



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

REVISED NOTICE OF MEETING AND AGENDA

March 31, 2026

Ilene Simons, City Clerk
Office of the Clerk
City Hall, 93 Washington Street
Salem, MA 01970

2026 MAR 31 PM 1:04
CITY CLERK
SALEM, MASS

Dear Ms. Simons:

In accordance with Chapter 30A, Section 20 of the General Laws, as amended, **REVISED NOTICE REGULAR MEETING** of the **SALEM HOUSING AUTHORITY BOARD OF DIRECTORS** to be held on **WEDNESDAY, APRIL 8, 2026 at 6:00 p.m.** at the office of the Authority located at 136 Canal Street, Unit 1/Unit 2 Training Room, Salem, Massachusetts is hereby posted.

Hybrid Meeting Notice: Members of the public are welcome to attend this in-person at the Salem Housing Authority's 136 Canal Street, Unit 1/Unit 2, Training Room, Salem, MA or via the remote zoom webinar invite provided below. Please note that the in-person meeting will not be suspended or terminated if technological problems interrupt the remote connection.

Zoom Webinar Link:

When: Apr 8, 2026 06:00 PM Eastern Time (US and Canada)
Topic: Salem Housing Authority Regular Board of Directors Meeting, Wednesday, April 8, 2026 at 6:00 p.m.

Join from PC, Mac, iPad, or Android:
<https://us02web.zoom.us/j/84224183436?pwd=aK6sMA3G4o0YNfzsubIzGFQXdbjpUq.1>
Passcode:101921

Phone one-tap:
+13017158592,,84224183436#,,,,*101921# US (Washington DC)



+13052241968,,84224183436#,,,,*101921# US

Join via audio:

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 360 209 5623 US

+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)

Webinar ID: 842 2418 3436

Passcode: 101921

International numbers available: <https://us02web.zoom.us/j/knaGaHvyN>

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.

**AGENDA FOR THE
REGULAR BOARD OF DIRECTORS' MEETING
WEDNESDAY, APRIL 8, 2026
6:00 p.m.**

-
- I. Call Meeting to Order**
 - II. Roll Call**
 - III. Acceptance of the Minutes of Previous Meeting(s)**
 - IV. Tenant/Public Engagement**
 - V. Report of the Executive Director**

- Executive Director Report – April 2026

VI. Communications

- Updated Waitlist
- SHA Department Reports (Move In, Move Out, State and Federal, CHAMP Report, State Self-Sufficiency Report (Future Forward), Modernization Report, Voucher Report, Family Self-Sufficiency Program Report (Quarterly), Resident Service Coordinator Reports and Completed Work Orders for Month of February and March 2026)
- Women's Money Matters – Financial Future Series –
- Performance Management Review (PMR) Results

VII. Reports of the Committees

VIII. Recommendations of the Chair

- Revisit/discussion of policy review process

IX. Report of the Treasurer

- Bills for the period February 1, 2026 to February 28, 2026
- Bills for the period March 1, 2026 to March 27, 2026
- Balance Sheet and Statements of Revenues and Expenses for month ending January 31, 2026

X. Unfinished Business

- Management Services Agreement Amendment with Marblehead Housing Authority

XI. New Business

- New Hire – Director of Maintenance
- Bid for EOHLC project #258197 Site Work and Concrete Repair at Colonial Terrace (667-2)
- Change Order #2 for EOHLC project 258189 Walk In Shower replacement as submitted by the contractor, Environmental Restorations, Inc.
- Collection of Losses – Write Offs Through March 31, 2026 per Public Housing Notice 2017-17

XII. Other Business /Late Communications

XIII. Adjournment

Very truly yours,

C. Sheehan

Cathy Sheehan
Executive Director

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

This notice posted on "official Bulletin Board"
City Hall, Salem, Mass. on 2011 MAR 31 at 1:01 PM
in accordance with MGL Chap. 30A Sections 18-25.

31 de marzo de 2026

2026 MAR 31 PM 1:04

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, según enmendadas, se publica el Aviso de la REUNIÓN ORDINARIA de la JUNTA DIRECTIVA DE LA AUTORIDAD DE VIVIENDA DE SALEM, que se llevará a cabo el MIÉRCOLES 8 DE ABRIL DE 2026 a las 6:00 p. m. en la oficina de la Autoridad, ubicada en 136 Canal Street, Sala de Capacitación de la Unidad 1/Unidad 2, Salem, Massachusetts.

Aviso de Reunión Híbrida: El público puede asistir en persona a la Sala de Capacitación de la Autoridad de Vivienda de Salem, ubicada en 136 Canal Street, Unidad 1/Unidad 2, Salem, MA, o a través del seminario web de Zoom que se proporciona a continuación. Tenga en cuenta que la reunión presencial no se suspenderá ni se cancelará si problemas técnicos interrumpen la conexión remota.

Enlace al seminario web de Zoom:

Fecha: 8 de abril de 2026, 18:00 (hora del este de EE. UU. y Canadá)

Tema: Reunión ordinaria de la Junta Directiva de la Autoridad de Vivienda de Salem, miércoles 8 de abril de 2026 a las 18:00

Únete desde PC, Mac, iPad o Android:

<https://us02web.zoom.us/j/84224183436?pwd=aK6sMA3G4o0YNfzsubIzGFQXdbjpUq.1>

Código de acceso: 101921

Acceso telefónico con un toque:

+13017158592,,84224183436#,,,,*101921# EE. UU. (Washington D. C.)

+13052241968,,84224183436#,,,,*101921# EE. UU.

Únete por audio:

+1 301 715 8592 EE. UU. (Washington D. C.)

+1 305 224 1968 EE. UU.

+1 309 205 3325 EE. UU.

+1 312 +1 626 6799 EE. UU. (Chicago)

+1 646 558 8656 EE. UU. (Nueva York)

+1 646 931 3860 EE. UU.

+1 360 209 5623 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)
ID del seminario web: 842 2418 3436
Código de acceso: 101921
Números internacionales disponibles: <https://us02web.zoom.us/j/knaGaHvyN>

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

ORDEN DEL DÍA DE LA
REUNIÓN ORDINARIA DE LA JUNTA DIRECTIVA
MIÉRCOLES, 8 DE ABRIL DE 2026
18:00

I. Apertura de la sesión

II. Lista de asistencia

III. Aprobación del acta de la(s) reunión(es) anterior(es)

IV. Participación de inquilinos/público

V. Informe del Director Ejecutivo

- Informe del Director Ejecutivo – Abril de 2026

VI. Comunicaciones

- Lista de espera actualizada

- Informes del Departamento de SHA (Ingresos, Salidas, Informes estatales y federales, Informe CHAMP, Informe estatal de autosuficiencia (Future Forward), Informe de modernización, Informe de vales, Informe del programa de autosuficiencia familiar (trimestral), Informes de los coordinadores de servicios para residentes y Órdenes de trabajo completadas para los meses de febrero y marzo de 2026)

- Asuntos financieros de la mujer: Serie sobre el futuro financiero

- Resultados de la revisión de gestión del desempeño (PMR)

VII. Informes de los comités

VIII. Recomendaciones de la presidencia

- Revisión/discusión del proceso de revisión de políticas

IX. Informe del Tesorero

- Facturas del 1 al 28 de febrero de 2026

- Facturas del 1 al 27 de marzo de 2026

- Balance General y Estado de Ingresos y Gastos del mes que finaliza el 31 de enero de 2026

X. Asuntos Pendientes

- Enmienda al Contrato de Servicios de Administración con la Autoridad de Vivienda de Marblehead

XI. Nuevos Asuntos

- Nueva Contratación: Director de Mantenimiento

- Licitación para el proyecto EOHLC n.º 258197: Trabajos en el Terreno y Reparación de Concreto en

Colonial Terrace (667-2)

- Orden de Cambio n.º 2 para el proyecto EOHLC 258189: Reemplazo de Ducha Accesible, según lo presentado por el contratista, Environmental Restorations, Inc.

- Cobro de Pérdidas: Cancelaciones hasta el 31 de marzo de 2026, según el Aviso de Vivienda Pública 2017-17

XII. Otros asuntos / Comunicaciones tardías

XIII. Clausura

Atentamente,



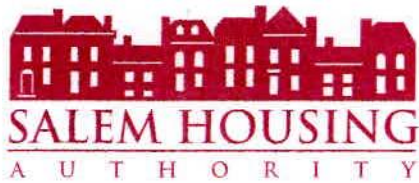
Cathy Sheehan
Directora Ejecutiva

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
Send feedback



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**DISCUSSIONS FOR THE
REGULAR MEETING
WEDNESDAY, APRIL 8, 2026
6:00 p.m.**

This meeting will be a hybrid meeting.

I. Call Meeting to Order

II. Roll Call

Present

Absent

Also Present:

III. Minutes of Previous Meeting(s)

() moves to accept the 77th Special Annual Minutes of the Regular Meeting held on Wednesday, March 11, 2026. () seconds the motion and the vote is as follows:

Ayes

Nays

() moves to accept the Minutes of the Regular Meeting held on Wednesday, March 11, 2026. () seconds the motion and the vote is as follows:

Ayes

Nays

IV. Tenant/Public Engagement

V. Executive Director Report



VI. Communications

- Mass NAHRO News Letter – January/February 2026
- Updated Waitlist
- SHA Department Reports (Move In, Move Out, State and Federal, CHAMP Report, State Self-Sufficiency Report (Future Forward) Modernization Report, Voucher Report, Family Self-Sufficiency Program Report (Quarterly), Resident Service Coordinator Reports and Completed Work Orders for Month of February and March 2026)
- Women’s Money Matters – Financial Future Series
- Performance Management Review (PMR) Results

VII. Reports of the Committees

VIII. Recommendations of the Chair

- Revisit/discussion of policy review process

IX. Report of the Treasurer

Bills and Transfers

() moves to acknowledge receipt of the bills and transfers for the period February 1, 2026 through February 28, 2026 as presented. () seconds the motion and the **roll call** vote is as follows:

Ayes

Nays

() moves to acknowledge receipt of the bills and transfers for the period March 1, 2026 through March 27, 2026 as presented. () seconds the motion and the **roll call** vote is as follows:

Ayes

Nays

Balance Sheet and Statements of Revenues and Expenses

() moves to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Rick Fenton of Fenton, Ewald & Associates, P.C. for four (4) months ending January 31, 2026 () seconds the motion and the **roll call** vote is as follows:

Ayes

Nays

X. Unfinished Business

Management Services Agreement Amendment

Cathy Sheehan will present and discuss with the Board of Directors the data they requested and received prior to voting on the Management Services Agreement Amendment.

() moves to approve and extend the Management Services Agreement Amendment dated _____, 2026 between Marblehead Housing Authority and the Salem Housing Authority from December 31, 2026 to December 31, 2031 with an annual contract sum of \$135,287.50, prorated monthly at a rate of \$11,273.96. Payments will increase annually as according to the Budget Guidelines for allowable Executive Director salary increases/management services agreement. () seconds the motion and the roll call vote is as follows:

Ayes

Nays

XI. New Business

New Hire – Director of Maintenance

There was (1) applicant chosen to be interviewed for the open position of Director of Maintenance. Cathy Sheehan and Gary Dean interviewed the one candidate. Cathy Sheehan will present the candidate of her choice.

() moves to make a conditional offer of employment to Luis Lopez for the full-time position as Director of Maintenance at an annual salary of \$135,000.00 with a start date TBD. () seconds the motion and the **roll call** vote was as follows:

Ayes

Nays

Bid for EOHLIC project #258197 Site Work and Concrete Repair at Colonial Terrace (667-2)

Cathy Sheehan will present and discuss with the Board of Directors Change Bid for EOHLIC project #258197 Site Work and Concrete Repair at Colonial Terrace (667-2).

() moves to accept the lowest responsive and responsible bid of \$167,900.00 from Oakridge Construction, Inc. for EOHLIC project #258197 Site Work and Concrete Repair at Colonial Terrace (667-2) pending final approval from EOHLIC and a positive reference check. () seconds the motion and the roll call is as follows:

Ayes

Nays

Change Order #2 for EOHLIC project 258189 Walk In Shower Replacement as submitted by the contractor, Environmental Restorations, Inc

Cathy Sheehan will present and discuss with the Board of Directors Change Order #2 for EOHLIC project 258189 Walk In Shower Replacement as submitted by the contractor, Environmental Restorations, Inc.

() moves to approve Change Order #2 for EOHLIC project 258189 Walk In Shower Replacement as submitted by the contractor, Environmental Restorations, Inc., and authorized by the architect, Raymond T. Guertin Architect. This change order is a no cost time extension to increase the substantial completion date by 121 days with a new modified substantial completion date of July 31, 2026. This change order is necessary due to extensive floor work and unforeseen plumbing issues at the Phillips House and Morency Manor. () seconds the motion and the roll call is as follows:

Ayes

Nays

Collection of Losses – Write Offs Through March 31, 2026 per Public Housing Notice 2017-17

Cathy Sheehan will present the Collection of Losses – Write Offs Through March 31, 2026 per Public Housing Notice 2017-17.

() moves to approve write offs through March 31, 2026 for State Development 667 in the amount of \$349.00 and State Development 200 in the amount of \$11,595.72 for a total amount equal to \$11,944.72 pursuant to Public Housing Notice 2017-17. () seconds the motion and the **roll call** vote is as follows:

Ayes

Nays

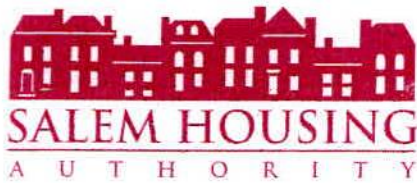
XII. Other Business/Late Communications

XIII. Adjournment

() moves that the Board adjourn the Regular Meeting of April 8, 2026 at ()
p.m. () seconds the motion and the **roll call** vote is as follows:

Ayes

Nays



Cathy Sheehan, Executive Director

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**MINUTES OF THE
SEVENTY-SEVENTH (77TH) SPECIAL ANNUAL MEETING
WEDNESDAY, MARCH 11, 2026
AT 6:00 P.M.**

I. Called Meeting to Order at 6:09 p.m.

II. Roll Call

Present

Aaron Paternoster
Romell Kidd
Emily Ullman
Patricia Morsillo
Veronica Miranda

Absent

Also Present: Also Present: Cathy Sheehan, Executive Director, Gary Dean, Director of Maintenance, Anne Cameron, Executive Assistant, Massiel Garcia, Finance Director, (Virtual) Jacqueline Guzman, Director of Leased Housing, (Virtual) Maureen Thomas, (Virtual) Director of Public Housing, and Joshua Bocko, Assistant Director of Public Housing (Virtual).

III. Election of Officers

Office of the Chair

The term limit is 2 years per the SHA By-Laws for the current Chair. The Chair, Aaron Paternoster term will expire in August of 2027.

The Board of Directors agreed to postpone the election of officers to a later date.
The vote was as follows:

Romell Kidd moved to postpone the election of officers to a later date. Emily Ullman seconded the motion and the roll call vote was as follows:

Ayes

Aaron Paternoster
Romell Kidd
Emily Ullman
Patricia Morsillo
Veronica Miranda

Nays



IV. Board Member Signature Stamp -Paper Check Signers with Alternates

The current signature stamps – Romell Kidd and Aaron Paternoster

The current alternates are Romell Kidd/Aaron Paternoster and Aaron Paternoster/Romell Kidd.

Emily Ullman moved that the following are designated as check signers and alternates:

Check Signer: Romell Kidd

Alternate: Veronica Miranda

Counter Signer: Aaron Paternoster

Alternate: Veronica Miranda

Romell Kidd seconded the motion and the vote was as follows:

Ayes

Nays

Aaron Paternoster

Romell Kidd

Emily Ullman

Patricia Morsillo

Veronica Miranda

VI. Release of Executive Session Minutes

Pursuant to the Attorney General’s recommendation, the Salem Housing Authority reviews the Executive Session Meeting Minutes annually. The Executive Session Minutes may be released once the purpose for going into Executive Session no longer exists. After review, by Cathy Sheehan, Executive Director and Anne Cameron, Executive Assistant, there are no Executive Session Minutes to be released at this time.

VII. Presentation of By-Laws

The By-Laws of the Salem Housing Authority were distributed for review and will be discussed at the May 2026 Board Meeting.

VIII. Order of Voting For Roll Call Votes

Board Members agreed that roll call vote will be conducted alphabetically according to last name.

Aaron Paternoster moves that the roll call vote will be conducted alphabetically according to last name to wit: Romell Kidd, Veronica Miranda, Patricia Morsillo, Aaron Paternoster and Emily Ullman.

Veronica Miranda seconded the motions and the vote was as follows:

Ayes

Nays

Romell Kidd

Veronica Mianda

Patricia Morsillo

Aaron Paternoster

Emily Ullman

IX. Adjournment into the Regular Meeting of March 11, 2026

Veronica Miranda moved that the Board convene into the Regular Meeting of March 11, 2026 at 6:24 p.m. and will adjourn the meeting from the Regular Board of Directors Meeting. The Board will not reconvene into the Special Annual Meeting. Romell Kidd seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Romell Kidd

Veronica Mianda

Patricia Morsillo

Aaron Paternoster

Emily Ullman

Summary of the Salem Housing Authority 77th Special Annual Meeting held

On March 11, 2026 at 6:00 p.m.

The Salem Housing Authority held its 77th Special Annual Meeting, discussing key agenda items including officer elections, check signatory roles, and the SHA By-Laws review. The board decided to maintain the current check signatory system with Romel Kidd and Aaron Paternoster as primary check signer and counter signer and Veronica Miranda as an alternate. Cathy Sheehan, Executive Director and Anne Cameron, Executive Assistant reviewed executive session minutes and stated that there were no Executive Session Minutes to Release at this time.

The Board unanimously voted not to elect officers at this meeting and postpone the election of officer to a later date.

There was discussion by the Board surrounding needing an additional 4th person to sign checks. The conclusion by some board members was that it wasn't necessary, however, Veronica Miranda motioned that she be designated as an alternate check signer. The motion passed unanimously.

Veronica Miranda – stated for the record that the Board of Directors did review Executive Session Meeting Minutes in January of 2025 and after review released those minutes that they felt the purpose for going into Executive Session no longer existed.

Aaron Paternoster asked the Board Members that if they wanted to make changes to the By-Laws that they send them to all other board members in April 2026 so that they have ample time to review their proposed changes.

State Estimated Waiting Period for Applications:

As of March 27, 2026

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.



Cathy Sheehan, Executive Director

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**MINUTES OF THE
REGULAR MEETING
WEDNESDAY, MARCH 11, 2026
6:00 p.m.**

This meeting will be a hybrid meeting.

I. Called Meeting to Order at 6:26 p.m.

II. Roll Call

Present

Romell Kidd
Veronica Miranda
Patricia Morsillo
Aaron Paternoster
Emily Ullman

Absent

Also Present: Cathy Sheehan, Executive Director, Gary Dean, Director of Maintenance, Anne Camron, Executive Assistant, Maureen Thomas, Director of Public Housing and Jacqueline Guzman, Director of Leased Housing, Massiel Garcia, Finance Director and Joshua Bocko, Assistant Director of Public Housing

III. Minutes of Previous Meeting(s)

Veronica Miranda moved to accept the Minutes of the Regular Meeting held on Wednesday, January 14, 2026. Emily Ullman seconded the motion, and the vote was as follows:

Ayes

Romell Kidd
Veronica Miranda
Aaron Paternoster
Emily Ullman

Nays

Patricia Morsillo abstained from voting.



**FOR ARTICLES IV THROUGH XII OF THE MINUTES OF THE REGULAR
BOARD OF DIRECTORS ,MEETING HELD ON MARCH 11, 2026**

IV. Tenant/Public Engagement

See attached email sent to Board of Directors from Judith Reilly, member of the public.

V. Executive Director Report

VI. Communications

- Mass NAHRO News Letter – January/February 2026
- Updated Waitlist
- SHA Department Reports (Move In, Move Out, State and Federal, CHAMP Report, State Self-Sufficiency Report (Future Forward) Modernization Report, Voucher Report, Family Self-Sufficiency Program Report (Quarterly), Resident Service Coordinator Reports and Completed Work Orders for Month of January 2025)
- Section 8 Management Assessment Program (SEMAP) Score
The overall Section 8 Management Assessment Program score is 97%. The Authority is designated as a High Performer-
- Housing AI – SHA’s New 24/7 Housing Assistant
- Women’s Money Matters – Financial Wellness Programs
- Women’s Money Matters – The Heart of WMM Programs – Volunteers, Coaches and Presenters

VII. Reports of the Committees

The Policy Committee has not met.

VIII. Recommendations of the Chair

There are no recommendations of the Chair.

