20	42.84	2.14
Inspection UPCS	5	2	3	1.54	0.51
Totals:	45	5	40	54.42	1.36

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	24	1	23	12.04	0.52
Bill Norris	2	0	2	3.17	1.59
Charlie Felton	1	0	1	0.04	0.04
Christian Rudloff	1	0	1	0.04	0.04
Craig Powers	3	1	2	6.04	3.02
Etienne Fabrune	1	1	0	0.00	N/A
Ken Sousa	1	0	1	4.58	4.58
Michael Fitzgerald	3	1	2	11.34	5.67
Patric Bishop	13	2	11	17.17	1.56
Totals:	45	5	40	54.42	1.36

**Salem Housing Authority
Work Order Complete/Incomplete Report**

Program(s): State 667, State 200

Project(s): State Elderly 667-6: Morency Manor

Status: All, Status Included:Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee:

All, Created From: 11/1/2025, Created Through: 11/30/2025, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	6	0	6	11.25	1.88
Urgent	1	0	1	0.08	0.08
Routine	4	2	2	6.88	3.44
Inspection UPCS	1	0	1	16.96	16.96
Totals:	12	2	10	35.17	3.52

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	6	0	6	2.54	0.42
Charlie Felton	1	0	1	0.75	0.75
Christian Rudloff	1	1	0	0.00	N/A
Michael Fitzgerald	5	1	4	31.88	7.97
Totals:	12	2	10	35.17	3.52

Salem Housing Authority Work Order Complete/Incomplete Report

Program(s): State 667, State 200

Project(s): State Elderly 667-7A: Ruane Building

Status: All, Status Included:Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee: All, Created From: 11/1/2025, Created Through: 11/30/2025, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	9	0	9	10.71	1.19
Routine	3	0	3	2.54	0.85
Totals:	12	0	12	13.25	1.10

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	6	0	6	1.54	0.26
Craig Powers	3	0	3	0.54	0.18
Michael Fitzgerald	2	0	2	10.09	5.05
Patric Bishop	1	0	1	1.08	1.08
Totals:	12	0	12	13.25	1.10

Salem Housing Authority Work Order Complete/Incomplete Report

Program(s): State 667, State 200

Project(s): State Elderly 667-7B: Dalton Building

Status: All, Status Included:Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee: All, Created From: 11/1/2025, Created Through: 11/30/2025, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	8	1	7	0.71	0.10
Routine	5	1	4	11.92	2.98
Inspection UPCS	1	0	1	7.25	7.25
Totals:	14	2	12	19.88	1.66

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	8	2	6	0.45	0.08
Bill Norris	2	0	2	7.38	3.69
Craig Powers	1	0	1	2.08	2.08
Luis Lopez	1	0	1	0.13	0.13
Michael Fitzgerald	1	0	1	7.75	7.75
Patric Bishop	2	0	2	2.09	1.05
Totals:	14	2	12	19.88	1.66

**Salem Housing Authority
Work Order Complete/Incomplete Report**

Program(s): State 667, State 200

Project(s): State Family 200-2: Rainbow Terrace

Status: All, Status Included:Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee:

All, Created From: 11/1/2025, Created Through: 11/30/2025, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	52	0	52	39.43	0.76
Routine	53	11	42	60.91	1.45
Preventive	4	2	2	21.26	10.63
Inspection UPCS	7	5	2	8.75	4.38
Totals:	116	18	98	130.35	1.33

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	49	1	48	21.81	0.45
Bill Norris	6	1	5	4.53	0.91
Craig Powers	4	0	4	12.55	3.14
Etienne Fabrune	1	1	0	0.00	N/A
Gary Dean	32	5	27	12.24	0.45
John DeBenedictis	1	1	0	0.00	N/A
Ken Sousa	1	1	0	0.00	N/A
Luis Lopez	32	5	27	12.24	0.45
Michael Fitzgerald	14	5	9	37.30	4.14
Patric Bishop	14	4	10	29.68	2.97
Totals:	116	18	98	130.35	1.33

**Salem Housing Authority
Work Order Complete/Incomplete Report**

Program(s): State 667, State 200

Project(s): State Family 200-1: Garden Terrace

Status: All, Status Included:Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee:

All, Created From: 11/1/2025, Created Through: 11/30/2025, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	4	1	3	18.30	6.10
Routine	3	0	3	11.97	3.99
Inspection UPCS	2	1	1	10.33	10.33
Totals:	9	2	7	40.60	5.80

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	4	1	3	1.30	0.43
Bill Norris	2	1	1	10.33	10.33
Michael Fitzgerald	3	0	3	28.97	9.66
Totals:	9	2	7	40.60	5.80

**Salem Housing Authority
Work Order Complete/Incomplete Report**

Program(s): State 705

Project(s): State Family 705-2A: 33 Park St./26 Prince St., State Family 705-2B: 117 Congress St.

