



Cathy Sheehan, Executive Director

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

This meeting was held virtual only.

I. Called Meeting to Order at 6:06 p.m.

II. Roll Call

Present

Romell Kidd
Emily Ullman
Veronica Miranda

Absent

Aaron Paternoster

Also Present: Cathy Sheehan, Executive Director, Debra Tucker, Assistant Executive Director, Anne Cameron, Executive Assistant, Maureen Thomas, Director of Public Housing;

III. Minutes of Previous Meeting(s)

Veronica Miranda moved to accept the Minutes of the Special Board of Directors Meeting held on Wednesday, November 19, 2025 with an edit to the summary page under the "bills/review compliance" section wherein it should have read "bank fraud in the amount of \$246,337.85". Emily Ullman seconded the motion and the vote was as follows:

Ayes

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 – 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

There were no Reports of the Committees.

VIII. Recommendations of the Chair

There were no reports of the Acting Chair, Emily Ullman.

IX. Report of the Treasurer

Bills

Cathy Sheehan presented to the Board the Bill for the period November 1, 2025 through November 30, 2025.

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

Ayes

Romell Kidd
Emily Ullman
Veronica Miranda

Nays

X. Unfinished Business

Cathy Sheehan’s Performance Evaluation

XI. New Business

Massachusetts State Aided Housing Insurance Program Participation Agreement

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

Romell Kidd moved 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. Veronica Miranda seconded the motion and the roll call vote was as follows:

Ayes

Nays

Romell Kidd
Emily Ullman
Veronica Miranda

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 presented 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.

Veronica Miranda moved 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. Romell Kidd seconded the motion and the roll call vote was as follows:

Ayes

Nays

Romell Kidd
Emily Ullman
Veronica Miranda

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

Veronica Miranda moved to accept the lowest price quote of \$39,500.00 from Peabody Huggins Mechanical Services for the Installation of a Roof Mounted, Multi-Zone High Efficiency, Ductless ASHP Minisplit and Air Handler System at 292 Essex Street. Emily Ullman seconded the motion and the roll call vote was as follows:

Ayes

Romell Kidd
Emily Ullman
Veronica Miranda

Nays

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

Cathy Sheehan presented 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,

Romell Kidd moved 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. Veronica Miranda seconded the motion and the roll call vote is as follows:

Ayes

Romell Kidd
Emily Ullman
Veronica Miranda

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 Sheehan, 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.

Romell Kidd moved to authorize Cathy Sheehan 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. Veronica Miranda seconded the motion and the **roll call** vote was as follows:

Ayes

Romell Kidd
Emily Ullman

Nays

Veronica Miranda

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

There was no other business or late communications.

XIII. Adjournment

Veronica Miranda moved that the Board adjourn the Regular Meeting of December 10, 2025 at 7:11 p.m. Romell Kidd seconded the motion and the **roll call** vote was as follows:

Ayes

Romell Kidd

Emily Ullman

Veronica Miranda

Nays

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

The meeting began with a roll call, noting the absence of Mr. Paternoster.

The Board discussed and approved the minutes from the previous meeting, with Veronica pointing out a correction needed under the “Bills” section and revising the “Fraud” section with the correct dollar amount listed in the fraud section.

There were no tenant engagement or public comments made during the meeting.

Executive Director’s Report - Updates for December 2025

Cathy informed the board that the Federal Public Housing Program closing is scheduled for January 31st, 2026 with project-based vouchers beginning in February 2026. She mentioned that Section 8 verification documents are being completed by residents, with some still pending.

Cathy proposed adding a special meeting in January, potentially via webinar, to accommodate the legal team's timeline, and Romell expressed his availability after 5 PM on January 14, 2026 and January 21, 2026. January 14, 2026 being the regular Board Meeting and January 21, 2026 or January 28, 2024 being the proposed dates for the Special Board Meeting.. Veronica Miranda was fine with the Regular Board Meeting on January 14, 2026 and a special meeting on January 28, 2026. She said she was unavailable for January 21, 2026. Emily Ullman and Romell Kidd was fine with January 21, 2026 and January 28, 2026 after 5:00 p.m.

The board was updated on the preparation of the 2026 budget presentation.

The maintenance department completed 379 work orders and the SHA has 12 ongoing modernization projects in state properties and one federal project. Additionally, there were eight new vacancies filled.

Cathy shared positive news about receiving the Section 8 shortfall award, which had been delayed.