IX. Report of the Treasurer

Bills and Transfers

Veronica Miranda moved to approve the bills and transfers for the period January 1, 2026, through January 31, 2026, as presented. Romell Kidd seconded the motion, and the **roll call** vote was as follows:

Ayes

Romell Kidd

Veronica Miranda

Nays

email from
Judith Reilly

To the Board of Commissioners of the Salem Housing Authority:

In preparation for the board's consideration of the FY 2026 budget, I submit these observations in the spirit of supporting the board's oversight responsibilities and strengthening SHA's governance. As stewards of public resources, the board's proactive review of these matters will help safeguard the integrity of SHA operations and reinforce public trust.

I am highlighting several items that may benefit from clarification before the board votes. These issues relate primarily to administrative salaries, organizational changes, and certain compensation practices.

1. Use of HOSI Administrative Services Fees for SHA Salaries

The budget appears to rely on administrative services fees from HOSI to cover SHA salaries. Specifically, 35% of the SHA Director of Finance's salary (\$39,481) is funded by HOSI.

The board has an opportunity to ensure that administrative services fees are justified by documented activity, thereby reinforcing compliance and transparency. If hours billed to HOSI are not supported by documented administrative activity, this may not meet standard fee-for-service requirements. Confirming that these fees are supported by appropriate documentation will demonstrate the board's commitment to prudent financial management. SHA must be able to document that the Director of Finance has spent/will spend approximately 13 hours per week (35% of a 37.5-hour week) on HOSI administration beginning October 1, 2025.

Alternatively, if the SHA and HOSI boards wish to use HOSI profits to support SHA operations, that can be done through an explicit board-approved transfer of assets not framed as an administrative services agreement.

2. Marblehead Management Services Agreement

The Marblehead MSA was originally presented to the board and the public as a means for SHA staff to gain additional experience and income and to bring resources into SHA for housing purposes. The budgeted net revenue ("profits") for the Marblehead MSA is down to \$8,189 in the FY 2026 proposal.

A breakdown of the experience and additional income earned by SHA's union tradespeople from the Marblehead MSA would provide valuable insight into the agreement's impact.

With respect to administrative staff, under the FY 2026 budget they will receive 86% of the incoming management fees (\$116,646 of \$135,288), in salaries and benefits. This includes

compensation to the Executive Director at the maximum allowable 20% of Marblehead management fees (\$27,058).

3. Creation of the Director of Operations Position & Budgeting for Same

Creation of Position

The proposed budget introduces a new Director of Operations position with a salary of \$185,250. If the board did not pre-approve this new position at a previous meeting, clarification of the SHA Personnel Policy with respect to new positions would benefit all stakeholders. The Personnel Policy is otherwise clear that the authority to appoint, promote, reassign, demote, and separate employees is vested in the board of commissioners. Even if you did pre-approve this position at a prior meeting, the Personnel Policy could be clarified on this issue.

Posting of Position

You may wish to inquire about SHA's efforts to attract applicants for the Director of Operations position, to consider whether you are satisfied with SHA's candidate recruitment process for this important job. According to the posting on Ziprecruiter.com, the position was advertised on February 8 and applications closed on February 15. Interviews were conducted and a candidate was selected by February 21. The position was also posted on LinkedIn, but via the personal profile of an employee, as the SHA does not seem to have a profile. Perhaps there were other, longer postings.

Budget for Transition

The current Maintenance Director, Gary Dean, is proposed as the new Director of Operations. The budget lowers the Maintenance Director salary from \$161,083 (FY 2025) to \$135,000 (FY 2026). Clarifying the process for salary transitions and documenting changes will help maintain accuracy and transparency in payroll practices. For example:

- Would the lowered Maintenance Director salary of \$135,000 be applied retroactively?
- Would Mr. Dean receive five months at the lowered Maintenance Director rate and seven months at the Director of Operations rate?
- Will payroll require adjustments if the \$161,083 rate from FY 2025 was applied for the first five months?

A clear written explanation of how these changes will be implemented would support the board's efforts to maintain transparency.

4. Assistant Executive Director Transition

The budget does not appear to contain a line item for the Assistant Executive Director position for the first four months of FY 2026. It appears that Debbie Tucker retired at the end of January and was re-hired as the Modernization and Development Coordinator. Clear documentation of this transition will help ensure transparency and accuracy in budgeting. For clarity, the board may wish to confirm:

- Whether Ms. Tucker was paid at the FY 2025 Assistant Executive Director rate of \$142,212 annually for the first four months of FY 2026;
- Whether those four months of salary are included in the Director of Operations budget line;
- Whether the Modernization and Development Coordinator is intended as a permanent position;
- Whether the \$60,567 figure represents eight months of salary only, or an annualized amount that will continue (with adjustments) into FY 2027.

5. Administrative Salary Overages and Overtime

As of September 30, 2025, the end of FY 2025, administrative salaries in the Federal Housing Choice Voucher program were \$148,848 over budget. According to the FY 2025 Top 5 Compensation form prepared by the fee accountant and signed by the board (attached), the Directors of Section 8 and Public Housing received \$56,460 in overtime in FY 2025.

Routine review by the board of job descriptions and overtime classifications will help ensure compliance with federal and state labor rules. If these director-level positions are classified as non-exempt, the board may wish to review and confirm the justification and ensure compliance. Should the job descriptions say the positions are non-exempt, it would be prudent to confirm that EOHLC and HUD are aware of and approve of that.

Implementing routine monthly overtime reports would align SHA with industry best practices and facilitate early identification of emerging issues.

6. Federal “Other Compensation” – Vacation Time Buyouts(?)

The FY 2025 Top 5 Compensation form shows significant amounts paid from Federal funds as “Other Compensation.” For example, the Executive Director received \$23,190 and the Assistant Executive Director received \$14,464. Similar payments appear to have been made since at least FY 2021.

Based on information I found this week, these payments appear likely to consist largely of **vacation time buyouts**. Given that understanding, the board may wish to consider why these buyouts are recorded exclusively under Federal funding rather than being allocated between Federal and State sources for employees whose work spans both categories.

The board may also wish to review how it monitors the ED's total compensation relative to EOHLC's global ED salary cap. For FY 2025, the ED's reported total compensation of \$232,166 slightly exceeded the cap of \$231,567. More broadly, the board may wish to revisit the personnel policy governing vacation accrual and buybacks, because required minimum usage is a common internal control measure for employees with financial responsibilities.

Additionally, the absence of limits on vacation time carryover or on the amount of vacation time that may be bought back at one time can make budgeting and monitoring expenditures more challenging for the board.

7. Executive Director Salary Calculation

On the Executive Director Salary Calculation Worksheet for FY 2026, the maximum allowable salary calculated through EOHLC's Excel tool is \$212,535. The budget proposal requests authorization for \$212,534 — one dollar below the maximum. This may simply be a clerical error. If the board intends to authorize the maximum allowable amount, it is cleaner to authorize the figure produced by the EOHLC worksheet. Otherwise it looks like you are avoiding using the maximum amount.

Thank you for your time and attention to these matters. I hope the board will seek clarification on these matters before approving the budget, and I appreciate your service and oversight.

Patricia Morsillo
Aaron Paternoster
Emily Ullman

Balance Sheet and Statements of Revenues and Expenses

Veronica Miranda moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Rick Fenton of Fenton, Ewald & Associates, P.C. for three (3) months ending December 31, 2026. Romell Kidd seconded the motion, and the **roll call** vote was as follows:

Ayes

Romell Kidd
Veronica Miranda
Patricia Morsillo
Aaron Paternoster
Emily Ullman

Nays

X. Unfinished Business

There was no unfinished business.

XI. New Business

Management Services Agreement Amendment

Cathy Sheehan presented and explained to the Board of Directors the Management Services Agreement Amendment to the Board of Directors.

Veronica Miranda moved to postpone the vote to approve and extend the Management Services Agreement Amendment dated February 2026 between Marblehead Housing Authority and the Salem Housing Authority from December 31, 2026, to December 31, 2031, with an annual contract sum of \$135,287.50, prorated monthly at a rate of \$11,273.96. Romell Kidd seconded the motion, and the roll call vote was as follows:

Ayes

Romell Kidd
Veronica Miranda
Patricia Morsillo
Aaron Paternoster

Nays

Emily Ullman

New Hire – Director of Operations

There were three (3) candidates chosen to be interviewed for the open position of Director of Operations. One of the chosen candidates withdrew her applications Cathy Sheehan interviewed the two candidates. Cathy Sheehan presented the candidate of her choice.

Veronica Miranda moved to make a conditional offer of employment to Gary Dean for the full-time position as Director of Operations at an annual salary as presented in the 2026 budget with a start date TBD. Romell Kidd seconded the motion, and the **roll call** vote was as follows:

Ayes

Nays

Romell Kidd
Veronica Miranda
Patricia Morsillo
Aaron Paternoster
Emily Ullman

Budget Presentation – Fiscal Year Ending September 30, 2026

Paul Pavia, Certified Public Accountant, from Fenton, Ewald & Associates, P.C. presented in detail the State 4001 and MRVP/DMH budgets for fiscal year ending September 30, 2026.

Veronica Miranda moved to approve the **MRVP/DMH** Budget for fiscal year ending September 30, 2026. Romell Kidd seconded the motion, and the **roll call** vote was as follows:

Ayes

Nays

Romell Kidd
Veronica Miranda
Patricia Morsillo
Aaron Paternoster
Emily Ullman

Veronica Miranda moved to approve the **Program 4001** Budget for fiscal year ending September 30, 2026. Romell Kidd seconded the motion, and the **roll call** vote was as follows:

Ayes

Nays

Romell Kidd
Veronica Miranda
Patricia Morsillo
Aaron Paternoster
Emily Ullman

Emily Ullman

Executive Director Calculation Sheet

Cathy Sheehan presented to the Board the Executive Director's Salary Calculation Sheet to the Board of Directors.

Emily Ullman moved to approve the Executive Director's Salary Calculation Sheet as presented. Patricia Morsillo seconded the motion, and the **roll call** vote was as follows:

Ayes

Nays

Romell Kidd
Veronica Miranda
Patricia Morsillo
Aaron Paternoster
Emily Ullman

Vote to Elect Patricia Morsillo as a Director of Housing Opportunities of Salems, Inc.

Veronica Miranda moved to elect Patricia Morsillo as a Director of Housing Opportunities Salem Inc. Emily Ullman seconded the motion and the roll call was as follows:

Ayes

Nays

Romell Kidd
Veronica Miranda
Patricia Morsillo
Aaron Paternoster
Emily Ullman

Section 18 Conversion Closing for Federal Public Properties

Cathy Sheehan presented and explained to the Board of Directors the Section 18 Closing Procedure and purpose of the following votes necessary to effectuate the Section 18 Closing.

The Salem Housing Authority Board of Directors does hereby approve the following resolutions relative to the Section 18 Closing:

DECLARATION OF TRUST

Resolved: That the authority enter into and record a Declaration of Tru. for the public housing units located at 121 ½ Bridge Street, 122 ½ Bosto. treet, 73 Boston Street, and 2 Hathorn Crescent, which Declaration of Tr. shall be released by HUD upon the conveyance of the Property and executi. of the HAP Documents and Use Agreement in connection therewith.

CONVEYANCE

Resolved: That the Authority sell the Property to HOS, and that Cathy Sheehan, as Executive Director of the Authority, and/or any other officer of the Authority (each an "Authorized Agent"), either acting jointly or singly, are authorized, empowered and directed by the Authority to execute, acknowledge and deliver a quitclaim deed and/or any other document relating to the transfer of the Property to HOS (the "Conveyance") upon such terms and conditions as may be approved by the Authorized Agent in his/her sole discretion.

USE AGREEMENT

Resolved: That in connection with the Project, the Authority shall cause itself to enter into a Use Restriction Agreement (the "Use Agreement") with HOS, along with any amendments to the foregoing or other documents deemed necessary or convenient in connection with the Use Agreement as may be approved by the Authorized Agent in his/her sole discretion.

SUBSIDY CONTRACTS

Resolved: That in connection with the Project, the Authority shall enter into a Section 8 Housing Assistance Payments Contract relating to Section 8 Project-Based Vouchers that will benefit 39 units of the Project (together, the "HAP Contract") along with amendments to any of the foregoing or other documents deemed necessary or convenient in connection with the HAP Contract as may be approved by the Authorized Agent in his/her sole discretion (the "HAP Documents").

MISCELLANEOUS AND GENERAL AUTHORIZATIONS

Resolved: That the Authorized Agent is hereby authorized, empowered and directed by the Authority to execute, acknowledge and deliver any such documents or instruments as he/she may deem necessary or desirable in connection with the Acquisition, the Use Agreement, HAP Documents, and any other matters necessary or desirable in connection therewith and that the execution of any of the foregoing shall be conclusively deemed to have been authorized by this Resolution.

Resolved: That all actions previously taken by any officer or employee of the Authority or by any Authorized Agent with respect to the foregoing, be, and hereby are, ratified and approved.

Patricia Morsillo moved to approve the above resolutions including Declaration of Trust, Conveyance, Use Agreements, Subsidy Contracts and Miscellaneous and General Authorizations as presented above. Emily Ullman seconded the motion, and the roll call vote was as follows:

Ayes

Romell Kidd
Veronica Miranda
Patricia Morsillo
Aaron Paternoster
Emily Ullman

Nays

Change Order #1 for Project Low-Slope Roof Replacement at 292 Essex Street

Cathy Sheehan presented and explained to the Board of Directors Change Order #1 for Project Low-Slope Roof Replacement at 292 Essex Street.

Veronica Miranda moved to approve Change Order #1 in the amount of \$6,515.00 from Leading Way Construction for the project Low-Slope Roof Replacement at 292 Essex Street, the Zisson Building. This Change Order, which extends the contract by 10 days, represents labor and materials costs to install a skylight and to make repairs to the upper edge of the YMCA roof where it meets the SHA in order to avoid leaks at the lower roof. Patricia Morsillo seconded the motion, and the roll call vote was as follows:

Ayes

Romell Kidd
Veronica Miranda
Patricia Morsillo
Aaron Paternoster
Emily Ullman

Nays

Certificate of Substantial Completion for Project Low-Slope Roof Replacement at 292 Essex Street

Cathy Sheehan presented and explained to the Board of Directors the Certificate of Substantial Completion for Project Low-Slope Roof Replacement at 292 Essex Street.

Veronica Miranda moved to accept the Certificate of Substantial Completion effective as of December 12, 2025, for the Low-Slope Roof Replacement project at 292 Essex St., the Zisson Building, as submitted by the Contractor, Leading Way Construction Co., Inc. and approved by Andrew Brockway & Associates, the Architect. Patricia Morsillo seconded the motion, and the roll call vote was as follows:

Ayes

Romell Kidd
Veronica Miranda
Patricia Morsillo
Aaron Paternoster
Emily Ullman

Nays

XII. Other Business/Late Communications

Emily Ullman moved to accept the lowest, responsive, and responsible bid of \$167,900.00 from Oakridge Construction, Inc. for EOHLC project #258197 Site Work and Concrete Repair at Colonial Terrace (667-2) pending final approval from EOHLC and a positive reference check. Patricia Morsillo seconded the motion, and the roll call vote was as follows:

Ayes

Romell Kidd
Veronica Miranda
Patricia Morsillo
Aaron Paternoster
Emily Ullman

Nays

XIII. Adjournment

Romell Kidd moved that the Board adjourn the Regular Meeting of March 11, 2026, at 9:06 p.m. Emily Ullman seconded the motion, and the **roll call** vote was as follows:

Ayes

Romell Kidd
Veronica Miranda
Patricia Morsillo
Aaron Paternoster
Emily Ullman

Nays

SUMMARY OF ARTICLES IV THROUGH XII OF THE MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING HELD ON MARCH 11, 2026

Cathy Sheehan, Executive Director, reviewed her Executive Director's Report in detail with the Board, Cathy spoke about the upcoming closure of the public housing program and acknowledged the maintenance team's efforts during the challenging winter season. A few highlights that Cathy discussed with the board was the start of the 2026 federal audit, high performance scores in the SEMAP program, and a new Women's Money Matters pilot program. Cathy also spoke about the management services agreement between Salem and Marblehead Housing Authorities, which is set to expire at year-end, with a proposed extension of 5 years..

Management Services Agreement Extension

The board discussed a Management Services Agreement between their organization and Marblehead, which was initiated in 2021. Cathy highlighted the benefits of the collaboration, including financial gains, staff appreciation, and improved services for residents. The board agreed to postpone voting on the agreement until their next meeting to allow time to review performance data, such as work order response times and audit scores, which are already being tracked through state and federal audits.

Cathy highlighted improvements in resident satisfaction and tenant engagement since the current management team took over. Veronica Miranda raised concerns about the lack of clear benefits for Salem tenants and requested more data on the financial impact. Patricia Morsillo also requested additional performance data. The board agreed to review additional information before making a final decision on the Management Services Agreement Extension.

Gary Dean's Promotion to Director of Operations

Cathy discussed the promotion of Gary Dean to the Director of Operations position, highlighting his current role as Director of Maintenance and his qualifications for the new position. She explained that the Director of Operations role would oversee maintenance for both agencies and modernization programs for both agencies, as well as development projects for both agencies and much more. Cathy emphasized the importance of this promotion for internal growth and team morale, while also addressing the need for additional leadership due to the agency's growth and upcoming projects.

Director of Operations Hire

The board approved a new hire for the position of Director of Operations. Veronica Miranda motioned to offer Mr. Gary Dean a conditional offer of employment, which was approved by the board.

Budget Presentation by Paul Pavia, CPA, Fee Accountant and Discussion

Paul Pavia, Fee Accountant from Fenton, Ewald & Associates, who provided an overview of the state and federal budgets for the fiscal year ending September 30th, 2026.

Paul Pavia presented a detailed budget analysis, highlighting key changes in revenue sources and expenses. He explained the impact of a new Section 8 contract rent program, which will significantly increase income from federal housing. Paul also discussed several new revenue streams, including solar credits and a Housing Now program. On the expense side, he noted increases in administrative salaries and social service positions, while reducing costs for Section 8 inspections. The budget shows a 6.5% increase in administrative expenses overall. Paul emphasized that the budget reflects stable, predictable income sources and removes resources from less critical areas to optimize spending within available funding.

Paul explained various budget components, including operating exemptions, Section 8 subsidies, and new initiatives like a heat pump exemption and a self-sufficiency coordinator program funded at \$100,000. Paul also discussed administrative salaries, noting a projected 2% increase for the executive director and the addition of new positions like the Director of Operations and a Modernization Development Coordinator (transitioning to part-time) to address succession planning and future development needs.

The meeting focused on reviewing and approving the fiscal year 2026 budget for various programs, including administrative, legal, maintenance, and employee benefits. Paul Pavia, Fee Accountant presented the budget details, highlighting areas of savings and increases, and explained how reserves can be used for essential non-routine expenses. The board approved the budgets for MRVP, DMH, and 4001 programs. The Board also discussed the Executive Director's salary calculation worksheet

The Board elected Patricia Morsillo as a director of the nonprofit Housing Opportunities of Salem, Inc. They approved a change order for a roof replacement project and a certificate of substantial completion for the same project.

The Board addressed the termination of a mediation contract with Conditioning Leaders, with Veronica Miranda expressing concerns about the decision-making process.

Veronica Miranda: For board members to unilaterally cancel that contract without bringing it to the full board, I think is an open meeting law violation. And so I am going to file an open meeting law violation for that. Also, I think it's very important, and just want to highlight for this body, and, you know, for the people who made that decision.

Emily Ullman: well before the summer, it was before I was on the board that the original contract was issued, and they... the folks we hired were the ones that were confused about their scope. So, it was, mutual. They decided that it was mutually beneficial to not continue with the

contract as well, so it was a mutual decision. We did not cut it off or fire them. They were very confused and frustrated with the length of the contract and of the scope of their work and by scope, I mean timeline. Yeah, that's more of what our discussion was, but I hear you, and, go ahead and file it.