Status: All, Status Included:Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee: All, Created From: 11/1/2025, Created Through: 11/30/2025, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	5	0	5	0.59	0.12
Routine	2	1	1	7.88	7.88
Totals:	7	1	6	8.47	1.41

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	5	0	5	0.59	0.12
Craig Powers	1	0	1	7.88	7.88
Etienne Fabrune	1	1	0	0.00	N/A
Totals:	7	1	6	8.47	1.41

**Salem Housing Authority
Work Order Complete/Incomplete Report**

Program(s): State 705

Project(s): State Family 705-3: Farrell Court

Status: All, Status Included:Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee: All, Created From: 11/1/2025, Created Through: 11/30/2025, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	4	0	4	10.17	2.54
Routine	2	1	1	0.08	0.08
Totals:	6	1	5	10.25	2.05

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	4	0	4	0.50	0.13
Bill Norris	1	1	0	0.00	N/A
Michael Fitzgerald	1	0	1	9.75	9.75
Totals:	6	1	5	10.25	2.05

**Salem Housing Authority
Work Order Complete/Incomplete Report**

Program(s): State 705

Project(s): State Family 705-4: Phillips (84, 86, 88 Essex)

Status: All, Status Included: Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee: All, Created From: 11/1/2025, Created Through: 11/30/2025, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	5	0	5	3.08	0.62
Routine	4	1	3	10.55	3.52
Inspection UPCS	1	0	1	1.08	1.08
Totals:	10	1	9	14.71	1.63

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	5	0	5	7.25	1.45
Christian Rudloff	1	1	0	0.00	N/A
Etienne Fabrune	1	0	1	1.08	1.08
Michael Fitzgerald	2	0	2	6.30	3.15
Patric Bishop	1	0	1	0.08	0.08
Totals:	10	1	9	14.71	1.63

**Salem Housing Authority
Work Order Complete/Incomplete Report**

Program(s): Federal Public Housing

Project(s): Federal Elderly: Barton and Zisson, Federal Family: 122.5 Boston, 73 Boston, 121.5 Br +1

Status: All, Status Included: Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee: All, Created From: 11/1/2025, Created Through: 11/30/2025, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	14	0	14	18.53	1.32
Urgent	1	0	1	7.67	7.67
Routine	12	6	6	12.12	2.02
Totals:	27	6	21	38.32	1.82

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	13	0	13	10.16	0.78
Bill Norris	1	1	0	0.00	N/A
Craig Powers	4	0	4	5.08	1.27
Michael Fitzgerald	2	0	2	17.42	8.71
Patric Bishop	7	5	2	5.66	2.83
Totals:	27	6	21	38.32	1.82

Salem Housing Authority Work Order Complete/Incomplete Report

Program(s): Federal Public Housing, State 689, State 705, State 667 +21

Project(s): Federal Elderly: Barton and Zisson, Federal Family: 122.5 Boston, 73 Boston, 121.5 Br +45

Status: All, **Status Included:** Vacant, **Employee:** All, **Created From:** 1/1/1900, **Created Through:** 12/31/9999, **Completed From:** 11/1/2025, **Completed Through:** 12/1/2025

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Vacant	2	0	2	137.66	68.83
Totals:	2	0	2	137.66	68.83

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Bill Norris	1	0	1	70.33	70.33
John DeBenedictis	1	0	1	67.33	67.33
Totals:	2	0	2	137.66	68.83

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: State Elderly 667-3: Norton (3A) and Bates (3B)									
76413	Vacant	2H Norton Terrace		09/22/2025 08:00 AM	12/01/2025 04:00 PM	\$0.00	\$1,783.23	\$1,783.23	\$0.00
Description: repair vacancy									
Completed Description: takeout boxspring mattress kitchen table make punch list repair cut and install shades. wash window clean plane closet door replaced handle repair window track and frame clean stove paint sink base shelf poly cabinets shaves wash bathroom kitchen floor applies 1 sit coat of floor finish pick up floors sand equip sand floors sand floors return sanding equip wipe down unit clean kitchen and bathroom floors apply 2 Nd coat of floor fist to bathroom and kitchen floors apply poly have to 4 floor paperwork close completer work order needs tub surround kitchen faucets rebuild ok shut off kitchen and bathroom sinks repair screen bedroom and bathroom wall assist ken plumbing install plywood installed tub surround									
Task Description: 507 - Rec vacancy for repair									
State Elderly 667-3: Norton (3A) and Bates (3B)			Incomplete: 0	Complete: 1		\$0.00	\$1,783.23	\$1,783.23	\$0.00
Project: State Elderly 667-4: Pioneer Terrace									
76642	Vacant	7B Pioneer Terrace		09/25/2025 08:00 AM	12/01/2025 04:00 PM	\$0.00	\$2,683.20	\$2,683.20	\$0.00
Description: repair vacancy									
Completed Description: remove bathroom ceiling installed new sheetrock joint componer remove cabinets closet door clean apt asiste ken with plumbing. repair sheetrock in kitchen installs cabinets remove bathroom heater unit. install bathroom heater new unit. install new range hood. install cabinets cut counter install sink install back splash paint kitchen install hardware. install shade cabinets clean apt installed closet doors repair base cabinets wash wax floor clean. install shower head wax floor									
Task Description: 507 - Rec vacancy for repair									
State Elderly 667-4: Pioneer Terrace			Incomplete: 0	Complete: 1		\$0.00	\$2,683.20	\$2,683.20	\$0.00
State 667			Incomplete: 0	Complete: 2		\$0.00	\$4,466.43	\$4,466.43	\$0.00
Grand Totals:			Incomplete: 0	Complete: 2		\$0.00	\$4,466.43	\$4,466.43	\$0.00