Voucher Program/Family Self-Sufficiency Program and Future Forward State Self-Sufficiency

Cathy reported that they received \$1,696,202 in funding for rental costs and discussed the success of their voucher program, with 1,152 units under lease. The family self-sufficiency program has 30 voucher holders enrolled and is generating over \$115,000 in escrow.

She highlighted the achievements of the SHA’s Housing Now program, where two families who originated from emergency shelter have completed the full 9-month program and will graduate,

with one family obtaining employment through Salem Public Schools and the other enrolled in medical billing training.

Cathy also mentioned the success of their Future Forward State Self-Sufficiency Program, with 9 families enrolled and individual goal plans, and the recent funding of a Comprehensive modernization NOFA grant program.

Charter Street Grant and First Street Development

Cathy announced the receipt of a \$2.7 million grant to fund comprehensive repairs and upgrades to Charter Street, including new windows, concrete deck repairs, and building envelope improvements. Cathy thanked Gary Dean and Debbie Tucker for their participation in working on the grant application. The Board thanked her and the team for all of their work on the grant application and being awarded the grant.

Cathy also discussed the team applying for a Massachusetts Broadband Institute grant to create a mobile computer learning center for residents.

Cathy reported that the Leefort development remains on schedule for completion by May 2026, with waitlist openings planned for January.

The Evaluation Committee is reviewing three proposals for the First Street surplus land, with a final scoring and board presentation scheduled for January 2026.

Developer Proposals and Executive Director's Evaluation

The meeting focused on reviewing three strong proposals from developers, with plans to discuss them in detail during the January meeting.

Veronica Miranda highlighted the responsiveness to tenant requests regarding windows at Charter Street and ongoing efforts for Bertram Terrace funding.

The Board agreed to extend the deadline for the executive director's evaluation form to January 2026, as not all board members had submitted their evaluations in time for the December meeting. Cathy encouraged the Board to reach out if they needed more detailed information from her monthly reports. The board Members agreed to send Cathy's evaluations to Aaron Paternoster by January 7, 2026 and Aaron would then forward to Anne Cameron.

Financial Review

The board reviewed financial reports and approved bills for November.

New Business

The board reviewed insurance requirements, with Cathy explaining that a commercial liability policy is required by EOHLIC and needs board approval. The Board approved the Massachusetts State-Aided Property Insurance Program Participation Agreement.

Romell moved to certify the Salem Housing Authority's agreement to abide by the Massachusetts State Aided Housing Insurance Program terms, which Emily seconded.

Cathy explained that tenants are not required to have renter's insurance, but it is recommended for personal property coverage.

The Board approved a bid from LeVangie Electric Company for an ARPA-funded project involving Federal Pacific panel replacements, fire alarm system updates, and stove replacements in the amount of \$2,345,000.00.

Debbie Tucker presented a bid from Peabody Huggins Mechanical for a \$39,500.00 AC system installation at the Zisson building.

Finally, the Board approved the certificate of final completion for a siding project at Farrell Court, with Drizo's contracting receiving the final payment of \$14,243.19.

Pre-2004 Section 8 Reserve Fund Replenishment and Board Meeting Dates for 2026

The board discussed replenishing Section 8 reserve funds, which are set at \$5,000 per year. Romell moved to authorize Cathy Sheehan to restore these funds using the same guidelines as in 2012, which was seconded by Veronica and approved by the board. Emily mentioned they would look into increasing the amount in the future, as the current figure was set in 2012 and prices have changed since then.

The board also briefly discussed the Board Meeting schedule for next year and Veronica raised a point about ensuring the public knows meetings will be held in person even if there are technology issues with the online part of the meeting.

Late Communications/Business

The board discussed the potential need for an additional January meeting to address the closing of the federal public housing program, which involves transferring 39 units to Housing Opportunities of Salem, Inc. Cathy explained that the conversion to project-based vouchers would triple the program's income and allow for better maintenance, as the current program was losing money annually. The board agreed to consider scheduling a separate meeting or adjusting the current meeting time to accommodate the required votes for the federal public housing program closing, with Veronica confirming her availability for the 21st or 28th of January. Cathy further explained that the conversion would allow them to maintain the program and receive more subsidy, as well as administrative fees, without affecting the general Housing

Choice Voucher Program. She assured the Board that no residents would lose housing and emphasized it was a smart business decision. Veronica clarified her confusion about the Essex Street and RAD conversion, and Cathy explained the details of the tenant project based vouchers, which are guaranteed for a certain period.

The board adjourned the meeting for December 10, 2025 at 7:11 p.m.