STATE PUBLIC HOUSING
WAITING LIST
CHAMP

As of March 27, 2026

Number of Family Applicants	46,962
Number of Elderly/Handicapped Applicants	11,988

FEDERAL PUBLIC HOUSING
WAITING LIST

Federal Family	Pending	0
	Eligible	7
	Total	7

Federal Elderly	Pending	0
	Eligible	256
	Total	256

SECTION 8

Section 8 HCV Centralized Waitlist Salem Preference	Pending	0
	Eligible	2384
	Total	2384

Pequot Highlands Project-Based Voucher Program	Pending	22
	Eligible	1532
	Total	1554

New Point Acquisition PBV	Pending	12
	Eligible	712
	Total	724

Lefort PBV	Pending	94
	Eligible	436
	Total	530

(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
86 Essex St Unit: 203	Salem	MA	3	03/01/2022	Change Unit (Out)		03/02/2026
86 Essex St Unit: 302	Salem	MA	3	03/01/2022	Change Unit (In)		03/02/2026
86 Essex St Unit: 104	Salem	MA	3	03/01/2022	End Participation		03/02/2026

Year	City	Country	Population	Area	Notes
1990	London	United Kingdom	7,500,000	1,500 sq km	Major financial center
1990	New York	USA	18,000,000	2,000 sq km	Global financial hub
1990	Tokyo	Japan	12,000,000	1,500 sq km	Major industrial center
1990	Los Angeles	USA	10,000,000	1,500 sq km	Major entertainment hub
1990	Paris	France	11,000,000	1,200 sq km	Major fashion and art center
1990	Chicago	USA	10,000,000	1,500 sq km	Major industrial and financial center

Unit Address	City	State	Bedroom Size	Admission Date	Action Type	Move Out Reason	Effective Date
29 Rainbow Terrace	Salem	MA	2	10/18/2010	Change Unit (Out)		03/18/2026
45 Rainbow Terrace	Salem	MA	2	10/18/2010	Change Unit (In)		03/18/2026
56 Rainbow Terrace	Salem	MA	3	03/20/2026	New Admission		03/20/2026
92 Rainbow Terrace	Salem	MA	2	03/03/2025	Change Unit (Out)		03/26/2026
103 Rainbow Terrace	Salem	MA	3	03/03/2025	Change Unit (In)		03/26/2026

Unit Address	City	State	Bedroom Size	Admission Date	Action Type	Move Out Reason	Effective Date
2H Norton Terrace	Salem	MA	1	03/27/2026	New Admission		03/27/2026
27 Charter St Unit: 204	Salem	MA	1	09/25/2015	End Participation		03/02/2026
27 Charter St Unit: 410	Salem	MA	1	03/04/2026	New Admission		03/04/2026
27 Charter St Unit: 1002	Salem	MA	1	03/26/2026	New Admission		03/26/2026
45 St Peter St Unit: 206	Salem	MA	1	04/13/2020	End Participation		03/02/2026

Salem CHAMP List report

Date Pulled	List ID	Criteria	# Applicants Pulled	DNR & Deselected	Eligible candidates	Offers	Offers Accepted	Rejected Units	List Status
1/9/2025	27678490	2BR Family	100		3	2	2	0	List is closed
1/9/2025	27683495	3BR Family	100		1	0	0	0	List is closed
2/20/2025	27965777	1BR Elderly No Stairs	50		7	6	5	1	List is closed
3/18/2025	28143955	1 BR Elderly Stairs	50		0	0	0	0	List is closed
5/6/2025	28494309	2BR Family	100		3	3	3	0	List is closed
5/8/2025	28522337	3BR Family	100		0	0	0	0	List is closed
6/2/2025	28652467	1BR Elderly No Stairs	50		3	3	1	2	List is closed
6/2/2025	28654469	1 BR Elderly Stairs	50		2	2	2	0	List is closed
8/7/2025	29097912	2BR Family	100		4	3	3	0	List is closed
8/12/2025	29124939	1BR Elderly No stairs	50		5	5	3	1	List is closed
8/27/2025	29227045	1BR Elderly Stairs	50		2	2	1	1	List is closed
9/8/2025	29274092	1BR Elderly No Stairs	50		7	7	5	2	List is closed
10/6/2025	29472290	1BR Elderly Stairs	50		6	6	5	1	List is closed
11/4/2025	29670488	1BR Elderly No Stairs	50		2	2	2	0	List is closed
12/2/2025	29818636	1BR Family No Stairs	100			1	1	0	Units Filled
1/5/2026	29985803	1 BR Elderly no stairs	50		5	5	3	1	Pending Applicant Response
1/14/2026	30087905	1 BR Elderly Stairs	50		3	3	0	2	Pending Screening
3/19/2026	30483304	2 BR Family	100						Pending Screening

Update on Capital Modernization Projects March 2026

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, move electrical panels from the basement to the 1st flr, etc.. The project was bid and Laracy Electrical has been awarded the contract. The project is moving along and is expected to take 1 year.

258171 **Sustainability Initiative for Energy Conservation Oil to Heat Pump Conversion at 14 units** at 705-2A (6 units) & 705-2B (8 units)

Performance Plumbing and Heating submitted the low bid but requested to withdraw due to a math error on their part. The apparent low bidder is now Riverdale Plumbing & Heating, Inc with a bid of \$980,000.00. Awaiting review by EOHLC and SHA vote.

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. The SHA was awarded \$2,700,000 in a comp mod grant in order to fully remediate the water infiltration issues.

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

Derby Square Architects was assigned by EOHLC. There are 17 exterior doors being replaced. The bid is being advertised and bids are due on 4/04/26.

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 was accepted at the December board meeting. Awaiting a preconstruction meeting date.

258189 **Walk-in tub/showers** at: Charter St. (6), Morency Manor (4), Phillips House (7)

The project is to renovate the bathtubs in 17 units of accessible housing. Environmental Restoration Inc. continues work. Temporary bathroom facilities will be provided for units where work is being performed.

Charter St. work is paused due to serious plumbing piping issues behind the walls. To keep the project on track the contractor moved on to Phillips. Work at the Phillips House has uncovered plumbing issues as well. Work will move on to Morency Manor next. The feasibility of the Charter St. portion will be reevaluated due to increased scope and cost.

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

Bids were received on 2/20/26. The apparent low bidder is Best Masonry Works, Inc. at \$131,375.00. Bids are under review with EOHLC. Contract execution would be next.

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

Project with EOHLC. No information yet.

258199 **Roof Replacement** at Ruane

Derby Square Architects was assigned by EOHLC. This building is in a historic district. A fee of \$21,600 has been agreed upon. The Historic Commission reviewed and approved the plans. The project is now in the bidding phase. A site visit will be held at 10 a.m. on 4/01/26 and bids are due at noon on 4/22/26.

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 EOHLC. Difficulty with this project with EOHLC 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. Awaiting plans and specifications. Project will need Historic Commission review/approval and has been submitted to them.

258202 **Window Replacement** at Charter

EOHLC has created a work order. The architect will be preparing schematic design plans.

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

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

Projects to be Assigned to a Designer, Designed and Bid

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

FEDERALLY-FUNDED PROJECTS

None at this time.

Report to the Board 4/1/2026

4/1/2026

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 3/1/2026: 0

PBV Admissions since 3/1/2026: 0

Units Under Lease as of

4/1/2026 1140

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

Program(s): State 667

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:** 3/1/2026, **Created Through:** 3/31/2026, **Completed From:** 1/1/1900, **Completed Through:** 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	5	2	3	0.29	0.10
Routine	5	2	3	12.62	4.21
Totals:	10	4	6	12.91	2.15

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	7	2	5	2.37	0.47
Craig Powers	1	0	1	8.71	8.71
Ken Sousa	1	0	1	1.83	1.83
Michael Fitzgerald	1	1	0	0.00	N/A
Patric Bishop	1	1	0	0.00	N/A
Totals:	10	4	6	12.91	2.15

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

Program(s): State 667

Project(s): State Elderly 667-1: **Leefort Terrace**

Status: All, **Status Included:**Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, **Employee:** All, **Created From:** 3/1/2026, **Created Through:** 3/31/2026, **Completed From:** 1/1/1900, **Completed Through:** 12/31/9999

No Information For Selected Criteria

No Information For Selected Criteria

No Information For Selected Criteria

308 Total work orders This Month

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

Program(s): State 667

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: 3/1/2026, Created Through: 3/31/2026, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	8	0	8	8.08	1.01
Routine	5	3	2	8.88	4.44
Totals:	13	3	10	16.96	1.70

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	8	0	8	5.37	0.67
Craig Powers	3	1	2	7.92	3.96
John DeBenedictis	1	0	1	1.00	1.00
Ken Sousa	2	1	1	0.04	0.04
Michael Fitzgerald	1	1	0	0.00	N/A
Patric Bishop	1	0	1	2.63	2.63
Totals:	13	3	10	16.96	1.70

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

Program(s): State 667

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: 3/1/2026, Created Through: 3/31/2026, 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	2.62	0.66
Routine	4	1	3	4.25	1.42
Inspection UPCS	2	0	2	0.04	0.02
Totals:	10	1	9	6.91	0.77

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	8	0	8	4.37	0.55
John DeBenedictis	1	0	1	0.83	0.83
Ken Sousa	1	0	1	0.08	0.88
Patric Bishop	2	1	1	0.83	0.83
Totals:	10	1	9	6.91	0.77

Salem Housing Authority Work Order Complete/Incomplete Report

Program(s): State 667

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: 3/1/2026, Created Through: 3/31/2026, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	17	2	15	25.21	1.68
Routine	27	6	21	106.93	5.09
Inspection UPCS	3	0	3	2.37	0.79
Totals:	47	8	39	134.51	3.45

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	18	2	16	22.64	1.42
Bill Norris	3	1	2	15.83	7.92
Charlie Felton	1	1	0	0.00	N/A
Christian Rudloff	1	0	1	0.21	0.21
Craig Powers	6	1	5	20.83	4.17
John DeBenedictis	7	3	4	1.62	0.41
Ken Sousa	1	0	1	0.00	N/A
Luis Lopez	2	0	2	3.79	1.90
Michael Fitzgerald	2	0	2	10.12	5.06
Patric Bishop	8	0	8	59.47	7.43
Totals:	47	8	39	134.51	3.45

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

Program(s): State 667

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: 3/1/2026, Created Through: 3/31/2026, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	22	1	21	22.82	1.09
Routine	22	10	12	45.80	3.82
Vacant	1	0	1	9.25	9.25
Totals:	45	11	34	77.87	2.29

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	18	3	15	11.08	0.74
Bill Norris	4	3	1	5.17	5.17
Craig Powers	5	2	3	15.20	5.07
John DeBenedictis	3	0	3	0.12	0.04
Ken Sousa	4	2	2	0.83	0.42
Luis Lopez	1	0	1	0.04	0.04
Michael Fitzgerald	8	2	6	24.01	4.00
Patric Bishop	6	1	5	21.42	4.28
Totals:	45	11	34	77.87	2.29

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

Program(s): State 667

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: 3/1/2026, Created Through: 3/31/2026, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Routine	1	0	1	6.00	6.00
Totals:	1	0	1	6.00	6.00

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Craig Powers	1	0	1	6.00	6.00
Totals:	1	0	1	6.00	6.00

Salem Housing Authority Work Order Complete/Incomplete Report

Program(s): State 667

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:** 3/1/2026, **Created Through:** 3/31/2026, **Completed From:** 1/1/1900, **Completed Through:** 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	12	1	11	6.86	0.62
Routine	9	3	6	24.30	4.05
Vacant	1	1	0	0.00	N/A
Totals:	22	5	17	31.16	1.83

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	7	0	7	5.32	0.76
Bill Norris	2	2	0	0.00	N/A
Craig Powers	5	1	4	10.00	2.50
John DeBenedictis	3	1	2	0.08	0.04
Michael Fitzgerald	3	0	3	10.30	3.43
Patric Bishop	3	1	2	5.46	2.73
Totals:	22	5	17	31.16	1.83

Salem Housing Authority Work Order Complete/Incomplete Report

Program(s): State 667

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:** 3/1/2026, **Created Through:** 3/31/2026, **Completed From:** 1/1/1900, **Completed Through:** 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	2	1	1	2.54	2.54
Routine	3	0	3	5.76	1.92
Totals:	5	1	4	8.30	2.08

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	2	0	2	1.88	0.94
Craig Powers	1	0	1	2.00	2.00
Ken Sousa	2	0	2	1.88	0.94
Michael Fitzgerald	1	1	0	0.00	N/A
Patric Bishop	1	0	1	2.54	2.54
Totals:	5	1	4	8.30	2.08

**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: 3/1/2026, Created Through: 3/31/2026, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	1	0	1	3.79	3.79
Routine	2	2	0	0.00	N/A
Totals:	3	2	1	3.79	3.79

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Craig Powers	2	2	0	0.00	N/A
Michael Fitzgerald	1	0	1	3.79	3.79
Totals:	3	2	1	3.79	3.79

**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: 3/1/2026, Created Through: 3/31/2026, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Routine	1	0	1	1.21	1.21
Totals:	1	0	1	1.21	1.21

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Patric Bishop	1	0	1	1.21	1.21
Totals:	1	0	1	1.21	1.21

**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: 3/1/2026, Created Through: 3/31/2026, 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	8.95	1.49
Routine	4	0	4	24.91	6.23
Vacant	1	1	0	0.00	N/A
Totals:	11	1	10	33.86	3.39

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	5	0	5	8.74	1.75
Craig Powers	1	0	1	0.04	0.04
John DeBenedictis	1	1	0	0.00	N/A
Ken Sousa	1	0	1	6.75	6.75
Michael Fitzgerald	2	0	2	10.50	5.25
Patric Bishop	2	0	2	7.83	3.92
Totals:	11	1	10	33.86	3.39

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

Program(s): Federal Public Housing

Project(s): Federal Elderly: Barton and Zisson

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

All, Created From: 3/1/2026, Created Through: 3/31/2026, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	2	0	2	2.92	1.46
Routine	4	3	1	2.79	2.79
Inspection UPCS	8	7	1	0.29	0.29
Totals:	14	10	4	6.00	1.50

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	2	0	2	0.50	0.25
Bill Norris	4	4	0	0.00	N/A
Craig Powers	2	2	0	0.00	N/A
Michael Fitzgerald	4	3	1	2.79	2.79
Patric Bishop	2	1	1	2.71	2.71
Totals:	14	10	4	6.00	1.50

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

Program(s): 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: 3/1/2026, Created Through: 3/31/2026, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	8	0	8	7.50	0.94
Routine	5	3	2	0.17	0.09
Inspection UPCS	1	1	0	0.00	N/A
Totals:	14	4	10	7.67	0.77

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	6	1	5	0.42	0.08
Bill Norris	1	1	0	0.00	N/A
Craig Powers	2	0	2	0.25	0.13
John DeBenedictis	1	0	1	0.92	0.92
Michael Fitzgerald	2	1	1	2.58	2.58
Patric Bishop	3	2	1	3.50	3.50
Totals:	14	4	10	7.67	0.77

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

Program(s): Federal Public Housing

Project(s): Federal Family: 122.5 Boston, 73 Boston, 121.5 Br

Status: All, Status Included:Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee: All, Created From: 3/1/2026, Created Through: 3/31/2026, Completed From: 1/1/1900, Completed Through: 12/31/9999

No Information For Selected Criteria

No Information For Selected Criteria

No Information For Selected Criteria

Salem Housing Authority Work Order Complete/Incomplete Report

Program(s): 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: 3/1/2026, Created Through: 3/31/2026, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	44	2	42	42.00	1.00
Routine	55	9	46	84.65	1.84
Preventive	4	2	2	12.04	6.02
Inspection UPCS	7	7	0	0.00	N/A
Totals:	110	20	90	138.69	1.54

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	43	2	41	28.67	0.70
Bill Norris	6	1	5	1.05	0.21
Craig Powers	11	7	4	4.05	1.01
Etienne Fabrone	3	0	3	0.75	0.25
Gary Dean	30	1	29	13.99	0.48
John DeBenedictis	4	0	4	20.87	5.22
Ken Sousa	6	0	6	14.98	2.50
Luis Lopez	32	2	30	13.99	0.47
Michael Fitzgerald	12	8	4	15.87	3.97
Patric Bishop	10	2	8	24.47	3.06
Totals:	110	20	90	138.69	1.54

Salem Housing Authority Work Order Complete/Incomplete Report

Program(s): Federal Public Housing, State 689, State 705, State 667 +23

Project(s): Federal Elderly: Barton and Zisson, Federal Family: 122.5 Boston, 73 Boston, 121.5 Br +47

Status: All, Status Included: Vacant, Employee: All, Created From: 3/1/2026, Created Through: 3/31/2026, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Vacant	3	2	1	9.25	9.25
Totals:	3	2	1	9.25	9.25

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Bill Norris	1	1	0	0.00	N/A
John DeBenedictis	1	1	0	0.00	N/A
Patric Bishop	1	0	1	9.25	9.25
Totals:	3	2	1	9.25	9.25

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: State Elderly 667-6: Morency Manor									
78330	Vacant	45 St Peter St Unit: 206		03/02/2026 07:30 AM		\$0.00	\$0.00	\$0.00	\$0.00
		Description: repair vacancy							
		Task Description: 507 - Rec vacancy for repair							
		State Elderly 667-6: Morency Manor	Incomplete: 1	Complete: 0		\$0.00	\$0.00	\$0.00	\$0.00
Project: State Elderly 667-5: 27 Charter St.									
78339	Vacant	27 Charter St Unit: 204		03/02/2026 08:30 AM	03/11/2026 02:48 PM	\$0.00	\$0.00	\$0.00	\$0.00
		Description: repair vacancy							
		Task Description: 507 - Rec vacancy for repair							
		State Elderly 667-5: 27 Charter St.	Incomplete: 0	Complete: 1		\$0.00	\$0.00	\$0.00	\$0.00
		State 667	Incomplete: 1	Complete: 1		\$0.00	\$0.00	\$0.00	\$0.00
Program: State 705									
Project: State Family 705-4: Phillips (84, 86, 88 Essex)									
78337	Vacant	86 Essex St Unit: 104		03/02/2026 08:30 AM		\$0.00	\$0.00	\$0.00	\$0.00
		Description: repair vacancy							
		Task Description: 507 - Rec vacancy for repair							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 705									
Project: State Family 705-4: Phillips (84, 86, 88 Essex)									
		State Family 705-4: Phillips (84, 86, 88 Essex)	Incomplete: 1	Complete: 0		\$0.00	\$0.00	\$0.00	\$0.00
		State 705	Incomplete: 1	Complete: 0		\$0.00	\$0.00	\$0.00	\$0.00
		Grand Totals:	Incomplete: 2	Complete: 1		\$0.00	\$0.00	\$0.00	\$0.00

Salem Housing Authority Work Order Complete/Incomplete Report

Program(s): Federal Public Housing, State 689, State 705, State 667 +23

Project(s): Federal Elderly: Barton and Zisson, Federal Family: 122.5 Boston, 73 Boston, 121.5 Br +47

Status: All, Status Included: Vacant, Employee: All, Created From: 1/1/1900, Created Through: 12/31/9999, Completed From: 3/1/2026, Completed Through: 3/31/2026

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Vacant	6	0	6	570.82	95.14
Totals:	6	0	6	570.82	95.14

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Bill Norris	2	0	2	96.66	48.33
John DeBenedictis	2	0	2	428.66	214.33
Patric Bishop	2	0	2	45.50	22.75
Totals:	6	0	6	570.82	95.14

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: State Family 200-2: Rainbow Terrace									
77903	Vacant	56 Rainbow Terrace		01/20/2026 08:00 AM	03/02/2026 04:00 PM	\$0.00	\$2,108.27	\$2,108.27	\$0.00
		Description: repair vacancy							
		Task Description: 507 - Rec vacancy for repair							
State Family 200-2: Rainbow Terrace		Incomplete: 0	Complete: 1			\$0.00	\$2,108.27	\$2,108.27	\$0.00
State 200		Incomplete: 0	Complete: 1			\$0.00	\$2,108.27	\$2,108.27	\$0.00
Program: State 705									
Project: State Family 705-4: Phillips (84, 86, 88 Essex)									
78062	Vacant	86 Essex St Unit: 302		08/01/2025 08:00 AM	03/03/2026 04:00 PM	\$0.00	\$1,378.39	\$1,378.39	\$0.00
		Description: repair vacancy							
		Task Description: 507 - Rec vacancy for repair							
78064	Vacant	86 Essex St Unit: 304		08/01/2025 08:00 AM	03/03/2026 04:00 PM	\$0.00	\$845.52	\$845.52	\$0.00
		Description: repair vacancy							
		Task Description: 507 - Rec vacancy for repair							
State Family 705-4: Phillips (84, 86, 88 Essex)		Incomplete: 0	Complete: 2			\$0.00	\$2,223.91	\$2,223.91	\$0.00
State 705		Incomplete: 0	Complete: 2			\$0.00	\$2,223.91	\$2,223.91	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: State Elderly 667-6: Morency Manor									
78063	Vacant	45 St Peter St Unit: 106		01/30/2026 08:00 AM	03/26/2026 04:00 PM	\$0.00	\$1,245.16	\$1,245.16	\$0.00
Description: repair vacancy									
Task Description: 507 - Rec vacancy for repair									
State Elderly 667-6: Morency Manor		Incomplete: 0	Complete: 1			\$0.00	\$1,245.16	\$1,245.16	\$0.00
Project: State Elderly 667-3: Norton (3A) and Bates (3B)									
78331	Vacant	2B Norton Terrace		02/03/2026 08:30 AM	03/11/2026 02:51 PM	\$0.00	\$0.00	\$0.00	\$0.00
Description: REPAIR VACANCY									
Task Description: 507 - Rec vacancy for repair									
State Elderly 667-3: Norton (3A) and Bates (3B)		Incomplete: 0	Complete: 1			\$0.00	\$0.00	\$0.00	\$0.00
Project: State Elderly 667-5: 27 Charter St.									
78339	Vacant	27 Charter St Unit: 204		03/02/2026 08:30 AM	03/11/2026 02:48 PM	\$0.00	\$0.00	\$0.00	\$0.00
Description: repair vacancy									
Task Description: 507 - Rec vacancy for repair									
State Elderly 667-5: 27 Charter St.		Incomplete: 0	Complete: 1			\$0.00	\$0.00	\$0.00	\$0.00
State 667		Incomplete: 0	Complete: 3			\$0.00	\$1,245.16	\$1,245.16	\$0.00
Grand Totals:		Incomplete: 0	Complete: 6			\$0.00	\$5,577.34	\$5,577.34	\$0.00

Salem Housing Authority

27 Charter Street
Salem, MA 01970

(978)744-4431



Cathy Hoog
Executive Director

March 1- 28 2026

Kathlyn Valianti

March RSC MONTHLY REPORT

NEW Referrals to RSC: 9
Ongoing case management/referrals: 36

Category:

<u>Mental / behavioral health</u>	<u>6</u>
<u>Housing stabilization support / One time deep cleaning</u>	<u>1</u>
<u>Re-certification assistance</u>	<u>0</u>
<u>Housekeeping/ Agency referrals</u>	<u>1</u>
<u>Wellness & fitness</u>	<u>18</u>
<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>18</u>
<u>Health insurance / Health supportive services</u>	<u>6</u>
<u>ther- Distribution of flyers and community events</u>	<u>96</u>
<u>Other</u>	

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:

3/4/26 React High Risk team meeting, Salem Council on Aging.