**Salem Housing Authority
November 2025 Bills**

Check Name	Description	Amount
4imprint, Inc.		
1	CHK 200 Lanyards	\$447.31
A-1 Exterminators, Inc.		
	FC: Exterior Stations	
	FC: Sentinel Stations	\$650.00
Aaron Patemoster		
	09-25: Board Comp.	\$1,467.20
Aflac		
2	CHK 11-25: Aflac	\$450.36
AFSCME Council 93		
	11-02-25: Union Dues	
	11-09-25: Union Dues	
	11-16-25: Union Dues	
	11-23-25: Union Dues	\$416.52
Employee		
	SHA B's Membership: Employee Reimbursement	\$60.00
Andrew M. Brockway		
	# 258187/#04: A/E Basic	\$4,500.00
Assabet Valley Housing Inspections LLC		
	Zisson: 13 Inspections	\$806.00
Baystate Interpreters, Inc.		
3	CHK 10-08: Sec. 8: x1	
	10-07: FSS: x1	\$220.00
Blue Triton Brands, Inc.		
	1 sleeve cups: 5/ 5 gal. water	\$38.44
	1 sleeve cups: 6/ 5 gal. water	\$45.13
		\$83.57
BLW Engineers, Inc.		
	258200 #2	\$4,800.00
Boston Mutual Life Ins. Co.		
	11-25: Add'l Life	\$459.60
Breen & Sullivan		
	667-5: 2 Fuse Disconnects	\$4,659.80
Canal Realty Development,		
	09-05/10-02: Sec. 8: Water & Sewer	
	12-25: Rent	\$5,185.17
Casey Lundregan Burns,		
	All Legal Matters	\$13,196.03
Cassidy Landscaping LLC		

\$20,622.89

CDA Connor & Desmarais
Agency

Sec. 8 Term: 1/
Participant

\$1,007.00

City Of Salem

09-25: 508.838 Gals.
Fuel
09-25: Sec. 8: 46.818
Gal. Fuel

\$1,252.98

City Of Salem

200: 143,015 CU. FT.
667: 133,993 CU. FT.
705: 13,921 Cu. Ft.
705-4: 3,027 CU. FT.
30: 13,816 CU. FT.

\$39,515.15

Comcast

- 4 CHK Various Sites: Cable,
Wifi Camera Connection
- 5 CHK Various Sites: Cable,
Wifi Camera Connection
- 6 CHK Various Sites: Cable,
Wifi Camera Connection
- 7 CHK Various Sites: Cable,
Wifi Camera Connection

\$1,430.96

\$676.26

\$1,048.48

\$557.81

\$3,713.51

Commonwealth of
Massachusetts

- 8 CHK Sec. 8: Toll
- 9 CHK 10-29-25: Toll

\$3.55

\$3.15

\$6.70

Commonwealth of
Massachusetts

- 10 CHK Power: 2/Boiler
Inspections

\$100.00

Commonwealth Of
Massachusetts

- 11 CHK 11-25: Health, Opins. &
LTD

\$13,786.93

Curtains Etc.

667-5: Blinds

\$263.00

Dearborn Life Insurance
Company

- 12 CHK 11-25: STD

\$357.96

Delta Beckwith Elevator

"258194: #1"

\$95,000.00

Donald R. Famico d/b/a
M.F.G. Constables

8/ constable service

\$240.00

Doneeca v Thurston Chavez

09-25: Board Comp.

\$1,467.20

Elan Financial Services

INV CC Payment October
2025 Statement

\$7,636.27

Erin Ullman			09-25: Board Comp.	\$1,467.20
Empower Retirement				
13	CHK	11-02-25: Deferred Comp		\$1,390.00
14	CHK	11-09-25: Deferred Comp.		\$1,390.00
15	CHK	11-16-25: Deferred Comp.		\$1,390.00
16	CHK	11-23-25: Deferred Comp.		\$1,390.00
				\$5,560.00
Empower Retirement				
17	CHK	11-02-25: Deferred Comp "OBRA"		\$178.38
18	CHK	11-09-25: Deferred Comp. "OBRA"		\$178.38
19	CHK	11-16-25: Deferred Comp. "OBRA"		\$175.14
20	CHK	11-23-25: Deferred Comp. "OBRA"		\$178.38
				\$710.28
Environmental Restorations, Inc.				
			258189 #2	\$29,460.21
F. W. Webb Company				
			Maintenance Supplies	\$8,779.68
Forshaw, Inc.				
			Extermination Supplies	\$7,425.44
Gail Neibaur				
			ACOP Presentation FSS Grant Application Leefort Project PBV.	\$2,435.00
Employee				
			11-06: Safety Training	\$83.55
Resident				
21	CHK	Resident: Return Overpayment		\$4,000.00
Greater Salem Employees Federal Credit Union				
			11-02-25: Credit Union	
			11-09-25: Credit Union	
			11-16-25: Credit Union	
			11-23-25: Credit Union	
				\$3,200.00
H. T. Berry Company, LLC a 04-2434980 Brady PLUS company				
			Maintenance Supplies	\$713.16
Hayden's Safe & Lock Co.,				
			Locks 4 Units	\$2,404.16
Hayden's Systems, Inc.				
			PT /1 unit: Service & Replace Smoke Alarm 667-5: Elevator Repair 667-5: Elevator Repair 667-5: Elevator Inspection	\$3,920.45
HD Supply Facilities Maintenance				
23	CHK	Maintenance Supplies		

\$2,465.01

Home Depot Commercial
Credit

24 CHK
2/Accordion Doors
1/Tool Bag
Storm Doors and
Handles
Storm door Latch set

\$3,952.37

Intellibeam LLC

667-5: Amazon Drop Box
Wiring
Zisson Office: Wiring &
Computer Instalation

\$12,734.00

Employee

10-29-25:
Reimbursement
Retirement Pizza

\$80.25

Jilcraft Inc.

Office Supplies

\$1,340.50

John Skouras & Co., Inc.

PT: 1 Bedroom
RT: 2 Bedroom

\$1,400.00

Ken Mctague

RT: 3 Exterior Signs
Side by Side: Lettering

\$1,025.00

Klein Hornig LLP

HOS: General Matters

\$277.50

Labor Logic LLC d/b/a
Harpers Time & Attendance

10-25: Monthly Service
09-25: Monthly Service
08-25: Monthly Service

\$399.00

Leading Way Construction,
Inc.

Zisson Roof #1

\$204,106.55

Employee

11-03-25: Parking
11-18-25: RSC Flex
Funds Charter St Event

\$41.43

Mass Floors, Inc.

667-5/1 unit: VCT
Flooring, Cover Base,
and Disposal
PT/1 unit: VCT Flooring
and Removal.

\$10,655.00

McCarthy & Son
Landscaping, Inc.

10-25: Landscape

\$6,951.75

Michael Russo Plumbing
& Heating Co.

122.5 Bos: Replace
Expansion Tank
121.5: Service Furnace
Condensation
121.5: Service FHA
Furnace
GT: Annual Service
3/Boilers
667-7B: Annual Service
4/Boilers

HC: Annual Boiler
 Service
 Bertram Terr: Service
 Boiler
 73 Bos.: Service Boiler

\$10,736.09

Mini Warehousing, Inc.

11-02/12-01: 16A RT
 Storage Mattresses
 11-12/12-11: 103 RT
 Storage Equipment

\$235.00

Moynihan Lumber Of
 Beverly, Inc.

25 CHK Plywood Blueboard

\$889.77

N.S.H.E.D.A

26 CHK 12-16-25: 4/Meeting

\$300.00

27 CHK 12-16-25: Meeting

\$75.00

\$375.00

NAHRO

28 CHK 02-26/01-27:
 Membership

\$1,848.28

National Grid

29 CHK 667: 310 KWH

\$144.53

200: 201 KWH

30 CHK 667: 1,560 KWH

200: 11 KWH

705-4: 20 KWH

30: 154 KWH

sEC.8: 1,295 KWH

\$1,231.09

31 CHK 667: 414 KWH

200: 166 kWH

705-4: 19 KWH

30: 189 KWH

\$390.85

\$1,766.47

National Grid

32 CHK 668: 2,796.47 Therms.

200: 673.03 Therms.

705-40 Therms.

30: 622 Therms

\$4,805.48

33 CHK 667: 1 Therm.

30: .3 Therms.

\$91.70

\$4,897.18

New England Reglaze, Inc

34 CHK 1/ unit PT: Reglaze 1/unit
 Kitchen Sink
 RT: Reglaze Tub

\$700.00

North of Boston Media

AD: 10-08-25: Legal
 Notice
 AD: 10-13-25: RFP Legal
 Notice
 08-07/08-09: MHA
 Property Manager AD
 10-22-25: MHA 113 FC
 Bid

\$3,323.70

NRG Business Marketing

35 CHK 667: 671.10 Therms 667: 671.10 Therms \$192.97

667: 7.31 Therms 667: 7.31 Therms \$3.80

667: 629.9 Therms 667: 629.9 Therms \$327.55

667: 598.8 Therms 667: 598.8 Therms \$311.38

\$835.70

36 CHK 200: 294.2 Therms 200: 294.2 Therms \$152.98

200: 405.4 Therms 200: 405.4 Therms \$210.81

\$363.79

\$1,199.49

Q'D Answering Services			
		09-21/10-20: Answering Service	
		10-21/11-20: Answering Service	
			\$4,168.00
OnLine Information Services			
		Sec. 8: 3 Criminal Reports	
		Sec. 8: 22 Income Verification Reports	
		Sec. 8: 1 Criminal Report	
		Sec. 8: 1 Eviction Report	
		Criminal Reports: 17	
		Eviction Reports: 1	
		Income verification: 6	
			\$1,748.05
Employee			
		10-14/10-30: Reimbursement Parking	
			\$38.25
Pitney Bowes Global Financial Services, Llc			
37	CHK	09-23/12-22: Sec. 8: Mail	\$1,066.14
38	CHK	09-30/12-29: 16A RT: Mail	\$195.99
39	CHK	09-30/12-29: 667-5 Mail	\$920.64
			\$2,182.77
Printer Pro d/b/a Encore			
		Service: 210 Printer	
		11-13: Service Printer	
			\$297.50
PureSky Payment Services			
		08-01/08-31: Solar	
			\$85,019.92
Quadrant Health Strategies			
		Physical: New Employment	
			\$188.00
Rafael Batista			
		10-25: Maintenance	
			\$3,500.00
Recap Advisors, LLC D/B/A			
		10-10/10-24: Public Housing Repositioning	
		09-05: Public Asset Repositioning	
			\$737.50
Reworld Sustainable Solution, LLC			
		10-20/10-27: Trash Disposal	
		11-05/11-14: Trash Disposal	
			\$288.33
Rogue Engineering and Design, Inc.			
		258171 #2:	
			\$37,910.00
Romell Kidd			
		09-25: Board Comp.	
			\$1,467.20
Rosa Clavel Carpeting Sales			
		1 unit PT: Floor Repair	
			\$475.00
S&D Petroleum Inc.d/b/a			
		#246: Battery, Oil Change	