Salem Housing Authority

27 Charter Street
Salem, MA 01970



(978)744-4431

Cathy Hoog
Executive Director

3/2/26 Pioneer Terrace Community hours

3/5/26 Manager's meeting. Zoom

3/9/26 Pioneer Terrace Community hours

3/10/26 Congregate lunch for Ruanne residents with games.

3/16/26 Pioneer Terrace Community hours

3/17/26 DTA Snap Benefits seminar

3/18/26 Kathlyn was present at RSC meeting by Zoom

3/23/26 Pioneer Terrace Community hours

3/25/26 Wellness Wednesday at Pioneer Terrace and Morency Community rooms

- Wellness Wednesday with Kelley Annese – wellness classes will be the Morency Community Room and Pioneer Terrace Community Room, March sessions.
- Pioneer/Bertram scheduled for March 11-April 8th
- Morency/Dalton scheduled for March 25th and May 6th
- Charter St. scheduled for April 8th and May 20th
- Distributed flyers for Kelley Annese; Memory Café and Reiki at the Council on Aging

- Scheduled Lunch with Congregate tenants at Ruane, next scheduled lunch 3/10/26 with RSC's
- Planning social monthly community engagement / workshops at Morency, Dalton, and Pioneer community rooms (Coffee hour, snacks, movies, games, etc.)
- RSC's planning to schedule monthly game events
- Weekly office hours at Pioneer Terrace Community Room.
- Meet with other community organizations- EPNG, NorthShore REACT
- Posted informative pamphlets to upcoming workshops and Events and food resource information.

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 Sheehan
Executive Director

March 1- 26, 2026

Alexandra Dominguez

RSC MONTHLY REPORT

Total Referrals to RSC:

New Referrals: 1

On-Going Referrals: 5

Categories of services and the number of tenants provided services:

<u>Mental-behavioral health</u>	<u>0</u>
Housing stabilization support, one-time deep cleaning	<u>4</u>
Re-certification assistance	<u>0</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>1</u>
<u>healthy food access-assisting at food panty & emergency food shopping</u>	<u>4</u>
<u>Community Engagement, Socialization</u>	<u>102</u>
<u>Health insurance, Health supportive services</u>	<u>0</u>
<u>Other- resources posted in buildings</u>	<u>0</u>
<u>Other-passed out to tenants</u>	<u>102</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, Mission of Deeds, Household goods, Pathways Family Resource Center, MassLinks, MassHire, Xfinity Internet Essentials, DTA, Future Forward, Women's Money Matters.

Salem Housing Authority

27 Charter Street
Salem, MA 01970



(978)744-4431

Cathy Sheehan
Executive Director

Other important info to include:

- Attended EOHLC's Specialized Family & Supportive Services (SFSS) Open Office Hours (OOH) virtually on: One Big Beautiful Bill Act (BBBA/OB3) presented by MassHealth, and ETO Bontera on case management roadmap.
- Socialized and helped at the Salem Mobile Pantry at Rainbow on Wednesdays. The pantry will be changing its scheduled day from Wednesdays to Mondays from 3-4pm starting in April, for Rainbow residents. (Passed out flyers to tenants reflecting this scheduled change).
- RSC's are working on the 250th celebration event for Thursday, June 18th at the Garden/Field area at Pioneer Terrace. They have secured catering through ROOT, live music by Oliva and Friends, and will have games and desserts for everyone. Alex has created a flyer for the event and will send it to Cathy Sheehan for approval.
- A new Housing Now participant has been leased up on March 20th.
- Alex Dominguez and Lilly Rojas are still in process of interviewing applicants for the vacancies at Rainbow Terrace. Currently there are 2 vacancies (73RT, and 91RT). Both units will not be back from maintenance until approximately May. A family for the 3-bedroom at 73RT has successfully gone through the verification process and is looking at a May lease-up. That will bring the total occupancy rate to 50% for the Housing Now units.



FUTURE FORWARD

Self-Sufficiency Program (SSP)

MONTHLY REPORT: April, 2026

PREPARED BY: Sandra Reiniger/Future Forward Coordinator

PROGRAM OVERVIEW

The Future Forward Self-Sufficiency Program (SSP) supports Public Housing residents working toward greater economic stability through goal planning, connection to community resources, and individualized support and coaching

PROGRAM SNAPSHOT

Marblehead Housing Authority

• Total Participants Enrolled: 6 • In Process of Enrollment: 3 • With Escrow: 2

Salem Housing Authority

• Total Participants Enrolled: 7 • In Process of Enrollment: 4 • With Escrow: 1

TOTAL ESCROW SAVED- Through March 31, 2026 - \$5,011

Marblehead –\$4,281.

Salem - \$730.

MONTHLY HIGHLIGHTS

- Women’s Money Matters – Initial cohort confirmed, Start date: May 12, 6:30-8:00
Tuesdays evenings for 8 Weeks, 12-15 Participants, (flyer attached)

UPCOMING ACTIVITIES & FOCUS AREAS

- Continue intake and enrollment in Future Forward Program
- Work with the RS team on developing required documentation and procedures to support the launch of our new Mass Broadband Institute grant funded “Connected and Online” initiative, including laptop computers and other equipment for an onsite computer lab and lending library.
- Work with the RS team on developing plans and procedures for the new Rainbow Hub, our multipurpose space for workshops, meetings and computer access.
- Work with RS team on planning 250th Year Celebration for public housing residents– June 18, 2-5:00. Live music, sing-along, BBQ meal from Roots, and more.

State Estimated Waiting Period for Applications:

As of March 5, 2026

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.

(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
91 Rainbow Terrace	Salem	MA	2	03/23/2016	End Participation		02/03/2026
73 Rainbow Terrace	Salem	MA	3	05/02/2018	End Participation		02/13/2026

Unit Address	City	State	Bedroom Size	Admission Date	Action Type	Move Out Reason	Effective Date
117 Congress St Unit: 4	Salem	MA	2	04/14/2022	End Participation		02/06/2026
86 Essex St Unit: 201	Salem	MA	3	03/01/2022	Change Unit (Out)		02/18/2026
86 Essex St Unit: 304	Salem	MA	3	03/01/2022	Change Unit (In)		02/18/2026

Unit Address	City	State	Bedroom Size	Admission Date	Action Type	Move Out Reason	Effective Date
2B Norton Terrace	Salem	MA	1	04/24/2000	End Participation		02/03/2026
7B Pioneer Terrace	Salem	MA	1	02/13/2026	New Admission		02/13/2026
27 Charter St Unit: 1002	Salem	MA	1	11/02/2004	End Participation		02/02/2026
27 Charter St Unit: 607	Salem	MA	1	02/05/2026	New Admission		02/05/2026
27 Charter St Unit: 1104	Salem	MA	1	02/18/2026	New Admission		02/18/2026
45 St Peter St Unit: 106	Salem	MA	1	10/06/2014	End Participation		02/02/2026

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, move electrical panels from the basement to the 1st flr. etc.. The project was bid and Lacey Electrical has been awarded the contract. The project has begun and is expected to take 1 year.

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. The SHA was awarded \$2,700,000 in a comp mod grant in order to fully remediate the water infiltration issues.

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

Derby Square Architects was assigned by EOHLC. There are 17 exterior doors being replaced. The bid is being advertised and bids will be due on 4/04/26.

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 was accepted at the December board meeting. Awaiting a preconstruction meeting date.

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 will be a designated unit in each building identified as a unit to be used as

temporary bathroom facilities for units where work is being performed. Work at the Phillips House has uncovered plumbing issues. Working with tenants on moves.

258197	Site Work and Concrete Repair at Colonial Terrace
	Bids were received on 2/20/26. The apparent low bidder is Best Masonry Works, Inc. at \$131,375.00. Bids are under review.
258198	Sustainability Study- flood zone, rising sea level at Pioneer and Congress
	Project with EOHLC. No information yet.
258199	Roof Replacement at Ruane
	Derby Square Architects was assigned by EOHLC. This building is in a historic district. A fee of \$21,600 has been agreed upon. The Historic Commission reviewed and approved the plans. EOHLC is reviewing and we are awaiting approval to bid.
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 EOHLC. Difficulty with this project with EOHLC 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. Awaiting plans and specifications. Project will need Historic Commission review.
258202	Window Replacement at Charter
	EOHLC has created a work order. The architect will be revisiting the site this week.
258203	Aging in Place at Routine Turnovers at 667
	Small accessibility/adaptability upgrades will be incorporated during routine vacancy turnover.

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. All work has been completed. The Certificate of Substantial Completion is presented to the board for acceptance. Once the snow melts, the final inspection will take place.

Report to the Board 3/5/2026

3/1/2026

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 2/1/2026:	0
PBV Admissions since 2/1/2026:	0

**Units Under Lease as of
3/1/2026**

1138

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

Program(s): State 667

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: 1/1/2026, Created Through: 3/1/2026, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	10	0	10	5.00	0.50
Routine	4	0	4	32.00	8.00
Totals:	14	0	14	37.00	2.64

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	7	0	7	1.54	0.22
Bill Norris	1	0	1	-0.04	-0.04
Craig Powers	1	0	1	0.13	0.13
Ken Sousa	1	0	1	0.75	0.75
Michael Fitzgerald	1	0	1	14.83	14.83
Patric Bishop	4	0	4	19.79	4.95
Totals:	14	0	14	37.00	2.64

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

Program(s): State 667

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: 1/1/2026, Created Through: 3/1/2026, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	16	0	16	7.94	0.50
Routine	5	0	5	43.81	8.76
Inspection UPCS	4	1	3	22.38	7.46
Totals:	25	1	24	74.13	3.09

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	13	0	13	38.62	2.97
Bill Norris	2	0	2	0.12	0.06
Christian Rudloff	2	0	2	0.12	0.06
Craig Powers	2	0	2	1.04	0.52
Etienne Fabrune	1	1	0	0.00	N/A
Ken Sousa	2	0	2	20.05	10.03
Michael Fitzgerald	2	0	2	6.30	3.15
Patric Bishop	2	0	2	7.88	3.94
Totals:	25	1	24	74.13	3.09

663 Total work orders over the last two months

Salem Housing Authority Work Order Complete/Incomplete Report

Program(s): State 667

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:** 1/1/2026, **Created Through:** 3/1/2026, **Completed From:** 1/1/1900, **Completed Through:** 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	16	0	16	18.75	1.17
Routine	3	0	3	20.66	6.89
Vacant	1	1	0	0.00	N/A
Totals:	20	1	19	39.41	2.07

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	12	0	12	10.83	0.90
Bill Norris	1	0	1	2.00	2.00
Etienne Fabrune	1	0	1	0.04	0.04
Gary Dean	1	0	1	6.79	6.79
John DeBenedictis	1	0	1	0.04	0.04
Ken Sousa	2	0	2	9.33	4.67
Patric Bishop	4	1	3	10.38	3.46
Totals:	20	1	19	39.41	2.07

Salem Housing Authority Work Order Complete/Incomplete Report

Program(s): State 667

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:** 1/1/2026, **Created Through:** 3/1/2026, **Completed From:** 1/1/1900, **Completed Through:** 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	37	0	37	51.30	1.39
Routine	40	17	23	96.86	4.21
Vacant	1	1	0	0.00	N/A
Inspection UPCS	1	0	1	0.21	0.21
Inspection Other	5	0	5	124.63	24.93
Totals:	84	18	66	273.00	4.14

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	35	2	33	68.83	2.09
Bill Norris	9	1	8	26.50	3.31
Christian Rudloff	7	4	3	1.20	0.40
Craig Powers	9	1	8	9.17	1.15
Etienne Fabrune	2	2	0	0.00	N/A
John DeBenedictis	4	2	2	1.04	0.52
Ken Sousa	9	2	7	7.87	1.12
Michael Fitzgerald	8	2	6	44.08	7.35
Patric Bishop	17	5	12	114.31	9.53
Totals:	84	18	66	273.00	4.14

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

Program(s): State 667

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: 1/1/2026, Created Through: 3/1/2026, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	43	0	43	19.30	0.45
Routine	43	10	33	191.91	5.82
Vacant	2	1	1	1.00	1.00
Inspection UPCS	2	1	1	0.88	0.88
Inspection Other	5	0	5	20.97	4.19
Totals:	95	12	83	234.06	2.82

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	34	1	33	22.44	0.68
Bill Norris	8	1	7	23.37	3.34
Christian Rudloff	4	1	3	0.17	0.06
Craig Powers	26	3	23	95.03	4.13
Etienne Fabrone	2	0	2	5.00	2.50
John DeBenedictis	5	2	3	0.25	0.08
Ken Sousa	2	1	1	1.88	1.88
Michael Fitzgerald	12	1	11	35.03	3.18
Patric Bishop	10	2	8	50.89	6.36
Totals:	95	12	83	234.06	2.82

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

Program(s): State 667

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: 1/1/2026, Created Through: 3/1/2026, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	21	0	21	12.16	0.58
Routine	14	10	4	18.34	4.59
Vacant	1	1	0	0.00	N/A
Inspection UPCS	3	0	3	12.96	4.32
Totals:	39	11	28	43.46	1.55

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	13	0	13	7.84	0.60
Bill Norris	5	4	1	3.04	3.04
Charlie Felton	2	2	0	0.00	N/A
Christian Rudloff	7	3	4	3.16	0.79
Craig Powers	5	1	4	4.91	1.23
Etienne Fabrone	1	0	1	0.33	0.33
John DeBenedictis	1	0	1	0.00	N/A
Ken Sousa	1	0	1	1.88	1.88
Michael Fitzgerald	3	1	2	14.38	7.19
Patric Bishop	3	0	3	7.92	2.64
Totals:	39	11	28	43.46	1.55

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

Program(s): State 667

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: 1/1/2026, Created Through: 3/1/2026, 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	0.63	0.11
Routine	4	2	2	21.71	10.86
Totals:	10	2	8	22.34	2.79

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	5	0	5	0.25	0.05
Bill Norris	3	1	2	8.21	4.11
Christian Rudloff	1	1	0	0.00	N/A
Craig Powers	1	0	1	13.88	13.88
Totals:	10	2	8	22.34	2.79

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

Program(s): State 667

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: 1/1/2026, Created Through: 3/1/2026, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	12	1	11	1.73	0.16
Routine	12	6	6	54.96	9.16
Inspection UPCS	3	0	3	2.33	0.78
Inspection Other	1	0	1	7.08	7.08
Totals:	28	7	21	66.10	3.15

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	15	0	15	17.48	1.17
Bill Norris	3	0	3	3.08	1.03
Christian Rudloff	2	2	0	0.00	N/A
Craig Powers	3	0	3	27.58	9.19
John DeBenedictis	1	1	0	0.00	N/A
Ken Sousa	2	0	2	7.00	3.50
Luis Lopez	1	0	1	0.33	0.33
Michael Fitzgerald	1	1	0	0.00	N/A
Patric Bishop	4	3	1	10.63	10.63
Totals:	28	7	21	66.10	3.15

Salem Housing Authority Work Order Complete/Incomplete Report

Program(s): Federal Public Housing

Project(s): Federal Family: 122.5 Boston, 73 Boston, 121.5 Br

Status: All, Status Included: Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee: All, Created From: 1/1/2026, Created Through: 3/1/2026, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	3	0	3	0.42	0.14
Routine	1	0	1	2.96	2.96
Totals:	4	0	4	3.38	0.85

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	1	0	1	0.29	0.29
Craig Powers	2	0	2	0.13	0.07
Patric Bishop	1	0	1	2.96	2.96
Totals:	4	0	4	3.38	0.85

Salem Housing Authority Work Order Complete/Incomplete Report

Program(s): Federal Public Housing

Project(s): Federal Elderly: Barton and Zisson

Status: All, Status Included: Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee: All, Created From: 1/1/2026, Created Through: 3/1/2026, 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	5.33	0.76
Routine	17	6	11	49.50	4.50
Inspection UPCS	3	2	1	1.17	1.17
Totals:	28	9	19	56.00	2.95

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	11	3	8	7.16	0.90
Bill Norris	3	1	2	7.08	3.54
Craig Powers	3	0	3	5.80	1.93
Etienne Fabrune	1	1	0	0.00	N/A
Ken Sousa	2	2	0	0.00	N/A
Michael Fitzgerald	2	1	1	3.13	3.13
Patric Bishop	7	2	5	32.83	6.57
Totals:	28	9	19	56.00	2.95

**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: 1/1/2026, Created Through: 3/1/2026, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	7	0	7	30.50	4.36
Routine	1	1	0	0.00	N/A
Inspection UPCS	8	3	5	17.05	3.41
Totals:	16	4	12	47.55	3.96

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	11	2	9	27.93	3.10
Bill Norris	1	0	1	9.25	9.25
Christian Rudloff	1	0	1	0.08	0.08
Craig Powers	1	0	1	8.04	8.04
Etienne Fabrone	2	2	0	0.00	N/A
Michael Fitzgerald	3	2	1	0.25	0.25
Patric Bishop	1	0	1	2.00	2.00
Totals:	16	4	12	47.55	3.96

**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: 1/1/2026, Created Through: 3/1/2026, 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	1.84	0.31
Routine	4	1	3	11.34	3.78
Vacant	1	1	0	0.00	N/A
Totals:	11	2	9	13.18	1.46

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	5	0	5	4.55	0.91
Craig Powers	3	1	2	5.00	2.50
Ken Sousa	2	1	1	2.13	2.13
Patric Bishop	3	0	3	1.50	0.50
Totals:	11	2	9	13.18	1.46

Salem Housing Authority
Work Order Complete/Incomplete Report

Program(s): 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: 1/1/2026, Created Through: 3/1/2026, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	14	1	13	13.01	1.00
Routine	11	1	10	72.91	7.29
Inspection UPCS	4	4	0	0.00	N/A
Totals:	29	6	23	85.92	3.74

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	15	0	15	20.05	1.34
Bill Norris	4	0	4	13.26	3.32
Craig Powers	1	0	1	0.08	0.08
Etienne Fabrone	3	2	1	0.08	0.08
John DeBenedictis	1	0	1	0.08	0.08
Ken Sousa	1	0	1	2.04	2.04
Michael Fitzgerald	3	2	1	1.83	1.83
Patric Bishop	5	2	3	48.50	16.17
Totals:	29	6	23	85.92	3.74

Salem Housing Authority
Work Order Complete/Incomplete Report

Program(s): 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: 1/1/2026, Created Through: 3/1/2026, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	107	0	107	165.62	1.55
Routine	101	10	91	136.29	1.50
Preventive	8	2	6	57.08	9.51
Vacant	5	4	1	28.33	28.33
Inspection UPCS	9	2	7	105.23	15.03
Inspection Other	2	0	2	4.50	2.25
Totals:	232	18	214	497.05	2.32

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	82	1	81	57.90	0.71
Bill Norris	11	1	10	36.45	3.65
Christian Rudloff	7	2	5	0.87	0.17
Craig Powers	19	0	19	91.93	4.84
Etienne Fabrone	7	1	6	47.13	2.86
Gary Dean	67	3	64	22.33	0.35
John DeBenedictis	13	2	11	75.70	6.88
Ken Sousa	9	0	9	9.09	1.01
Luis Lopez	67	3	64	22.33	0.35
Michael Fitzgerald	20	5	15	97.50	6.50
Patric Bishop	20	4	16	65.82	4.11
Totals:	232	18	214	497.05	2.32