#242: Oil Change,
Sticker
#235: Oil Change,
Sticker
#243: Sec.8: Repair Oil
Pan
#243: Sec.8: 4 /Tires
#242: Battery, tarter, Oil
Change
#242: Oil change,
Sticker
#237: Tire Repair

\$2,452.54

Salem Contributory

11-02-25: Retirement
11-09-25: Retirement
11-16-25: Retirement
11-23-25: Retirement

\$21,575.08

Staples Advantage

16A RT: Calanders

\$82.47

TASC

40 CHK

TASC: 11-06-25: TASC:
4922-3771-3301

\$5.00

The Guardian Life Insurance

41 CHK

11-25: Admin.
11-25: Dental

\$2,974.50

Toshiba America Business

06-15/07-14: 16A RT &
667-5 Copiers
09-15/10-14: 16A RT &
667-5 Copiers
10-15/11-14: 16A RT &
667-5 Copiers
11-15/12-14: Sec. 8 &
667-5: Scanners
11-15/12-14: Sec. 8 &
667.5: Copiers

\$2,979.00

Total Administrative Services

11-06-25: TASC
11-23-25: TASC:
11-20-25: TASC:
11-26-25: TASC:

\$723.00

Total Administrative Services Corporation(TASC)

11-06-25: TASC
11-13-25: TASC:
11-20-25: TASC:
11-26-25: TASC;

\$384.60

Tough Stuff Recycling, LLC

10-17: 28 Mattresses

\$924.00

Town of Marblehead

42 CHK

10-01/10-31: Trash
Disposal

\$1,292.80

University of Massachusetts

43 CHK

10-30-25/11-12-25: Work
Shop Employee
10-30/11-12-25: Work
Shop: Employee
11-4-25/11-12-25: Work
Shop Emplolyee

\$300.00

Verizon	44	CHK	10-11/11-10: Cell Phones	\$1,091.65
Veronica Joy Miranda			09-25: Board Comp.	\$1,467.20
W. B. Mason Co., Inc.			Office Supplies	\$5,976.14
W. W. Grainger			Maintenance Supplies	\$1,603.49
Winer Bros.			Maintenance Supplies 10E PT: Transition Strips Maintainnce Supplies	\$202.51
Xcel Fire Protection, Inc.			Zisson Roof Pipe	\$695.00
Harpers Payroll			11-06-25 Payroll State & Federal Withholding Harpers Invoice 11-13-25 Payroll State & Federal Withholding Harpers Invoice 11-20-25 Payroll State & Federal Withholding Harpers Invoice 11-26-25 Payroll State & Federal Withholding Harpers Invoice	\$44,429.51 \$12,422.38 \$103.63 \$41,192.57 \$10,298.44 \$101.53 \$38,615.42 \$9,565.66 \$101.73 \$47,393.25 \$12,763.09 \$120.73
				\$227,750.01

Total Checks: 44

Grand Total:

\$974,429.06

739042.85

Salem Housing Authority

Executive Director Performance Evaluation

COMMISSIONERS: Check the response that best reflects your opinion with regard to each of the following items:

- A response that is checked Exceeds or Below Expectations should be accompanied by an explanation.
- If a commissioner does not feel that they have sufficient knowledge to answer a category, then N/A should be checked.

This evaluation document will be included in the November 12, 2025 Board Packet, to be completed and turned into the Chairperson at or before the next scheduled Board meeting (December 2025). The Executive Director will be evaluated at the January 2026 meeting.

	Exceeds	Meets	Below Expectations	N/A
1. Prepares carefully for board meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Provides ample information to enable commissioners to make decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is responsive to the concern of Board of Commissioners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Answers questions of Board of Commissioners promptly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Follows up promptly on request of the board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Keeps board fully informed about Housing Authority operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Exceeds	Meets	Below Expectations	N/A
7. Delegates responsibilities to subordinates as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Implements fully board policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Interprets board policies to staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is effective in management of business and fiscal affairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Advises board on need for new and/or revised policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Handles media relations skillfully	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Is adept in personnel management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Conducts employee relations skillfully	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Conducts resident relations skillfully and involves residents in housing issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is knowledgeable and up to date in Mass. housing laws and regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Is effective in short and long range planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Anticipates problems and is effective in preventive actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Maintains a good relationship with local government leaders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	Exceeds	Meets	Below Expectations	N/A
20. Maintains effective working relationship with DHCD and other state agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Engaged in activities to provide own professional growth and development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Maintains good relations with local community agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Is effective in maintaining a high level of occupancy and quick turnover of units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Maintains a schedule of unit inspections annually or as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Is effective in reaching short term goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Is effective in reaching yearly progress towards long term goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The evaluator may add additional comments relative to commendations of the Executive Director's performance over the past year.

COMMENTS/COMMENDATIONS:

The evaluator may add recommendations for improvement in the Executive Director's performance for the upcoming year.

RECOMMENDATIONS FOR IMPROVEMENT:

Submitted by _____

Date: _____

Massachusetts State-Aided Property Insurance Program PARTICIPATION AGREEMENT



The Massachusetts Housing Authorities State-Aided Property Insurance Program was created by the Massachusetts Executive Office of Housing and Livable Communities ("EOHLC") and its predecessors, to ensure proper insurance coverage for all state-aided housing to safeguard the Commonwealth's investment in creating affordable housing.

TERMS OF AGREEMENT

This Agreement is intended to describe the operation of the Program and to ensure that the undersigned LHA understands its obligations under the Program. Under this program, a participating LHA may receive direct reimbursement by selected program insurers.

The undersigned Housing Authority hereby acknowledges and agrees as follows:

- A. It is in the business of administering state-aided housing and shares a similar or related liability exposure to the other LHA members of this group.
- B. EOHLC makes decisions on behalf of Housing Authorities with state-aided housing program property to secure appropriate insurance coverage for these properties;
- C. EOHLC works with a housing authority partner to serve as lead-policyholder on behalf of all Massachusetts Housing authorities with state-aided housing program properties;
- D. The Insurance Policies purchased through this program annually dictate the terms and conditions of insurance coverage;
- E. In the event of a claim, a housing authority will be individually responsible for the LHA claim deductible as well as incidental costs that fall outside the scope of program, including tenant hotel stays and environmental remediation costs.

PROGRAM REQUIREMENTS

- A. The Housing Authority is required to:
 - a. Pay for coverage
 1. Review the Annual Insurance Funding Public Housing Notice;
 2. Promptly pay the invoiced amount for Insurance upon receipt of invoice;
 3. Contact the insurance program administrators if no invoice is received, or the amount of the invoice is incorrect;
 - b. Promptly notify the insurance program administrators of changes to property owned by the Housing Authority for purposes of the State-Aided Property Insurance Program, including sale of property, purchase of new property, demolition of property, construction projects exceeding \$1,500,000 at a development property, and 100% vacancy of a property.
- B. When an insured event, generally something that is sudden and unanticipated or accidental occurs, the LHA shall:
 - a. Follow the guidance in the Annual Insurance PHN issued by EOHLC.

- b. Report property damage promptly
- c. Take reasonable and responsible actions to minimize damage where possible.
- d. Cooperate with the assigned Third Party claims adjuster, at this time Sedgwick Claims Management Services, to ensure that unnecessary costs can be avoided and damaged property units can be returned to service as soon as possible.
- e. Subrogation: Where another party may be responsible for the property damage, to preserve relevant evidence and cooperate with any legal claims for indemnification that may be brought by insurance program counsel.

ADDITIONAL TERMS AND CONDITIONS

This Agreement is not intended to grant the LHA any rights or provide any guarantees or assurances as to the future availability of Insurance or funds under the Program, which EOHLC may terminate or change from time to time as EOHLC deems necessary or desirable.

LHA agrees and warrants that it shall never bring a claim, law suit, or governmental or administrative proceeding against the Commonwealth, EOHLC, Lead Policy Holder, or program administrators regarding the administration or operation of the program, and further agrees that where third-party recovery is possible, a legal claim may be brought in its name, and will cooperate in such claim.

AUTHORIZATION

By vote of the Board of Commissioners of the _____ Housing Authority, with a principal place of business at _____, _____ Massachusetts, the Housing Authority hereby certifies that it has had an opportunity to review and understand the requirements of the Massachusetts State-Aided Housing Insurance Program and hereby agrees to abide by the terms of this PARTICIPATION AGREEMENT.

Signed by:

LHA Board Chairperson

Date

LHA Executive Director/Management Agent

Date

After executing this agreement, please keep the signed original in your files and send a digital copy of the document to EOHLC's insurance program administrator Sarah O'Leary at sarah.oleary@mass.gov. This Agreement must be submitted by January 31, 2026.

EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES

PHASE APPROVAL

Project # 258188 **ARPA TAR:** Meter: Fed Pac Panel, Fire Alarm Syst, Stove Replacement

Current Phase For Approval: Low Bid Approval

Status: PUBLISHED

Date Published: 11/25/2025

Awarded Contractor: LeVangie Electric Co., Inc.

\$ 2,345,000.00

Phase Documents

Documents
258188 Salem Federal Pacific Panel_ Fire Alarm System & Stove Replacement - TOC 365 calendar days.msg
RE_ 258188 Salem Federal Pacific Panel_ Fire Alarm System & Stove Replacement - TOC 365 calendar days.msg

LHA

LHA Unallocated Amount		Amounts
CFA #	258024050	\$442,057.00

LHA Uncommitted Amount	Amounts
Uncommitted the sum of estimated Final Awards Amounts Minus the sum of All 5001 TDCs	\$6,274,483.00

Fiscal Year Benchmark

Fiscal Year	Percentage
FY Projected Benchmark	99.25%
FY+1 Projected Benchmark	145.29%

Awards

Program Name	Amounts
258188 - Master Meter: Fed Pac Panel, Fire Alarm Syst, Stove Replacement	\$2,925,780.00