Salem Housing Authority Work Order Complete/Incomplete Report

Program(s): Federal Public Housing, State 689, State 705, State 667 +23

Project(s): Federal Elderly: Barton and Zisson, Federal Family: 122.5 Boston, 73 Boston, 121.5 Br +47

Status: All, Status Included: Vacant, Employee: All, Created From: 1/1/2026, Created Through: 3/1/2026, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Vacant	11	9	2	29.33	14.67
Totals:	11	9	2	29.33	14.67

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Bill Norris	2	2	0	0.00	N/A
Christian Rudloff	3	3	0	0.00	N/A
Craig Powers	2	1	1	1.00	1.00
John DeBenedictis	2	1	1	28.33	28.33
Ken Sousa	1	1	0	0.00	N/A
Patric Bishop	1	1	0	0.00	N/A
Totals:	11	9	2	29.33	14.67

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: State Family 200-2: Rainbow Terrace									
77728	Vacant	94 Rainbow Terrace		01/05/2026 08:00 AM	02/02/2026 04:00 PM	\$0.00	\$1,165.92	\$1,165.92	\$0.00
Description: repair vacancy									
Completed Description: check apt and pick up stock. clean apt outlet cover window in unit replaced 2 nd floor light replaced bathroom fan motor replaced kitchen counter plug bathroom plug and bedroom plug repair wire mold for plug in living room. poly hardwood floor. repair cabinets install shades clean									
Task Description: 507 - Rec vacancy for repair									
77902	Vacant	45 Rainbow Terrace		01/21/2026 08:00 AM		\$0.00	\$0.00	\$0.00	\$0.00
Description: repair vacancy									
Task Description: 507 - Rec vacancy for repair									
77903	Vacant	56 Rainbow Terrace		01/20/2026 08:00 AM		\$0.00	\$0.00	\$0.00	\$0.00
Description: repair vacancy									
Task Description: 507 - Rec vacancy for repair									

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: State Family 200-2: Rainbow Terrace									
78332	Vacant	91 Rainbow Terrace		02/03/2026 08:30 AM		\$0.00	\$0.00	\$0.00	\$0.00
		Description: REPAIR VACANCY							
		Task Description: 507 - Rec vacancy for repair							
78333	Vacant	73 Rainbow Terrace		02/13/2026 08:30 AM		\$0.00	\$0.00	\$0.00	\$0.00
		Description: repair vacancy							
		Task Description: 507 - Rec vacancy for repair							
State Family 200-2: Rainbow Terrace			Incomplete: 4	Complete: 1		\$0.00	\$1,165.92	\$1,165.92	\$0.00
State 200			Incomplete: 4	Complete: 1		\$0.00	\$1,165.92	\$1,165.92	\$0.00
Program: State 667									
Project: State Elderly 667-5: 27 Charter St.									
78056	Vacant	27 Charter St Unit: 1104		02/04/2026 08:34 AM	02/05/2026 08:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
		Description: vacancy repair							
		Task Description: 507 - Rec vacancy for repair							
78065	Vacant	27 Charter St Unit: 1002		02/02/2026 08:00 AM		\$0.00	\$0.00	\$0.00	\$0.00
		Description: repair vacancy							
		Task Description: 507 - Rec vacancy for repair							
State Elderly 667-5: 27 Charter St.			Incomplete: 1	Complete: 1		\$0.00	\$0.00	\$0.00	\$0.00
Project: State Elderly 667-6: Morency Manor									
78063	Vacant	45 St Peter St Unit: 106		01/30/2026 08:00 AM		\$0.00	\$0.00	\$0.00	\$0.00
		Description: repair vacancy							
		Task Description: 507 - Rec vacancy for repair							
State Elderly 667-6: Morency Manor			Incomplete: 1	Complete: 0		\$0.00	\$0.00	\$0.00	\$0.00

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: State Elderly 667-4: Pioneer Terrace									
78066	Vacant	2G Pioneer Terrace		02/02/2026 08:00 AM		\$0.00	\$0.00	\$0.00	\$0.00
Description: repair vacancy									
Task Description: 507 - Rec vacancy for repair									
State Elderly 667-4: Pioneer Terrace		Incomplete: 1	Complete: 0			\$0.00	\$0.00	\$0.00	\$0.00
Project: State Elderly 667-3: Norton (3A) and Bates (3B)									
78331	Vacant	2B Norton Terrace		02/03/2026 08:30 AM		\$0.00	\$0.00	\$0.00	\$0.00
Description: REPAIR VACANCY									
Task Description: 507 - Rec vacancy for repair									
State Elderly 667-3: Norton (3A) and Bates (3B)		Incomplete: 1	Complete: 0			\$0.00	\$0.00	\$0.00	\$0.00
State 667		Incomplete: 4	Complete: 1			\$0.00	\$0.00	\$0.00	\$0.00
Program: State 705									
Project: State Family 705-2B: 117 Congress St.									
78334	Vacant	117 Congress St Unit: 4		02/06/2026 08:30 AM		\$0.00	\$0.00	\$0.00	\$0.00
Description: repair vacancy									
Task Description: 507 - Rec vacancy for repair									
State Family 705-2B: 117 Congress St.		Incomplete: 1	Complete: 0			\$0.00	\$0.00	\$0.00	\$0.00
State 705		Incomplete: 1	Complete: 0			\$0.00	\$0.00	\$0.00	\$0.00
Grand Totals:		Incomplete: 9	Complete: 2			\$0.00	\$1,165.92	\$1,165.92	\$0.00

Salem Housing Authority Work Order Complete/Incomplete Report

Program(s): Federal Public Housing, State 689, State 705, State 667 +23

Project(s): Federal Elderly: Barton and Zisson, Federal Family: 122.5 Boston, 73 Boston, 121.5 Br +47

Status: All, Status Included: Vacant, Employee: All, Created From: 1/1/1900, Created Through: 12/31/9999, Completed From: 1/1/2026,

Completed Through: 3/1/2026

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Vacant	8	0	8	415.74	51.97
Totals:	8	0	8	415.74	51.97

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Charlie Felton	1	0	1	42.33	42.33
Christian Rudloff	1	0	1	49.33	49.33
Craig Powers	1	0	1	1.00	1.00
Etienne Fabrone	2	0	2	125.09	62.55
John DeBenedictis	3	0	3	197.99	66.00
Totals:	8	0	8	415.74	51.97

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: State Elderly 667-6: Morency Manor									
77365	Vacant	45 St Peter St Unit: 212		10/31/2025 08:00 AM	02/05/2026 07:48 AM	\$0.00	\$0.00	\$0.00	\$0.00
Description: repair vacancy									
Completed Description: Repaired the bathroom, put sheet rock joints compound and paint.									
Task Description: 507 - Rec vacancy for repair									
State Elderly 667-6: Morency Manor						Incomplete: 0	Complete: 1	\$0.00	\$0.00
Project: State Elderly 667-5: 27 Charter St.									
77367	Vacant	27 Charter St Unit: 1104		11/10/2025 08:00 AM	02/02/2026 04:00 PM	\$0.00	\$989.52	\$989.52	\$0.00
Description: repair vacancy									
Completed Description: repair clen replaced balance for 3 window clean oven adjust closet doors pick up all supplies repair count top. lash window replaced shade brackets scraper edger of wall prep for cover base install cover base. repair hole near base board strife vct tiles wash floor. secure 1 floor tiles apply 2 coats floor finish remove too land supplies									
Task Description: 507 - Rec vacancy for repair									

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: State Elderly 667-5: 27 Charter St.									
78056	Vacant	27 Charter St Unit: 1104		02/04/2026 08:34 AM	02/05/2026 08:00 AM	\$0.00	\$0.00	\$0.00	\$0.00
Description: vacancy repair									
Task Description: 507 - Rec vacancy for repair									
State Elderly 667-5: 27 Charter St.		Incomplete: 0		Complete: 2		\$0.00	\$989.52	\$989.52	\$0.00
Project: State Elderly 667-2: Colonial Terrace									
77467	Vacant	2A Colonial Terrace		12/15/2025 08:00 AM	02/02/2026 04:00 PM	\$0.00	\$1,083.32	\$1,083.32	\$0.00
Description: repair vacancy									
Completed Description: remove trash repair basebord .install basebord trim paint .repair bathroom floor insatll shade balace clean apt check apt for vacancy repair did not see any repair door wash wax floor									
Task Description: 507 - Rec vacancy for repair									
State Elderly 667-2: Colonial Terrace		Incomplete: 0		Complete: 1		\$0.00	\$1,083.32	\$1,083.32	\$0.00
State 667		Incomplete: 0		Complete: 4		\$0.00	\$2,072.84	\$2,072.84	\$0.00
Program: State 200									
Project: State Family 200-2: Rainbow Terrace									
77366	Vacant	34 Rainbow Terrace		10/28/2025 08:00 AM	01/21/2026 04:00 PM	\$0.00	\$3,142.96	\$3,142.96	\$0.00
Description: repair vacancy									
Completed Description: sheet rock bedroom applied joint compound. repair dry wall removes cabinets. removed radiator frame wall sheen rock. Applied joint compound prime paint bleed radiator clean repair upper cabinets clean cut countertop for sink install base cabinets. repair base board repair kitchen wall clean. caulking tub install base repair cabinets. replaced basement lamp holder replaced range plug replaced kitchen range hood. replaced two kitchen light and removed the third and make adapter plater for the outlet box. install adapter plate and third kitchen light replaced 2nd fl outlet box plaster ring and patch with composed install new 2 nd fl light fixtures repair stairs sand floors poly hardwood floor wax kitchen floor. removed two living room receptacle pick ip stock. Cut out two outletsboxs in livivng room and install new trim fixture for rear aotride light .									
Task Description: 507 - Rec vacancy for repair									
77469	Vacant	78 Rainbow Terrace		12/10/2025 08:00 AM	01/07/2026 11:54 AM	\$0.00	\$2,473.92	\$2,473.92	\$0.00
Description: repair vacancy									
Completed Description: Cleaned vacancy, kitchen, basement, bathroom, living room and bedrooms. Repair door floor clean. repair cabinets bedroom door install shade. replaced four light fixtures. Cut two wood back plater and install then for two kitchen light fixtures. repair drywall cabinets remove bathroom floor install plywood floor bathroom clean apt. paint around kitchen light fixtures 3 and replaced kitchen counter receptacle. tile bathroom floor sand Harwood floor poly hardwood floor poly hardwood wax bathroom floor caulking tub									
Task Description: 507 - Rec vacancy for repair									

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: State Family 200-2: Rainbow Terrace									
77728	Vacant	94 Rainbow Terrace		01/05/2026 08:00 AM	02/02/2026 04:00 PM	\$0.00	\$1,165.92	\$1,165.92	\$0.00
Description: repair vacancy									
Completed Description: check apt and pick up stock. clean apt outlet cover window in unit replaced 2 nd floor light replaced bathroom fan motor replaced kitchen counter plug bathroom plug and bedroom plug repair wire mold for plug in living room. poly hardwood floor. repair cabinets install shades clean									
Task Description: 507 - Rec vacancy for repair									
77759	Vacant	20 Rainbow Terrace		12/10/2025 08:00 AM	01/21/2026 04:00 PM	\$0.00	\$1,465.95	\$1,465.95	\$0.00
Description: repair vacancy									
Completed Description: begin cleaning unit replaced doorknob replaced plates. cleaning replaced light fixtures. Contin cleaning stove cabinets window light fixtures. Replaced kitchen light fixtures .Contin cleaning work on floor cut shades. sand Harwood floor clean kitchen clean sweep basement. Sand poly Harwood floors buff wax bathroom kitchen floor									
Task Description: 507 - Rec vacancy for repair									
State Family 200-2: Rainbow Terrace		Incomplete: 0		Complete: 4		\$0.00	\$8,248.75	\$8,248.75	\$0.00
State 200		Incomplete: 0		Complete: 4		\$0.00	\$8,248.75	\$8,248.75	\$0.00
Grand Totals:		Incomplete: 0		Complete: 8		\$0.00	\$10,321.59	\$10,321.59	\$0.00

Salem Housing Authority

27 Charter Street
Salem, MA 01970

(978)744-4431



Cathy Hoog
Executive Director

February 1-28 2026

Kathlyn Valianti

February RSC MONTHLY REPORT

NEW Referrals to RSC: 4

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>6</u>
Housekeeping/ Agency referrals	<u>8</u>
Wellness & fitness	<u>18</u>
<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>56</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:

2/4/26 React High Risk team meeting, Salem Council on Aging.

Salem Housing Authority

27 Charter Street
Salem, MA 01970

(978)744-4431



Cathy Hoog
Executive Director

2/2/26 Pioneer Terrace Community hours

2/5/26 Manager's meeting

2/9/26 Pioneer Terrace Community hours

2/11/26 EPNG meeting at Sunrise in Lynnfield

2/11/26 Meeting with Pastor James Ashton, Senior Conversations

2/18/26 RSC meeting by Zoom

2/18/26 Morency Wellness Wednesday and introduction to Pastor James Ashton

- Wellness Wednesday with Kelley Annese – wellness classes will be the Morency Community Room and Pioneer Terrace Community Room, February sessions.
- Pioneer/Bertram scheduled for March 11-April 8th
- Morency/Dalton scheduled for March 25th and May 6th
- Charter St. scheduled for April 8th and May 20th
- Distributed flyers for Kelley Annese; Memory Café and Reiki at the Council on Aging
-
- Lunch with Congregate tenants at Ruane, next scheduled lunch 3/10/26 with RSC's
- Planning social monthly community engagement / workshops at Morency, Dalton, and Pioneer community rooms (Coffee hour, snacks, movies, games, etc.)
- RSC's planning to schedule monthly game events
- Weekly office hours at Pioneer Terrace Community Room.
- Meet with other community organizations- EPNG, NorthShore REACT
- Posted informative pamphlets to upcoming workshops and Events and food resource information.

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 Sheehan
Executive Director

February 1- 28, 2026
Alexandra Dominguez

RSC MONTHLY REPORT

Total Referrals to RSC:
New Referrals: 0
On-Going Referrals: 4

Categories of services and the number of tenants provided services:

<u>Mental-behavioral health</u>	<u>0</u>
<u>Housing stabilization support, one-time deep cleaning</u>	<u>2</u>
<u>Re-certification assistance</u>	<u>0</u>
<u>Housekeeping, laundry services through agency referrals</u>	<u>0</u>
<u>Wellness and fitness workshops</u>	<u>0</u>
<u>Nutrition-SNAP application and list food pantry resources</u>	<u>2</u>
<u>healthy food access-assisting at food panty & emergency food shopping</u>	<u>2</u>
<u>Community Engagement, Socialization</u>	<u>0</u>
<u>Health insurance, Health supportive services</u>	<u>1</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, Mission of Deeds, Household goods, Pathways Family Resource Center, MassLinks, MassHire, Xfinity Internet Essentials, Northeast Arc – Autism Support Center, EEC

Salem Housing Authority

27 Charter Street
Salem, MA 01970



(978)744-4431

Cathy Sheehan
Executive Director

Other important info to include:

- Attended EOHLA's Specialized Family & Supportive Services (SFSS) Open Office Hours (OOH) virtually on: PPAL Moving Forward Together Building a Foundation of Support: behavioral/mental health journey. Children's Advocacy Center: Children's Safety, Healing, and Justice. Massachusetts Department of Developmental Services (DDS) Neurodiversity Series: Crisis Support and Safety Planning.
- Alex Dominguez and Lilly Rojas are still in process of interviewing applicants for the vacancies at Rainbow Terrace. Currently there are four vacancies (56RT, 45RT, 91RT, 73RT) two of which will not be ready/back from maintenance until April.
- Currently, a total of 8 units are specifically designated for the Housing Now Program participants. SHA received NOTICE OF FUNDING AVAILABILITY (NOFA) For LHA's Housing Now Program looking to expand the program. An application has been submitted to expand the program with an additional four (4) units.
- RSCs have been working diligently to prepare the unused LTO space at 83 Rainbow for workshops, activities, training, and meeting space to support and engage families across our developments. They came up with a suggested name for the space "R.A.I.N.B.O.W HUB"
Resources • Access • Inclusion • Neighborhood • Belonging • Opportunities • Workshops.
Equipment from the MBI grant will be delivered to Charter St. on March 5th!



FUTURE FORWARD

Self-Sufficiency Program (SSP)

MONTHLY REPORT: MAR. 2026

PREPARED BY: Sandra Reiniger/Future Forward Coordinator

PROGRAM OVERVIEW

The Future Forward Self-Sufficiency Program (SSP) supports Public Housing residents working toward greater economic stability through goal planning, connection to community resources, and individualized support and coaching

PROGRAM SNAPSHOT

Marblehead Housing Authority

- Total Participants Enrolled: 6
- In Process of Enrollment: 2
- With Escrow: 2

Salem Housing Authority

- Total Participants Enrolled: 7
- In Process of Enrollment: 2
- With Escrow: 1

TOTAL ESCROW SAVED- Through Feb, 2026 - \$3,343.00

Marblehead -\$2,911.

Salem - \$352.

MONTHLY HIGHLIGHTS

- Women's Money Matters – Initial cohort confirmed, potential start date: April 30, 6:30-8:00
8 Weeks, 12-15 Participants, 1 on1 weekly mentoring included!
- MBI Grant Computer Delivery of 40 new lap tops 3/5

UPCOMING ACTIVITIES & FOCUS AREAS

- Continue intake and enrollment in Future Forward Program
- Work with the RS team on developing required documentation and procedures to support the launch of our new Mass Broadband Institute grant funded “Connected and Online” initiative, including laptop computers and other equipment for an onsite computer lab and lending library.
- Work with the RS team on developing plans and procedures for the new Rainbow Hub, our multipurpose space for workshops, meetings and computer access.
- Develop outreach materials for initial cohort of “Financial Futures” program through Women's Money Matters.

GET Ready to Feel Empowered about Your Finances!



Women's Money Matters helps women and girls regain control of their finances, reduce financial anxiety, increase economic self-sufficiency and transform their lives by teaching core money management skills and strategies.

You are invited to join a **FREE 8-Week Financial Futures Series with Women's Money Matters!!**

Financial Futures will:

Improve your relationship with money through weekly discussions as well as support from a volunteer coach for personalized assistance as you brush up on financial skills, learn new strategies, and tackle your current financial issues!

Core topics will include:

- Building and repairing credit
- Protecting yourself from fraud
- Creating a spending and savings plan that works for you
- Planning and saving for retirement
- Healthy eating on a budget
- and more!

With Women's Money Matters, You Can:



See results like building a credit score, decreasing debts, and new or more savings



Reduce Financial Anxiety



Access direct relief organizations, preferred loans, and some giveaways and gifts!



Meet Other Women and Create a support Community



Access technology to connect to additional programs,



Connect with our community, access resources, monitor your credit score & report, and much more!

Weekly on ZOOM

Tuesdays 6:30- 8:00pm

Start Date: MAY 12, 2026

SCAN HERE
TO
REGISTER
TODAY!



For more info: womensmoneymatters.org
or
Call Sandie Reiniger 978-257-0376

**GIFT CARDS
for ALL!!**

\$\$\$\$\$\$\$\$\$\$\$\$

Everyone completing the series will receive a \$25. GIFT CARD!!





Commonwealth of Massachusetts
EXECUTIVE OFFICE OF HOUSING &
LIVABLE COMMUNITIES

Maura T. Healey, Governor ◆ Kimberley Driscoll, Lieutenant Governor ◆ Edward M. Augustus Jr., Secretary

2/24/2026

Cathy Sheehan
SALEM HOUSING AUTHORITY

RE: Performance Management Review (PMR) Results

Dear Executive Director and Board,

The PMR desk audit and facilities review for your housing authority has been completed. The goal of the PMR is to review key elements of your housing authority operations, and to identify areas of strength and areas to improve. The attached report includes the ratings for each PMR criterion and EOHLIC recommendations for improvement (if applicable). Please refer to Public Housing Notice 2024-19, Attachment 1 for scoring breakdown.

Additionally, if during the on-site evaluation, the Facilities Management Specialist (FMS) identified health and safety violations, including those that may be tenant generated, your LHA received notice on the day of the review. These violations were to be addressed as soon as possible, or within a maximum of forty-eight (48) hours.

Please note: PMRs will be published in your next Annual Plan. While preparing your Annual Plan, there will be an area for your response. All PMR documents are subject to Public Records Request (PRR).

Your participation in this review is appreciated. Please take this opportunity to recognize your performance achievements. In areas that need improvement, your Housing Management Specialist (HMS), Facilities Management Specialist (FMS) and Project Manager (PM) will continue to work with you and provide assistance. If you have any questions, please contact your HMS or FMS.