Budget

Account	Description	Proposed Budget Before	Net Change Requested	Proposed Budget After
---------	-------------	------------------------	----------------------	-----------------------

145001	Original Construction Contract	\$404,819.65	\$0.00	\$404,819.65
145001	Original Construction Contract	\$2,312,180.35	(\$372,000.00)	\$1,940,180.35
150000	Budget Net Total	\$3,283,924.35	(\$372,000.00)	\$2,911,924.35
151000	CFA Control Total	\$3,016,424.35	(\$104,500.00)	\$2,911,924.35

Design Phase Approval History

Name	TDC	BNT	ECC	Completed Date	Comments
Schematic Design	\$350,000.00	\$3,566,324.35	\$404,819.65	4/17/2025	
Construction Docs 100%	(\$233,000.00)	\$3,363,324.35	\$404,819.65	7/23/2025	
Low Bid Approval	(\$372,000.00)	\$2,911,924.35	\$404,819.65	11/25/2025	

Published Comments:

Debra Tucker

From: Candace Tempesta <candytempesta@yahoo.com>
Sent: Friday, November 14, 2025 4:33 PM
To: steven.garuti@mass.gov
Cc: Cathy Sheehan; Debra Tucker; Howard.Gerber@mass.gov; dlb@rogue-eng.com; rtn@rogue-eng.com; Leo@Rogue-Eng.com; ltp@rogue-eng.com; Watt Robert (EOHLC); Howard Chad (EOHLC)
Subject: 258188 Salem Federal Pacific Panel, Fire Alarm System & Stove Replacement - TOC 365 calendar days
Attachments: GeneralBid_LeVangie Electric Co. Inc.pdf; General Bid Tab.pdf; 01 11 00 Summary of Work.pdf

I have reviewed the low bid of LeVangie Electric Co., Inc. in the amount of \$2,345,000 and find this bid to be in order. Attached is a copy of LeVangie's bid update statement and the general bid tab.

*Thanks
Candy*

BDO Project B25-04ZT

Salem Housing Authority

ARPA Targeted Award: Meter, Federal Pacific Panel, Fire Alarm System Stove Replacement, 667-2

Client Project #258188

General Bid Log

Date: 11/14/2025 at 4:26PM EST

Page 1 of 1

Bidder	Info	Base Bid	Alternates	Final Bid	Status
LeVangie Electric Co., Inc. 59 Old Webster Street Hanover, MA 02339		\$2,345,000.00		\$2,345,000.00 /	Anticipated Contract Award
Your Electrical Solution, Inc 345 Washington Street Pembroke, MA 02359		\$2,472,000.00		\$2,472,000.00	—
CDS Contracting Services, LLC 275 Centre Street STE 1 Holbrook, MA 02343		\$2,708,000.00		\$2,708,000.00	—
Brothers Electrical Corp 18 Graf Rd, Unit #31 Newburyport, MA 01950		\$3,241,000.00		\$3,241,000.00	—

FORM FOR GENERAL BID

MA MGL c.149 Over \$150K

TO THE AWARDING AUTHORITY: Salem Housing Authority

A. The Undersigned proposes to furnish all labor and materials required for ARPA Targeted Award: Meter, Federal Pacific Panel, Fire Alarm System & Stove Replacement [Project #258188] at Phillips House (689-1)

Essex Street, Salem, MA 01970

Ruane Building (667-7A)

3 Broad Street, Salem, MA 01970

Colonial Terrace (667-2)

Colonial Terrace, Salem, MA 01970

Rainbow Terrace (200-2)

Rainbow Terrace, Salem, MA 01970

Bertram Terrace (667-1A)

Bertram Terrace, Salem, MA 01970

Bates Terrace (667-3A)

Bates Terrace, Salem, MA 01970

Norton Terrace (667-3B)

Norton Terrace, Salem, MA 01970

Morency Manor (667-6)

45 St. Peter Street, Salem, MA 01970

Dalton Residence (667-7B)

205 Bridge Street, Salem, MA 01970

in accordance with the accompanying plans and specifications prepared by **Rogue Engineering and Design** for the contract price specified below, subject to additions and deductions according to the terms of the specifications.

B. This bid includes addenda numbered: 1, 2, 3

C. The proposed contract price is:

Two Million Three Hundred Forty-five Thousand Dollars \$2,345,000.00

D. The subdivision of the proposed contract price is as follows:

ITEM 1. The work of the general contractor, being all work other than that covered by **ITEM 2.**

TOTAL OF ITEM 1\$2,218,000.00

Sub-trade	Name of Filed Sub-bidder	Sub-bid Amount	Bond Required
Painting	Top Quality Painting (MBE)	\$109,000.00	Yes
Plumbing	Glionna Plumbing & Heating Services, Incorporated - WBE	\$18,000.00	Yes

TOTAL OF ITEM 2 \$127,000.00

Bid By: LeVangie Electric Co., Inc.
 11/14/2025 at 1:49:18PM EST - BDD 825-04ZT

The undersigned agrees that each of the above named sub-bidders will be used for the work indicated at the amount stated, unless a substitution is made. The undersigned further agrees to pay the premiums for the performance and payment bonds furnished by sub-bidders as requested herein and that all of the cost of all such premiums is included in the amount set forth in ITEM 1 of this bid.