Sincerely,
Melanie Loveland-Hale
Housing Management Specialist
cc: Sean Pope, FMS

Executive Office of Housing and Livable Communities (EOHLC)

PMR Desk Audit Ratings Summary Official Published PMR Record

For a detailed report of the Performance Management Review (PMR), please contact the Local Housing Authority

Housing Authority	SALEM HOUSING AUTHORITY
Fiscal Year Ending	Sep 2025
Housing Management Specialist	Melanie Loveland-Hale
Facilities Management Specialist	Sean Pope

Criteria	Score/Rating			
	Management			
	c.667	c.705	c.200	Cumulative
Occupancy Rate	No Findings	No Findings	No Findings	No Findings
	c.667	c.705	c.200	Cumulative
Tenant Accounts Receivable (TAR)	No Findings	No Findings	No Findings	No Findings
Board Member Training	No Findings			
Certifications and Reporting Submissions	No Findings			
Annual Plan	No Findings			
	Financial			
Adjusted Net Income	No Findings			
Operating Reserves	No Findings			

SALEM HOUSING AUTHORITY

FYE :		After Hours or Weekend Emergency Contact :	978-423-1302
Phone # :	978-744-4432	After Hours or Weekend Emergency # :	978-423-1302
Fax # :	978-744-9614		
Current LHA Staff	Name	Phone Number	Email
Executive Director	Cathy Sheehan	978-744-4432	
Chief Procurement Officer	Debra Tucker	978-744-4431 x115	dtucker@salemha.org
Maintenance Foreman	Gary Dean	339-2291969	gdean@salemha.org
Accounting/Legal			
Fee Accountant	Fenton, Ewald & Associates	Regional Attorney	No Regional Attorney
	Attorney Name	Firm Name	
Legal Counsel	Attorney Christopher Casey	Casey and Lundregan, PC	
Legal Counsel	Attorney Christina Granese	Law Office of Tint & Navins	
EOHLD Contacts	Name	Phone Number	Email
Housing Management Specialists	Melanie Loveland-Hale	617-573-1224	melanie.loveland-hale@mass.gov
Project Managers			
Facilities Management Specialists	Sean Pope		sean.pope@mass.gov
Construction Advisors	Robert Watt	617-573-1168	Robert.Watt@mass.gov

PMR Occupancy Rate Report

LHA: SALEM HOUSING AUTHORITY

Report Date: 2/24/2026

Month of Quarter	1st Quarter (12/31/2024)			2nd Quarter (3/31/2025)			3rd Quarter (6/30/2025)			4th Quarter (9/30/2025)			Annual Average	Rating
	Occ. Units	Units Avail for Occ.	Occ. Rate	Occ. Units	Units Avail for Occ.	Occ. Rate	Occ. Units	Units Avail for Occ.	Occ. Rate	Occ. Units	Units Avail for Occ.	Occ. Rate		

Program Number: 200, Total Units in Program: 168

1st	163	163	100.0%	159	162	98.1%	162	162	100.0%	164	164	100.0%		
2nd	160	160	100.0%	162	162	100.0%	162	162	100.0%	165	165	100.0%		
3rd	160	161	99.4%	163	163	100.0%	163	163	100.0%	167	167	100.0%		
Quarter Total:			99.8%			99.4%			100.0%			100.0%	99.8%	No Findings

Program Number: 667, Total Units in Program: 414

1st	393	393	100.0%	401	401	100.0%	396	396	100.0%	386	386	100.0%		
2nd	395	396	99.7%	399	399	100.0%	389	389	100.0%	384	384	100.0%		
3rd	404	404	100.0%	398	399	99.7%	386	386	100.0%	388	388	100.0%		
Quarter Total:			99.9%			99.9%			100.0%			100.0%	100.0%	No Findings

Program Number: 705, Total Units in Program: 43

1st	41	41	100.0%	40	41	97.6%	41	41	100.0%	39	39	100.0%		
2nd	41	41	100.0%	41	41	100.0%	41	41	100.0%	39	39	100.0%		
3rd	40	41	97.6%	41	41	100.0%	40	40	100.0%	39	39	100.0%		
Quarter Total:			99.2%			99.2%			100.0%			100.0%	99.6%	No Findings

Program Number: All, Total Units in Program: 625

1st	597	597	100.0%	600	604	99.3%	599	599	100.0%	589	589	100.0%		
2nd	596	597	99.8%	602	602	100.0%	592	592	100.0%	588	588	100.0%		
3rd	604	606	99.7%	602	603	99.8%	589	589	100.0%	594	594	100.0%		
Quarter Total:			99.8%			99.7%			100.0%			100.0%	99.9%	No Findings

Executive Office of Housing and Livable Communities HAFIS - PMR Tenants Accounts Receivables (TAR) Report

LHA: SALEM HOUSING AUTHORITY

Fiscal Year: 2025

Report Date: 2/24/2026

Cumulative TAR - 200	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter / FY END
TAR Balance (Account 1122 from the Balance Sheet)	\$91,089	\$77,731	\$74,234	\$96,702
Normal Repayment Agreement Balances (from TAR application)	\$76,012	\$63,662	\$56,247	\$85,069
TAR Balance Minus Normal Repayment Agreements	\$15,077	\$14,069	\$17,987	\$11,633
Shelter Rent (Account 3110 from the Operating Statement)	\$324,076	\$681,011	\$1,058,153	\$1,378,830
TAR Metric for TAR Overall	4.7%	2.1%	1.7%	0.8%
Cumulative TAR Rating 200	No Findings			
Cumulative TAR - 667	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter / FY END
TAR Balance (Account 1122 from the Balance Sheet)	\$31,723	\$41,052	\$37,763	\$29,460
Normal Repayment Agreement Balances (from TAR application)	\$21,284	\$34,887	\$27,659	\$13,370
TAR Balance Minus Normal Repayment Agreements	\$10,439	\$6,165	\$10,104	\$16,090
Shelter Rent (Account 3110 from the Operating Statement)	\$515,666	\$1,030,181	\$1,536,184	\$1,995,886
TAR Metric for TAR Overall	2.0%	0.6%	0.7%	0.8%
Cumulative TAR Rating 667	No Findings			
Cumulative TAR - 705	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter / FY END
TAR Balance (Account 1122 from the Balance Sheet)	\$20,398	\$22,978	\$24,036	\$22,078
Normal Repayment Agreement Balances (from TAR application)	\$17,489	\$21,667	\$22,728	\$20,288
TAR Balance Minus Normal Repayment Agreements	\$2,909	\$1,311	\$1,308	\$1,790
Shelter Rent (Account 3110 from the Operating Statement)	\$83,262	\$162,659	\$240,276	\$311,060
TAR Metric for TAR Overall	3.5%	0.8%	0.5%	0.6%
Cumulative TAR Rating 705	No Findings			
Cumulative TAR - ALL	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter / FY END
TAR Balance (Account 1122 from the Balance Sheet)	\$143,210	\$141,761	\$136,033	\$148,240
Normal Repayment Agreement Balances (from TAR application)	\$114,785	\$120,216	\$106,634	\$118,727
TAR Balance Minus Normal Repayment Agreements	\$28,425	\$21,545	\$29,399	\$29,513

Shelter Rent (Account 3110 from the Operating Statement)	\$923,004	\$1,873,851	\$2,834,613	\$3,685,776
TAR Metric for TAR Overall	3.1%	1.2%	1.0%	0.8%
Cumulative TAR Rating ALL				No Findings

Executive Office of Housing and Livable Communities PMR Board Member Training Report

LHA: SALEM HOUSING AUTHORITY

Fiscal Year: 2025

Report Date: 2/24/2026

Total Number of Board Members:	4
Number of Board Members less than 90 days since election or appointment *	0
Number of Board Members with statutory requirement to complete training *	4
Number of Board Members who have completed training	4
Percentage	100.0%
Certifications Submissions Rating:	No Findings

* Calculated as of 15 days after Fiscal Year End

Executive Office of Housing and Livable Communities PMR Certification/Submissions Report

LHA: SALEM HOUSING AUTHORITY

Fiscal Year: 2025

Report Date: 2/24/2026

Operating Statements	Submitted	Days Late
Quarter Ending 12/31/2024	Yes	0
Quarter Ending 3/31/2025	Yes	0
Quarter Ending 6/30/2025	Yes	0
Quarter Ending 9/30/2025	Yes	0

TAR Submissions	Submitted	Days Late
Quarter Ending 12/31/2024	Yes	0
Quarter Ending 3/31/2025	Yes	0
Quarter Ending 6/30/2025	Yes	0
Quarter Ending 9/30/2025	Yes	0

Vacancy Submissions	Submitted	Days Late
Quarter Ending 12/31/2024	Yes	0
Quarter Ending 3/31/2025	Yes	0
Quarter Ending 6/30/2025	Yes	0
Quarter Ending 9/30/2025	Yes	0

Certifications/Submissions Rating:

No Findings

Annual Plan Submission Date:

6/23/2025

Annual Plan Submission Rating:

No Findings

Executive Office of Housing and Livable Communities PMR Adjusted Net Income Report

LHA: SALEM HOUSING AUTHORITY

Fiscal Year: 2025

Report Date: 2/24/2026

ACCT NO	Acct Class	1st Quarter TTD	2nd Quarter YTD	3rd Quarter YTD	FY END YTD
3691	Other Revenue Retained?	\$49,982	\$124,744	\$232,971	\$530,441
3693	Other Revenue - Energy Net Meter	\$0	\$0	\$0	\$0
2700	NET INCOME (DEFICIT)	-\$3,721	\$159,959	\$120,298	-\$530,453
4801	Depreciation Expense	\$0	\$0	\$0	\$754,285
4541	Employee Benefits - GASB 45	\$0	\$0	\$0	\$49,247
4542	Pension Expense - GASB 68	\$0	\$0	\$0	\$0
4610	Extraordinary Maintenance	\$51,468	\$94,044	\$120,011	\$222,754
4611	Equipment Purchases - Non Capitalized	\$20,850	\$34,579	\$48,595	\$79,086
4000	TOTAL EXPENSES	\$1,304,790	\$2,833,869	\$4,218,461	\$6,671,652
	Adjusted Net Income as a % of Total Expenses	1.4%	5.8%	1.3%	0.7%

Note: The calculation is as follows:

$((\text{Net Income (2700)} - \text{Other Revenue Retained (3691)} - \text{Other Revenue - Energy Net Meter (3693)}) + \text{Depreciation Expense (4801)} + \text{GASB Employee Benefits (4541)} + \text{GASB Pension Expense (4542)} + \text{Extraordinary Maintenance (4610)} + \text{Equipment Purchases Non Capitalized (4611)}) / (\text{Total Expenses (4000)})$

For more details refer to the User guide.

Adjusted Net Income as a Percentage of Total Expenses:	0.7%
Adjusted Net Income Rating:	No Findings
Operating Reserve Rating:	No Findings
Operating Reserve Maximum (at 100%)(Full Reserve):	\$2,934,060
Current Operating Reserve:	\$2,348,645
Percent of Maximum Operating Reserve at Fiscal Year End:	80%

**EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES (EOHLC)
PMR Desk Audit Recommendations Report**

LHA Name	SALEM HOUSING AUTHORITY
FYE	Sep 2025
HMS Name	Melanie Loveland-Hale
FMS Name	Sean Pope

Occupancy

Rating All: No Findings
Rating 667: No Findings
Rating 705: No Findings
Rating 200: No Findings

- 1. No Recommendations

Tenant Accounts Receivable (TAR)

Rating All: No Findings
Rating 667: No Findings
Rating 705: No Findings
Rating 200: No Findings

- 1. No Recommendations

Board Member Training

Rating: No Findings

- 1. No Recommendations

Certifications and Reporting Submissions

Rating: No Findings

- 1. No Recommendations

Annual Plan Submission

Rating: No Findings

- 1. No Recommendations

Adjusted Net Income/Revenue

Rating: No Findings

Revenue

- 1. No Recommendations

Expense

Salaries

- 1. No Recommendations

Legal

- 1. No Recommendations

Utilities

- 1. No Recommendations

Maintenance

1. No Recommendations

Other

1. No Recommendations

Operating Reserve

Rating: No Findings

1. No Recommendations

**EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES (EOHLC)
Staff Certification & Training Rating**

LHA Name	SALEM HOUSING AUTHORITY
FYE	Sep 2025
HMS Name	Melanie Loveland-Hale
FMS Name	Sean Pope

Criteria	Rating
Staff Certification and Training	No Findings

EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES (EOHLC)
CFA Submission

LHA: SALEM HOUSING AUTHORITY

Fiscal Year: 2025

Report Date: 2/24/2026

CFA Submission

Rating: No Findings

Recommendations: 1. No Recommendations

**EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES (EOHLC)
CHAMP Close Out Report**

LHA Name	SALEM HOUSING AUTHORITY
FYE	Sep 2025
HMS Name	Melanie Loveland-Hale
FMS Name	Sean Pope

CHAMP Criteria 1a

Rating: No Findings

Recommendations: 1. No Recommendations.

CHAMP Criteria 1b

Rating: Corrective Action

Recommendations: 1. Prioritize the data entry of CHAMP Paper Applications to ensure that all CHAMP Paper Applications are entered into CHAMP accurately.
2. Audit/review date and time stamp to ensure they are clearly readable.

CHAMP Criteria 1c

Rating: No Findings

Recommendations: 1. No Recommendations

CHAMP Criteria 2a

Rating: No Findings

Recommendations: 1. No Recommendations

CHAMP Criteria 2b

Rating: No Findings

Recommendations: 1. When entering occupancy data in HAFIS, use the CHAMP Completed Offers Report as a source of the list pull ID#, Applicant ID, unit number and date of occupancy. The CHAMP Technical Update #21 provides guidance on how to track CHAMP PMR data.

CHAMP Criteria 3a

Rating: No Findings

Recommendations: 1. No Recommendations

CHAMP Criteria 3b

Rating: No Findings

Recommendations: 1. No Recommendations

CHAMP Criteria 3c

Rating: No Findings

Recommendations: 1. No Recommendations

**EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES (EOHLC)
PMR Physical Condition Report**

For any questions on your FMS PMR Ratings, please contact your FMS.

LHA Name	SALEM HOUSING AUTHORITY
FYE	Sep 2025
HMS Name	Melanie Loveland-Hale
FMS Name	Sean Pope

Criteria 1: 100% of units inspected during FYE under review

Rating: No Findings

Recommendations: 1. Ensure that all work orders are completed in the appropriate timeframe or appropriately added to the DM/CIP

Criteria 2: Unit inspection Reports create, track, and report Work Orders for inspection repairs, and Work Orders are completed within 30 days or added to DM/CIP

Rating: No Findings

Recommendations: 1. Ensure that all work orders are completed in the appropriate timeframe or appropriately added to the DM/CIP

Criteria 3: Unit Inspection Reports accurately reflect necessary repairs

Rating: No Findings

Recommendations: 1. Ensure that all Lease Violations are resolved per EOHLC guidance

Criteria 4: Work Orders created for every vacancy and completed within 30 days (or waiver requested)

Rating: No Findings

Recommendations: 1. Work order does not reflect a proper close date. Maintenance was performed in unit after W/O close date

Criteria 5: Vacancy Turnover Work Orders accurately reflect necessary repairs

Rating: No Findings

Recommendations: 1. No Recommendations

Criteria 6: LHA Preventive Maintenance Plan accurately reflects all necessary work to maximize life of LHA components

Rating: No Findings

Recommendations: 1. No Recommendations

Criteria 7: All emergency work orders are created, tracked, reported and completed within 48 hours

Rating: No Findings

Recommendations: 1. No Recommendations

Criteria 8: All requested work orders are created, tracked, reported and completed within 14 days or added to DM/CIP

Rating: No Findings

Recommendations: 1. No Recommendations

Criteria 9: LHA Provide a Preventive Maintenance Schedule of Work and Work Orders that encompasses 12 months and meets all criteria as outlined in PHN 2022-10

Rating: No Findings

Recommendations: 1. No Recommendations

Health & Safety Deficiencies

Inspection reports were provided to the LHA at the time of the EOHLC site visit. Health and safety deficiencies were identified during the PMR Inspection. These items must be completed or initiated within 48 hours. Following completion of these health and safety deficiencies, the Executive Director must login to the FMS software application and certify, by electronic signature, that all health and safety deficiencies have been completed. Please contact your assigned FMS for further assistance.

Final Ratings Report

SALEM HOUSING AUTHORITY

Sep 2025

Section	Criteria	Rating	Rating 200	Rating 667	Rating 705	Points	Possible Points
HMS Data Desk Audit							
	Annual Plan Submission	No Findings				2.00	2.00
	Board Member Training	No Findings				2.00	2.00
	Certifications & Submissions	No Findings				2.00	2.00
	Operating Reserve	No Findings				2.00	2.00
	PMR Adjusted Net Income (ANI)	No Findings				2.00	2.00
	Tenants Accounts Receivable (TAR)	No Findings	No Findings	No Findings	No Findings	2.00	2.00
	Vacancy/Occupancy	No Findings	No Findings	No Findings	No Findings	4.00	4.00
					Section Total	16.00	16.00
					Section Weighted Score:	35.00	35.00 %
FMS PMR							
	Criteria 1	No Findings				2.00	2.00
	Criteria 2	No Findings				2.00	2.00
	Criteria 3	No Findings				4.00	4.00
	Criteria 4	No Findings				2.00	2.00
	Criteria 5	No Findings				4.00	4.00
	Criteria 6	No Findings				4.00	4.00
	Criteria 7	No Findings				2.00	2.00
	Criteria 8	No Findings				2.00	2.00
	Criteria 9 (Planning Year)	Not Applicable				0.00	0.00
					Section Total	22.00	22.00
					Section Weighted Score:	50.00	50.00 %
CHAMP PMR							
	CHAMP Criteria 1	Corrective Action				0.00	2.00
	CHAMP Criteria 2	No Findings				2.00	2.00

Section	Criteria	Rating	Rating 200	Rating 667	Rating 705	Points	Possible Points
	CHAMP Criteria 3	No Findings				2.00	2.00
					Section Total	4.00	6.00
					Section Weighted Score:	5.33	8.00 %
Staff Training							
	Staff Training	No Findings				2.00	2.00
					Section Total	2.00	2.00
					Section Weighted Score:	3.00	3.00 %
CFA Submission							
	CFA Submission	No Findings				2.00	2.00
					Section Total	2.00	2.00
					Section Weighted Score:	4.00	4.00 %
					Total	46.00	48.00
					Threshold	65	
					Weighted Score	97.33	

Performance Management Review

Executive Office of Housing and Livable Communities (EOHLC) PMR Desk Audit Ratings Summary Official Published PMR Record For a detailed report of the Performance Management Review (PMR), please contact the Local Housing Authority	
Housing Authority	SALEM HOUSING AUTHORITY
Fiscal Year Ending	9/30/2025
Housing Management Specialist	Melanie Loveland-Hale
Facilities Management Specialist	Sean Pope

Criteria	Score/Rating			
	Management			
Occupancy Rate	c.667	c.705	c.200	Cumulative
	No Findings	No Findings	No Findings	No Findings
Tenant Accounts Receivable (TAR)	c.667	c.705	c.200	Cumulative
	No Findings	No Findings	No Findings	No Findings
Board Member Training	No Findings			
Certifications and Reporting Submissions	No Findings			
Annual Plan	No Findings			
	Financial			
Adjusted Net Income	No Findings			
Operating Reserves	No Findings			

SALEM HOUSING AUTHORITY

FYE :	9/30/2025	After Hours or Weekend Emergency Contact :	978-423-1302
Phone # :	978-744-4432	After Hours or Weekend Emergency # :	978-423-1302
Fax # :	978-744-9614		
Current LHA Staff	Name	Phone Number	Email
Executive Director	Cathy Sheehan	978-744-4432	
Chief Procurement Officer	Debra Tucker	978-744-4431 x115	dtucker@salemha.org
Maintenance Foreman	Gary Dean	339-2291969	gdean@salemha.org
Accounting/Legal			
Fee Accountant	Fenton, Ewald & Associates	Regional Attorney	No Regional Attorney
	Attorney Name	Firm Name	
Legal Counsel	Attorney Christopher Casey	Casey and Lundregan, PC	
Legal Counsel	Attorney Christina Granese	Law Office of Tint & Navins	
EOHLC Contacts	Name	Phone Number	Email
Housing Management Specialists	Melanie Loveland-Hale	617-573-1224	melanie.loveland-hale@mass.gov
Project Managers			
Facilities Management Specialists	Sean Pope		sean.pope@mass.gov
Construction Advisors	Robert Watt	617-573-1168	Robert.Watt@mass.gov

PMR Occupancy Rate Report

LHA: SALEM HOUSING AUTHORITY

Report Date: 2/18/2026

Month of Quarter	1st Quarter (12/31/2024)			2nd Quarter (3/31/2025)			3rd Quarter (6/30/2025)			4th Quarter (9/30/2025)			Annual Average	Rating
	Occ. Units	Units Avail for Occ.	Occ. Rate	Occ. Units	Units Avail for Occ.	Occ. Rate	Occ. Units	Units Avail for Occ.	Occ. Rate	Occ. Units	Units Avail for Occ.	Occ. Rate		

Program Number: 200, Total Units in Program: 168

1st	163	163	100.0%	159	162	98.1%	162	162	100.0%	164	164	100.0%		
2nd	160	160	100.0%	162	162	100.0%	162	162	100.0%	165	165	100.0%		
3rd	160	161	99.4%	163	163	100.0%	163	163	100.0%	167	167	100.0%		
Quarter Total:			99.8%			99.4%			100.0%			100.0%	99.8%	No Findings

Program Number: 667, Total Units in Program: 414

1st	393	393	100.0%	401	401	100.0%	396	396	100.0%	386	386	100.0%		
2nd	395	396	99.7%	399	399	100.0%	389	389	100.0%	384	384	100.0%		
3rd	404	404	100.0%	398	399	99.7%	386	386	100.0%	388	388	100.0%		
Quarter Total:			99.9%			99.9%			100.0%			100.0%	100.0%	No Findings

Program Number: 705, Total Units in Program: 43

1st	41	41	100.0%	40	41	97.6%	41	41	100.0%	39	39	100.0%		
2nd	41	41	100.0%	41	41	100.0%	41	41	100.0%	39	39	100.0%		
3rd	40	41	97.6%	41	41	100.0%	40	40	100.0%	39	39	100.0%		
Quarter Total:			99.2%			99.2%			100.0%			100.0%	99.6%	No Findings

Program Number: All, Total Units in Program: 625

1st	597	597	100.0%	600	604	99.3%	599	599	100.0%	589	589	100.0%		
2nd	596	597	99.8%	602	602	100.0%	592	592	100.0%	588	588	100.0%		
3rd	604	606	99.7%	602	603	99.8%	589	589	100.0%	594	594	100.0%		
Quarter Total:			99.8%			99.7%			100.0%			100.0%	99.9%	No Findings

Note: Units Available for Occupancy are units that do not have a vacancy waiver and vacant more than 30 days.