The undersigned agrees that if he is selected as general contractor, he will promptly confer with the awarding authority on the question of sub-bidders; and that the awarding authority may substitute for any sub-bid listed above a sub-bid filed with the awarding authority by another sub-bidder for the sub-trade against whose standing and ability the undersigned makes no objection; and that the undersigned will use all such finally selected sub-bidders at the amounts named in their respective sub-bids and be in every way as responsible for them and their work as if they had been originally named in this general bid, the total contract price being adjusted to conform thereto.

E. The undersigned agrees that, if he is selected as general contractor, he will within five days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the awarding authority, execute a contract in accordance with the terms of this bid and furnish a performance bond and also a labor and materials or payment bond, each of a surety company qualified to do business under the laws of the commonwealth and satisfactory to the awarding authority and each in the sum of the contract price, the premiums for which are to be paid by the general contractor and are included in the contract price; provided, however, that if there is more than 1 surety company, the surety companies shall be jointly and severally liable.

The undersigned hereby certifies that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work; that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and that he will comply fully with all laws and regulations applicable to awards made subject to section 44A.

The undersigned further certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

LeVangie Electric Co., Inc. 
Name of Bidder




John O'Neil - Bid Submitter

11/14/2025
Signature & Title

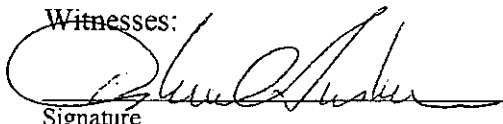
59 Old Webster Street
Hanover, MA 02339
Business Address

Price Quotation Tabulation
For
Installation of Roof Mounted, Multi-Zone High Efficiency, Ductless ASHP Minisplit
and Air Handlers System at 292 Essex Street, Salem, MA

Date: 12-08-2025
 Time: 10:00 a.m.
 Present: SHA: Debra Tucker
 Others: None

Bidder	Price	Ref. Form
Peabody Huggins Mechanical Services	39,500.00	Yes

The following hereby certify under pains and penalties of perjury that to the best of their knowledge and belief that this Quote Tabulation is a complete and accurate list of quotes opened in public in the presence of said witnesses.

Witnesses:


 Signature

12-08-2025

 Date

 Signature

 Date

CERTIFICATE OF FINAL COMPLETION
COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES

Contractor:	<u>Drizos Contracting, LLC</u>	Owner:	<u>Salem</u>	Housing Authority
	<u>101 Middlesec Turnpike Suite 6</u>			
Street:	<u>#353</u>	Street:	<u>27 Charter Street</u>	
City, State, Zip:	<u>Burlington, MA, 01803</u>	City, State, Zip:	<u>Salem, MA 01970</u>	
Telephone:	<u>978-460-2241</u>	Telephone:	<u>978-744-4431</u>	
Fax:		Fax:	<u>978-744-9614</u>	
Development No:	<u>705-03</u>	Period Ending:	<u>12/1/2025</u>	
Contract for:	<u>ARPA FF: Selective siding replacement</u>	PROJECT No:	<u>258187</u>	

THE PARTIES AGREE THAT THE STATUS OF THE CONTRACT IS AS FOLLOWS:

I. CONTRACT TIME

1. The Date of Substantial Completion is	<u>10/24/2025</u>
2. The Date of Substantial Completion as Amended by Change Order is	<u>10/24/2025</u>
3. The Actual Date of Substantial Completion is	<u>8/19/2025</u>
4. Overrun in Contract Time	<u>-66 days</u>

II. CONTRACT SUM

1. The Original Contract Sum is	\$ <u>278,000.00</u>	✓
2. The Sum of Approved Change Orders to Date is	\$ <u>6,863.79</u>	✓
3. The Adjusted Contract Sum is	\$ <u>284,863.79</u>	✓

LESS:

4. Sum of authorized payments to date	\$ <u>270,620.60</u>	✓
5. Sum of other claims by Owner	\$ <u>0.00</u>	

III. THAT APPLICATION FOR PAYMENT NO. 3 IS DUE \$ PAYABLE IN THE AMOUNT OF \$ 14,243.19

THE UNDERSIGNED CONTRACTOR HEREBY CERTIFIES THAT:

- All Work, including work required under change order(s) CO-0001 has been performed in accordance with the terms of the Contract.
- All changes to the Work (except minor modifications and field adjustments) have been authorized in writing by the Owner.
- All laborers and mechanics have been paid at least the minimum wage rates as set forth in the Contract, and
- There have been no claims made for infringement of any patent.
- By accepting the payment shown in line III above, the Contractor releases the Owner from any and all claims arising under the Contract.

CERTIFIED: CONTRACTOR: Drizos Contracting, LLC

By: Nickolaos Drizos Date: 12/1/2025
 Authorized General Contractor Representative

CERTIFICATION OF HOUSING AUTHORITY BOARD VOTE **Must be completed by the Owner**

The Salem Housing Authority met on _____ And voted to approved this Certificate:

Certified By: _____, Contract Officer

Approved: Architect, Andrew M. Brockway & Associates

By: Andrew Brockway Date: 12/1/2025

Reviewed: Construction Advisor, Executive Office of Housing and Livable Communities

By: _____ Date: _____

Approved: Director Construction Management Unit, Executive Office of Housing and Livable Communities

By: _____ Date: _____