Executive Office of Housing and Livable Communities HAFIS - PMR Tenants Accounts Receivables (TAR) Report

LHA: SALEM HOUSING AUTHORITY

Fiscal Year: 2025

Report Date: 2/18/2026

Cumulative TAR - 200	1st Quarter 12/31/2024	2nd Quarter 3/31/2025	3rd Quarter 6/30/2025	4th Quarter / FY END 9/30/2025
TAR Balance (Account 1122 from the Balance Sheet)	\$91089	\$77731	\$74234	\$96702
Normal Repayment Agreement Balances (from TAR application)	\$76012	\$63662	\$56247	\$85069
TAR Balance Minus Normal Repayment Agreements	\$15077	\$14069	\$17987	\$11633
Shelter Rent (Account 3110 from the Operating Statement)	\$324076	\$681011	\$1058153	\$1378830
TAR Metric for TAR Overall	4.7%	2.1%	1.7%	0.8%
Cumulative TAR Rating 200	No Findings			
Cumulative TAR - 667	1st Quarter 12/31/2024	2nd Quarter 3/31/2025	3rd Quarter 6/30/2025	4th Quarter / FY END 9/30/2025
TAR Balance (Account 1122 from the Balance Sheet)	\$31723	\$41052	\$37763	\$29460
Normal Repayment Agreement Balances (from TAR application)	\$21284	\$34887	\$27659	\$13370
TAR Balance Minus Normal Repayment Agreements	\$10439	\$6165	\$10104	\$16090
Shelter Rent (Account 3110 from the Operating Statement)	\$515666	\$1030181	\$1536184	\$1995886
TAR Metric for TAR Overall	2.0%	0.6%	0.7%	0.8%
Cumulative TAR Rating 667	No Findings			
Cumulative TAR - 705	1st Quarter 12/31/2024	2nd Quarter 3/31/2025	3rd Quarter 6/30/2025	4th Quarter / FY END 9/30/2025
TAR Balance (Account 1122 from the Balance Sheet)	\$20398	\$22978	\$24036	\$22078
Normal Repayment Agreement Balances (from TAR application)	\$17489	\$21667	\$22728	\$20288
TAR Balance Minus Normal Repayment Agreements	\$2909	\$1311	\$1308	\$1790
Shelter Rent (Account 3110 from the Operating Statement)	\$83262	\$162659	\$240276	\$311060
TAR Metric for TAR Overall	3.5%	0.8%	0.5%	0.6%
Cumulative TAR Rating 705	No Findings			

Executive Office of Housing and Livable Communities HAFIS - PMR Tenants Accounts Receivables (TAR) Report

LHA: SALEM HOUSING AUTHORITY

Fiscal Year: 2025

Report Date: 2/18/2026

Cumulative TAR - ALL	1st Quarter 12/31/2024	2nd Quarter 3/31/2025	3rd Quarter 6/30/2025	4th Quarter / FY END 9/30/2025
TAR Balance (Account 1122 from the Balance Sheet)	\$143210	\$141761	\$136033	\$148240
Normal Repayment Agreement Balances (from TAR application)	\$114785	\$120216	\$106634	\$118727
TAR Balance Minus Normal Repayment Agreements	\$28425	\$21545	\$29399	\$29513
Shelter Rent (Account 3110 from the Operating Statement)	\$923004	\$1873851	\$2834613	\$3685776
TAR Metric for TAR Overall	3.1%	1.2%	1.0%	0.8%
Cumulative TAR Rating ALL				No Findings

Executive Office of Housing and Livable Communities PMR Board Member Training Report

LHA: SALEM HOUSING AUTHORITY

Fiscal Year: 2025

Report Date: 2/18/2026

Total Number of Board Members:	4
Number of Board Members less than 90 days since election or appointment *	0
Number of Board Members with statutory requirement to complete training *	4
Number of Board Members who have completed training	4
Percentage	100.0%
Certifications Submissions Rating:	No Findings

* Calculated as of 15 days after Fiscal Year End

Executive Office of Housing and Livable Communities PMR Certification/Submissions Report

LHA: SALEM HOUSING AUTHORITY

Fiscal Year: 2025

Report Date: 2/18/2026

Operating Statements	Submitted	Days Late
Quarter Ending 12/31/2024	Yes	0
Quarter Ending 3/31/2025	Yes	0
Quarter Ending 6/30/2025	Yes	0
Quarter Ending 9/30/2025	Yes	0

TAR Submissions	Submitted	Days Late
Quarter Ending 12/31/2024	Yes	0
Quarter Ending 3/31/2025	Yes	0
Quarter Ending 6/30/2025	Yes	0
Quarter Ending 9/30/2025	Yes	0

Vacancy Submissions	Submitted	Days Late
Quarter Ending 12/31/2024	Yes	0
Quarter Ending 3/31/2025	Yes	0
Quarter Ending 6/30/2025	Yes	0
Quarter Ending 9/30/2025	Yes	0

Certifications/Submissions Rating:

No Findings

Annual Plan Submission Date:

6/23/2025

Annual Plan Submission Rating:

No Findings

Executive Office of Housing and Livable Communities PMR Adjusted Net Income Report

LHA: SALEM HOUSING AUTHORITY

Fiscal Year: 2025

Report Date: 2/18/2026

ACCT NO	Acct Class	1st Quarter TTD 12/31/2024	2nd Quarter YTD 3/31/2025	3rd Quarter YTD 6/30/2025	FY END YTD 9/30/2025
3691	Other Revenue Retained?	\$49,982	\$124,744	\$232,971	\$530,441
3693	Other Revenue - Energy Net Meter	\$0	\$0	\$0	\$0
2700	NET INCOME (DEFICIT)	-\$3,721	\$159,959	\$120,298	-\$530,453
4801	Depreciation Expense	\$0	\$0	\$0	\$754,285
4541	Employee Benefits - GASB 45	\$0	\$0	\$0	\$49,247
4542	Pension Expense - GASB 68	\$0	\$0	\$0	\$0
4610	Extraordinary Maintenance	\$51,468	\$94,044	\$120,011	\$222,754
4611	Equipment Purchases - Non Capitalized	\$20,850	\$34,579	\$48,595	\$79,086
4000	TOTAL EXPENSES	\$1,304,790	\$2,833,869	\$4,218,461	\$6,671,652
	Adjusted Net Income as a % of Total Expenses	1.4%	5.8%	1.3%	0.7%

Note: The calculation is as follows:

((Net Income (2700) - Other Revenue Retained (3691) - Other Revenue - Energy Net Meter (3693)) + Depreciation Expense (4801) + GASB Employee Benefits (4541) + GASB Pension Expense (4542) + Extraordinary Maintenance (4610) + Equipment Purchases Non Capitalized (4611)) / (Total Expenses (4000))

For more details refer to the User guide.

Adjusted Net Income as a Percentage of Total Expenses:	0.7%
Adjusted Net Income Rating:	No Findings
Operating Reserve Rating:	No Findings
Operating Reserve Maximum (at 100%)(Full Reserve):	\$2,934,060
Current Operating Reserve:	\$2,348,645
Percent of Maximum Operating Reserve at Fiscal Year End:	80%

**Salem Housing Authority
February 2026 Bills**

Check Name	Description	Total
A-1 Exterminators, Inc.	FC: 12-17 Outside Rodent Control FC: 12-17 Sentinel Traps FC: 12-18 Sentinel Surface Trap Install FC: 01-15 Outside Rodent Control FC: 01-15 Sentinel Trap	<u>\$1,800.00</u>
Aaron Paternoster	12-25: Board Comp.	<u>\$1,505.60</u>
Aflac	1 CHK 02-26: AFLAC	<u>\$450.36</u>
AFSCME Council 93	02-01-26: Union Dues 02-08-26: Union Dues 02-15-26: Union Dues 02-22-26: Union Dues	<u>\$425.97</u>
Air-Tight Weatherization LLC	2 CHK 2015 Ford Transit Van	<u>\$9,500.00</u>
Alliance Detective & Security Services, Inc.	Sec. 8: 02-17/02-23: Security Services	<u>\$1,540.00</u>
Andrew M. Brockway	Zisson Roof: #3	<u>\$6,500.00</u>
Baystate Interpreters, Inc.	3 CHK 12-22: Sec.8: 2/Conference Calls 12-05: FSS: interpreter: 12-05: FSS: Interpreter:	<u>\$277.00</u>
BC Jacien Tower Limited Partnership	02-26: Rents	<u>\$1,670.00</u>
Bell Fund VI Salem LLC	02-26: Rents	<u>\$11,606.71</u>
Blue Triton Brands, Inc.	667-5: 5/5 Gal. Water & Cups 16A RT: 6 Water & Cups	<u>\$83.57</u>

**Salem Housing Authority
February 2026 Bills**

Boston Automatic Time Clock Co. Inc		Sec.8: Repair Time Date Stamp		<u>\$195.00</u>
Boston Mutual Life Ins. Co.		01-26: Add'l Life		<u>\$367.68</u>
Breen & Sullivan		667-5: Parking lot lights		<u>\$2,374.48</u>
Canal Realty Development, LLC		03-26: Rents		<u>\$5,165.73</u>
Caribe Communications & Publications, Inc.		Sec. 8/Leefort Waiting List		<u>\$550.00</u>
Casey Lundregan Burns, P.C.		All Legal Matters		<u>\$42,947.33</u>
4	CHK	2025 Audit		<u>\$8,000.00</u>
CDA Connor & Desmarais		Sec.8: Term		<u>\$523.00</u>
5	CHK	Zisson & Power: Compactor Clean 667-5 & 667-6: Compactor Cleaning		<u>\$2,530.00</u>
City Of Salem		200: 138,849 Cu. Ft. 667: 127,811 Cu. Ft. 705: 14,831 Cu. Ft. 705-4: 9,269 Cu. Ft. 30: 33,399 Cu. Ft.		<u>\$40,942.27</u> <u>\$40,942.27</u>
6	CHK	01-31/02-28: 667-6 Office	\$333.78	
		01-29/02-28: GT	\$333.59	\$667.37
7	CHK	02-04/03-03: PT	\$349.91	\$349.91
8	CHK	02-11/03-10: Zisson Elevator	\$72.26	
		02-12/03-11: Power	\$185.55	
		02-12/03-11: Zissson	\$185.55	
		02-11/03-10: Power: Elevator	\$88.02	
		02-12/03-11: 88 Essex: Elevator	\$88.02	
		02-11/03-10: 16A Rainbow	\$183.34	

**Salem Housing Authority
February 2026 Bills**

		02-12/03-11: 667-5 Office	\$118.13	
		02-11/03-10: 667-6: Elevators	\$100.74	
		02-12/03-11: 667-7A Office & Elevator	\$118.13	
		02-12/03-11: 667-7B Elevator	\$88.02	
		02-12/03-11: Sec.8	\$245.46	\$1,473.22
9	CHK	01-29/02-28: 16A RT	\$458.50	\$458.50
				\$2,949.00

Commonwealth of Massachusetts				
10	CHK	01-22-26: Sec. 8: Toll		\$6.50

Commonwealth Of Massachusetts				
11	CHK	02-26: Health, Opins. & LTD		\$14,480.90

Conditioning Leaders				
		02-06-26: 2-2 Board Survey		\$4,999.50

Dearborn Life Insurance				
12	CHK	02-25: STD		\$357.96

Delta Beckwith Elevator				
		#258194/#2:	\$89,870.00	
		12-2025: Elevator Maintenance	\$2,745.00	
				\$92,615.00

DeStefano Landscaping,				
		25-26: Snow Management		\$24,990.00

Doneeca v Thurston				
		12-25: Board Comp		\$1,003.74

Elan Financial Services				
	INV	Credit Card : 12/27/2025-01/26/2026		\$4,684.81

Emily Ullman				
		12-25: Board Comp.		\$1,505.60

Environmental				
		#258189/5: Reimburse. Permits		\$4,166.72

F. W. Webb Company				
		Bert: Plumbing Supplies 122.5: HTWT Parts 117 Congress: Boiler Room Supplies 16A RT: Boiler Parts 16A RT: Gas valve		

**Salem Housing Authority
February 2026 Bills**

667-5: Toilet &
Accessories
667-5: Plumbing
Supplies

\$1,634.05

Fairweather Preservation
Assoc. Lmt. Partnership

02-26: Rents

\$8,000.00

Fenton, Ewald &
Associates, P.C.

021-26: Accounting

\$5,424.00

Employee

02-07-26: Supplies
04-23-26: Reimburse.
Supplies

\$517.35

Greater Salem Employees
Federal Credit Union

02-01-26: Credit Union 02/26
02-08-26: Credit Union 02/26
02-15-26: Credit Union 02/26
02-22-26: Credit Union 02/26

\$3,200.00

H. T. Berry Company, LLC

Maintenance Supplies
Maintenance Supplies

\$3,055.72

Hayden's Safe & Lock Co.,
Inc.

667-5: Repair Tenant
Entrance
CT: Community Room:
Replace Locks

\$1,554.49

Hayden's Systems, Inc.

667-7A: Shutdown Fire
Alarm
667-6: Troubleshoot
Fire Alarm Signal
667-5: Assist State
Elevator Inspection
RT: Repl. Burglar
Alarm Batteries

\$2,088.70

HD Supply Facilities
Maintenance

13	CHK	Maintenance Supplies
14	CHK	Maintenance Supplies
15	CHK	Maintenance Supplies

\$4,203.30

\$4,298.49

\$327.71

\$8,829.50

Home Depot Commercial

16	CHK	Maintenance Supplies
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\$694.79

**Salem Housing Authority
February 2026 Bills**

Housing AI LLC			
17	CHK	02-26/02-27: Housing AI Chat Widget Agreement	<u>\$3,780.00</u>
Jilcraft Inc.			
		5,000 Reg. Envelopes Sec. 8: 5,000 Reg. Envelopes Sec. 8: FSS: Business Cards: T. Allen	<u>\$1,637.50</u>
John Skouras & Co., Inc.			
		667-5: 1 Bedroom CT: 1 Bedroom 705-4: 3 Bedroom 705-4: 3 Bedroom RT: 2 Bedroom RT: 2 Bedroom RT: 2 Bedroom	<u>\$4,600.00</u>
Labor Logic LLC d/b/a Harpers Time & Attendance			
		12-25: Monthly Service 01-26: Monthly Service	<u>\$266.00</u>
Leading Way Construction,			
		Zisson Roof #3	<u>\$21,226.80</u>
Maestranzi Bros., Inc.			
18	CHK	Service Toro Snowblower	<u>\$2.38</u>
Management Computer Services, Inc.			
		01-26/12-26: Set-Up & 02/26 Applicant Portal	<u>\$4,854.00</u>
Mass Floors, Inc.			
		667-7B: LVT Flooring & Removal	<u>\$9,162.00</u>
Mass. Union Of Public Housing Tenants			
19	CHK	2026 Sponsorship	<u>\$500.00</u>
MassNAHRO			
20	CHK	01-23: MPHA Legal Webinar: 2 employees	\$398.00
21	CHK	01-27: MPHA: Occupancy Cycle Webinar: 2 employees	\$538.00
22	CHK	01-27: MPHA: Procurement Webinar: 2 employees	\$398.00

**Salem Housing Authority
February 2026 Bills**

23	CHK	01-27: MPHA: Finance Webinar: 2 employees	\$398.00
			\$1,732.00

**MassNAHRO Centralized
Waiting List**

24	CHK	01-26/12-26 Wait List	
			\$4,562.58

**Michael Russo Plumbing
& Heating Co.**

RT: Replace Tub Drain Assembly RT: Replace Water Feed & Expansion Tank PT: Replace ESX-50 Elec. HTWT	\$2,620.30
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**Nan Mckay & Associates,
Inc.**

04-26/03-27: PIH Alert	\$419.00
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Napa Auto Parts

25	CHK	117 Congress: Supplies Vehicle Supplies Vehicle Supplies	\$355.63
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National Grid

26	CHK	667: 431 KWH 200: 279 KWH	\$202.12
27	CHK	200: 217 KWH 705-4: 27 KWH 30: 191 KWH Sec 8: 6,037 KWH	\$2,127.89
28	CHK	667: 904 KWH 200: 0 KWH	\$348.71
29	CHK	667: 162 KWH	\$77.25
			\$2,755.97

National Grid

30	CHK	667: 6,060.7 Therms. 200: 2,309 Therms. 30: 1,539 Therms. 705-4: 3.4 Therms.	\$15,348.38
31	CHK	16A RT: 166 Therms.	\$372.73
			\$15,721.11

National Grid

32	CHK	200: 2,557 KWH 667: 391,298 KWH 705: 1860 KWH 30: 94,570 KWH	\$9,135.19
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New England Mobile

01-26: GPS Monitoring	\$237.86
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New England Reglaze, Inc

**Salem Housing Authority
February 2026 Bills**

33	CHK	1 unit: RT: Reglaze Tub	\$350.00
34	CHK	1 unit: FC: Reglaze Tub	
		1 unit: RT: Reglaze Tub	\$850.00
			\$1,200.00

**North of Boston Media
Group/Accounting**

Ad: 01-16: Director of
Operations

\$1,350.90

NRG Business Marketing

35	CHK	667: 4,440.2 Therms	
		200: 2,402.7 Therms.	\$3,852.56
			\$3,852.56

**OnLine Information
Services, Inc.**

12-25: Sec.8:
1/Criminal Report
12-25: Sec.8:
31/Income &
2/Experian Reports
Sec. 8: 7 Criminal
Records
Sec. 8: 40 SS Services
Verification Reports

Sec. 8: 27 SS
Verification Reports
10 Criminal Reports

7: SS Services
Verification Reports

\$5,024.35

**Peabody Huggins
Mechanical Services**

Reimburse. Electrical
Permit
Zisson: HVAC #2
Balance

\$26,809.49

Employee

12-18,01-06,01-22:
Parking reimbursement

\$12.75

**Pitney Bowes Global
Financial Services, Llc**

36	CHK	12-23/03-22: Sec.8 Mail Machine	\$1,066.14
37	CHK	12-25/03-26: 16ART: Mail Machine	
		12-25/03-26: 667-5: Mail Machine	\$1,116.63
			\$2,182.77

**Principal Bank as
Custodian FBO**

38	CHK	02-01-26: Deferred Com. "OBRA"	\$175.14
39	CHK	02-08-26: Deferred Comp. "OBRA"	\$201.63
40	CHK	02-15-26: Deferred Comp "OBRA"	\$218.82
41	CHK	02-22-26: Deferred Comp. 'OBRA"	\$196.58
			\$792.17

**Salem Housing Authority
February 2026 Bills**

Principal Bank as				
	42	CHK	02-01-26: Deferred Comp.	\$1,390.00
	43	CHK	02-08-26: Deferred Comp.	\$1,390.00
	44	CHK	02--15-26: Deferred Comp	\$21,090.00
	45	CHK	02-22-26: Deferred Comp.	\$1,090.00
				<hr/> \$24,960.00

Rafael Batista				
			667-5: 2026 Flex & Resident CDBG: 27 Charter 01-26: Maintenance	<hr/> \$4,200.00

Reworld Sustainable Solution, LLC				
			01-02/01-14: Trash Disposal 01-16/01-30: Trash Disposal 02-02/02-13: Trash Disposal	<hr/> \$1,225.33

Richard W. Griffin d/b/a Derby Square Architects				
			258182 A/E #2 258199 A/E #2	<hr/> \$4,565.00

Rogue Engineering and Design, Inc.				
			#258188#05: A/E	<hr/> \$11,000.00

Romell Kidd				
			12-25: Board Comp.	<hr/> \$1,505.60

Salem Contributory Retirement				
			02-01-26: Retirement	\$5,393.76
			02-08-06: Retirement	\$5,393.76
			02-15-26: Retirement	\$5,210.76
			02-22-26: Retirement	\$5,133.53
				<hr/> \$21,131.81

Sperling Interactive				
			01-26: Website Maintenance	<hr/> \$520.00

Staples Advantage				
			Sec. 8/FSS: File Folders	<hr/> \$44.59

TASC				
	46	CHK	02-05-26: TASC:	<hr/> \$5.00

The Guardian Life				
	47	CHK	02-26: Admin. 02-26: Dental	<hr/> \$3,033.80

**Salem Housing Authority
February 2026 Bills**

The W. W. Williams Company LLC		
	667-5: Elevator Inspection	<u>\$628.00</u>

Toshiba America Business		
	01-15/02-14: 667-5 & 16A Rt Copiers 02-15/03-15: Zisson Copier 01-15/02-14: Zisson Copier 02-15/03-14: Sec. 8 & 667-5 Copiers 02-15/03-14: Sec. 8 & 667 Copiers	<u>\$2,171.00</u>

Toshiba Business Solutions		
	667-5: 3/Waste Toners	<u>\$89.97</u>

Total Administrative Services Corp.		
	02-05-26: TASC: Health contributions 02-12-26: TASC: 02-19-26: TASC: 02-26-26: TASC:	<u>\$723.00</u>

Total Administrative Services		
	02-05-26: TASC: Dependent contributions 02-12-26: TASC: 02-19-26: TASC: 02-26-26: TASC	<u>\$384.60</u>

Uline, Inc.		
	Maintenance Supplies	<u>\$3,206.51</u>

Verizon		
48	CHK	01-11/02-10: Cell Phones
		<u>\$1,157.73</u>

Veronica Joy Miranda		
		12-25: Board Comp.
		<u>\$1,505.60</u>

Vestis Group, Inc.		
49	CHK	Annual Uniform Order
		Return Stock
50	CHK	Annual Uniforms
		Annual Uniforms
		<u>\$7,577.03</u>

W. B. Mason Co., Inc.		
		All offices: Office Supplies & Coffee orders
		<u>\$3,987.39</u>

**Salem Housing Authority
February 2026 Bills**

Windows In Stock Com

RT: 2nd Repair Window	\$266.00
	<hr/>
	\$266.00

Harpers Payroll

02/05/26 Payroll	\$41,417.24
State & Federal Withholding	\$10,323.65
Harpers Invoice	\$103.43
02/12/2026 Payroll	\$42,569.90
State & Federal Withholding	\$10,358.80
Harpers Invoice	\$105.33
02/19/26 Payroll	\$78,715.59
State & Federal Withholding	\$24,323.82
Harpers Invoice	\$109.13
02/26/26 Payroll	\$47,000.87
State & Federal Withholding	\$11,808.95
Harpers Invoice	\$111.43
	<hr/>
	\$266,948.14

Grand Totals: Checks: 50

Total Payments: \$811,342.44

End of Report

**Salem Housing Authority
March 2026 Bills**

Check Name	Description	Total
A-1 Exterminators, Inc.	All: Multiple Sites Outside Rodent Control, Sentinel Trap installs	\$1,800.00
Aflac		
1	CHK 03-26: AFLAC	\$496.45
		\$496.45
AFSCME Council 93		
	03-01-26: Union Dues	\$107.28
	03-08-26: Union Dues	\$107.28
	03-15-26: Union Dues	\$107.28
	03-22-26: Union Dues	\$107.28
		\$429.12
Resident		
2	CHK Power: Utility Reimbursement	\$2.00
Employee		
3	CHK 02-27-26: Reimburse UPS	\$33.08
Baystate Interpreters, Inc.		
4	CHK 01-16: 667-5: Interpreter	\$110.00
BC Jaclen Tower Limited Partnership		
	03-26: Rents	\$1,670.00
Bell Fund VI Salem LLC		
	03-26: Rents	\$11,815.82
Blue Triton Brands, Inc.		
	16A RT: 6/Water & Cups	
	667-5: 10/Water & Cups	
	Sec.8: 4 Water & CUPS	
		\$148.77
Boston Mutual Life Ins. Co.		
	02-26: Add'l Life	\$367.68
Brake & Clutch, Inc.		
	Plow Materials, Grease & Cable Guards	\$69.21
Canal Realty Development, LLC		
	01-02/02-06: Sec. 8: Water & Sewer	

**Salem Housing Authority
March 2026 Bills**

\$14,260.61

Dalton House Tenants
Association

14 CHK 11-25/01-26: Laundry
Share

\$196.63

Dearborn Life Insurance
Company

15 CHK 03-26: STD

\$357.96

Delta Beckwith Elevator

16 CHK 02-01-25/02-25-25:
Under Payment

\$270.00

17 CHK 01-01-25/01-31-25:
Under Payment

\$270.00

18 CHK 07-01-25/07-31-25:
Elevator Maintenance

\$2,745.00

\$3,285.00

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

Constable Services

\$390.00

Elan Financial Services

INV Credit Card :
01/27/2026-02/24/2026

\$3,303.87

Emily Achtenberg

01-26/02-28:
Consulting Service

\$3,630.00

Environmental Restorations,

258179 #4

\$49,039.08

F. W. Webb Company

1 unit RT: Plumbing
Supplies
RT: Boiler Parts
Plumbing Supplies
117 Con: HTWT &
Accessories
117 Con: Plumbing
Supplies
GT: 2/Heat Pump
Motors
667-5/ 1 unit: Toilet &
Accessories
Credit: RT: 4/Circulator
Pumps
RT: Plumbing Supplies

\$5,736.77

Fairweather Preservation
Assoc. Lmt. Partnership

03-26: Rents

**Salem Housing Authority
March 2026 Bills**

		\$8,000.00
Fenton, Ewald & Associates, P.C.	02-26: Accounting	
		\$5,424.00
Gail Neibaur	Sec. 8: Consult Leefort Project Based Vouchers	
		\$5,216.25
Employee	RT/#25&27: Maintenance Supplies	
		\$14.80
Greater Salem Employees Federal Credit Union	03-01-26: Credit Union 03/26	
	03-08-26: Credit Union 03/26	
	03-15-26: Credit Union 03/26	
	03-22-26: Credit Union 03/26	
		\$3,200.00
H. T. Berry Company, LLC a Brady PLUS company	Maintenance Supplies	
		\$1,325.94
Haier US Appliance Solutions, Inc.	200: 5/20 & 5/30 Stoves	
	30: 5/20" Electric Stoves	
		\$5,130.00
Hayden's Safe & Lock Co.,	2 units Zisson: Rekey Master Cylinder	
	RT: Set Locks	
	705-4: Replace Mortise Lock	
	667-5/1 unit: Repair Unit Lock	
		\$4,694.00
Hayden's Systems, Inc.	03-26/03-27: 667&200: Alarm Monitoring	
	NT: install Starlink Fire Alarm Communicator	
	Bates: Install Starlink Fire Alarm Communicator	
		\$3,698.00
HD Supply Facilities	Maintenance Supplies	
19 CHK		\$3,763.85

**Salem Housing Authority
March 2026 Bills**

20 CHK Maintenance Supplies

\$4,878.80
\$8,642.65

Home Depot Commercial

21 CHK Maintenance Supplies

\$2,151.88

HR Direct

22 CHK Zisson: Poster Service

\$122.90

23 CHK 667-5: Poster Service

\$108.95

\$231.85

Intellibeam LLC

01-26: Computer
Maintenance
01-26: 3 Lines, 911,
Caller ID
02-26: Computer
Maintenance
02-26: 3 Lines, 911,
Caller ID

\$5,814.98

Jilcraft Inc.

1000 Revolving Fund
Checks

\$331.75

Resident

24 CHK 31 RT: "Tenant
Relocation Expense"

\$750.00

Ken Mctague

667-5: 4 Signs
#247 Van: Lettering
#247 Van: Re-letter &
Vinyl: Registry Error

\$1,715.00

Labor Logic LLC d/b/a

02-26: Monthly Service

\$136.50

MacDonald Cabinet &

667-6/#501:
Backsplash
705-4/#102&301:
Countertop

\$950.00

Management Computer
Services, Inc.

2025: 1099 Processing

\$1,226.25

MassNAHRO

25 CHK 5 Board Member
Handbooks

\$99.00

Michael P. Fitzgerald

03-04-26: Purchase
Bait Gun

**Salem Housing Authority
March 2026 Bills**

\$78.00

Mini Warehousing, Inc.

02-12/03-11: 103 RT
Storage
02-02/03-01: 16A RT:
Storage
03-02/04-01: 16A RT
Storage
03-12/04-11: 103 RT
Storage

\$470.00

N.S.H.E.D.A

26 CHK

04-01-26:
2/SHA,1/MHA: Meeting

\$150.00

\$150.00

Nan Mckay & Associates,
Inc.

03-26/02-27: Sec.8:
Revision Service

\$239.00

Napa Auto Parts

27 CHK

Plow Supplies: Blades
& Oil
Snow Machine
Supplies: Grease & Oil

\$151.48

\$151.48

National Grid

28 CHK

667: 458 KWH
200: 297KWH

\$215.64

29 CHK

667: 2,406 KWH
200: 393 KWH
705-4: 12 KWH
30: 7,398 KWH
Sec.8: 4,761 KWH

\$3,830.17

30 CHK

200: 1,178 KWH
705: 6 KWH
705-4: 31 KWH

\$669.26

31 CHK

667: 0 KWH
200: 0 KWH

\$24.00

\$4,739.07

National Grid

32 CHK

667: 5,174 Therms.
30: 4.2 Therms.
705-4: 0 Therms

\$9,024.05

33 CHK

667: 2,921.2 Therms.
705: 4.2 Therms.
200: 2,547 Therms.
30: 1,370.2 Therms

\$10,016.81

\$19,040.86

National Grid

34 CHK

200: 2,937 KWH
667: 407,637 KWH

**Salem Housing Authority
March 2026 Bills**

705: 2,459 KWH
30: 11,307

\$15,992.35

New England Mobile
Systems, Inc.

02-26: GPS Monitoring

2015 Vans: 2/GPS
Monitoring Systems
03-26: Gps Monitoring

\$1,127.03

New England Reglaze, Inc

35 CHK

21-4 FC: Reglaze Tub
20 7 83 RT: Reglaze
Tubs
94 RT: Reglaze Tub

\$1,800.00

North of Boston Media
Group/Accounting

AD:02-04: #258171
AD: 02-04: Sec. 8:
Voucher Waiting List
AD: 06-26: #258182

\$2,794.80

NRG Business Marketing

36 CHK

667: 2586.90 Therms

\$1,456.42

37 CHK

667: 2,013.5 Therms.

\$2,514.42

200: 1,149.8 Therms.

\$3,970.84

O'D Answering Services,
LLC

01-21/02-20:
Answering Service
02-21/03-20:
Answering Service

\$4,168.00

OnLine Information
Services, Inc.

02-26: 13 Criminal
Reports
02-26: 2 Soc. Ser.
Verifications

\$368.35

Peyton Dixey

01-28/03-03: Parking
02-25/03-11: Parking:
P. Dixey

\$73.90

Pioneer Bertram Tenants
Association

38 CHK

11-25/01-26: Laundry
Share

39 CHK

2025-2026 Annual
Funds

\$3,685.95

Principal Bank as Custodian
FBO Commonwealth of MA

**Salem Housing Authority
March 2026 Bills**

40	CHK	03-01-26: Deferred Comp.
41	CHK	03-08-26: Deferred Comp.
42	CHK	03-15-26: Deferred Comp.
43	CHK	03-22-26: Deferred Comp.

\$4,360.00

Principal Bank as Custodian
FBO Commonwealth of MA

44	CHK	03-01-26: Deferred Comp. "OBRA"
45	CHK	03-08-26: Deferred Comp. "OBRA"
46	CHK	03-15-26: Deferred Comp. "OBRA"
47	CHK	03-22-26: Deferred Comp. "OBRA"

\$202.89

\$194.90

\$198.65

\$195.65

\$792.09

Printer Pro d/b/a Encore

Sec. 8: Service Printer

\$270.00

PureSky Payment Services
Inc.

11-01/12-31: solar

\$53,367.75

Rafael Batista

02-26: Maintenance
9 RT: Hazmat Cleanup

\$4,700.00

Recap Advisors, LLC D/B/A

02-01/02-28: Public
Housing Asset
Repositioning

\$590.00

Reworld Sustainable

02-17/02-25: Trash
Disposal
03-04-26: Trash
Disposal

\$289.46

Resident

48	CHK	11-27-25: Reimburse. Carry Service
----	-----	---------------------------------------

\$323.80

Richard W. Griffin d/b/a
Derby Square Architects

258182 #3
258199 #3

\$3,125.00

\$6,900.00

\$10,025.00

\$10,025.00

Robert Strom

PRE2004: Morency St.
Pattys Event Music

\$100.00

Rogue Engineering and
Design, Inc.

**Salem Housing Authority
March 2026 Bills**

258171 #4

\$3,300.00

Resident

49 CHK

RT: Fire- "Tenant
Relocation Expense"

\$750.00

S&D Petroleum Inc.d/b/a
Salem BP

#242: Oil Change,
Running Guard Repair
#231: Oil Change,
Inspection Sticker
#234: Oil Change,
Inspection Sticker
#230: Oil Change,
Inspection Sticker
#241: Oil Change,
Inspection Sticker
#243: Check Engine
Light

\$2,164.14

Safety Insurance Co.

50 CHK

01-26/02-26: 2015
Utility Van

\$349.00

Salem Contributory
Retirement

03-01-26: Retirement
03-08-26: Retirement
03-15-26: Retirement
03-22-26: Retirement

\$20,950.82

Sperling Interactive

03-26: Website
Maintenance
02-26: Website
Maintenance
03-26/02-27: Hosting
Website

\$2,557.00

Staples Advantage

Coffee Supplies

\$163.07

TASC

51 CHK

02-01/02-28: TASC:
4922-3771-3301

\$5.00

The Guardian Life

52 CHK

03-18: Admin
03-26: Dental

\$2,855.90

\$2,855.90

Tinti & Navins P.C.

09-22-25/02-19-26:
Legal Services

\$2,000.25

Toshiba America Business
Solutions

**Salem Housing Authority
March 2026 Bills**

02-14/03-14: 667-5 &
16ART Copiers
02-15/03-14: Sec. 8
Copier
01-15/02-14: Sec. 8
Copier
03-15/04-14: Zisson
Copier
03-15/04-14: Sec. 8 &
667-5 Copiers
03-15/04-14: Sec. 8 &
667 Scanners
03-15/04-14: Sec. 8
Copier

\$2,879.00

Total Administrative
Services Corp.

03-05-26: TASC:
03-12-26: TASC;
03-19-26: TASC:
03-26-26: TASC:

\$723.00

Total Administrative
Services Corporation(TASC)

03-05-26: TASC:
03-12-26: TASC:
03-19-26: TASC:
03-26-26: TASC:

\$384.60

Uline, Inc.

Office Supplies
Maintenance Supplies

\$2,645.23

Verizon

53 CHK 02-11/03-10: Cell
Phones

\$1,254.13

Vermont Mutual Insurance

54 CHK 03-15-26/03-15-27:
Power: Commercial
Umbrella
55 CHK 03-15-26/03-15-27:
Power: Business
Owners

\$1,576.00

\$43,427.00

\$45,003.00

W. B. Mason Co., Inc.

Sec. 8: Office Supplies

Sec. 8: Coffee Supplies

Sec. 8: Cleaning
Supplies
Office Supplies
Office Supplies: Toner

Sec. 8: Coffee Supplies

Sec. 8: Office Supplies

**Salem Housing Authority
March 2026 Bills**

Sec. 8: Toner
Sec. 8: Toner

\$7,169.76

Windows In Stock Com

RT/#43: Repair Broken 03/26
Bedroom Window

\$199.00

H arpers Payroll

03/05/26 Payroll	\$40,501.25
State & Federal Withholding	\$9,905.67
Harpers Invoice	\$103.43
03/12/2026 Payroll	\$40,216.99
State & Federal Withholding	\$9,430.49
Harpers Invoice	\$107.63
03/19/26 Payroll	\$40,730.50
State & Federal Withholding	\$9,490.22
Harpers Invoice	\$107.63
03/26/26 Payroll	\$44,754.49
State & Federal Withholding	\$10,863.79
Harpers Invoice	\$111.83
	<u>\$206,323.92</u>

Total Checks: 55

Total Payments:

96

Totals for Revolving Fund

\$676,719.68

End of Report

FENTON, EWALD & ASSOCIATES, P.C.
CERTIFIED PUBLIC ACCOUNTANTS
280 HILLSIDE AVENUE
NEEDHAM, MA 02494-1365

OFFICE: (781) 444-6630
FAX (781) 444-6836
E-MAIL: office@feacpa.com

To the Board of Commissioners
Salem Housing Authority
27 Charter Street
Salem, MA 01970

We have compiled the accompanying balance sheets of the Salem Housing Authority as of **January 31, 2026**, and the related statements of Revenues and Expenses for the **4** months then ended. We have not audited or reviewed the accompanying financial statements and accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America. The information included in the accompanying Agency Wide Revenue and Expenses and Analysis of Nonroutine Expenditures and Credits are presented only for supplementary analysis purposes. Such information has been compiled from information that is the representation of management, without audit or review, and accordingly, we do not express an opinion or provide any assurance on such data.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusion about the Authority's financial position, results of operations, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

Fenton, Ewald & Associates, P.C.

Fenton, Ewald & Associates P.C.

Needham, Massachusetts
Dated: February 28, 2026

Salem Housing Authority
4 months ending
January 31, 2026

AGENCY WIDE OPERATING STATEMENT
Year To Date Actual

Fenton, Ewald & Associates, P.C.
2/28/2026

Account Number	Classification	Federal Conventional	Section 8 HOVP	State Consolidated 400-1	Admin. Management Program	MP/F	Total	Fro-Rated Budget	3 Favorable (Unfavorable)	% Favorable (Unfavorable)
OPERATING RECEIPTS										
3110	Shelter Rent - Tenant	62,979		1,292,108			1,355,087	1,437,113	(82,025)	-6%
3115	Shelter Rent - Federal Sect. 8	0		0			0	173,364	(173,364)	-100%
3190	Non Dwelling Rentals	0		0			0	0	0	0%
3400	Administrative Fees (S8 MOB, MRVP)		622,623	0	55,118	10,835	688,576	677,175	11,401	2%
3610	Interest on Investments - Unrestricted	8,436	6,901	5,850	0	97	21,284	23,200	(1,916)	-8%
3811	Interest on Investments - Restricted			0		0	0	0	0	0%
3690	Other Revenue	6,350	25,377	19,021	7,745	0	58,493	103,505	(45,012)	-43%
3950	Operating Grants			0		0	0	0	0	0%
3691	Other Revenue Retained			122,448		0	122,448	136,634	(14,186)	-10%
3801	Operating Subsidy	60,194		805,063		324,362	1,189,619	1,010,153	179,461	15%
TOTAL OPERATING RECEIPTS		137,959	654,901	2,244,490	62,863	335,294	3,435,507	3,561,147	(125,640)	-4%
OPERATING EXPENDITURES										
ADMINISTRATIVE										
4110	Administration Salaries	15,380	434,543	347,003	26,221	5,817	828,964	716,033	(112,931)	-16%
4120	Compensated Absences	0	0	0	0	0	0	8,305	8,305	100%
4130	Legal	8,057	36,241	61,838	1,568	111	107,615	131,000	23,385	18%
4140	Compensation-Board Members			7,336		0	7,336	9,821	2,485	25%
4150	Travel And Related Expenses	16	4,885	279	0	0	5,180	5,867	1,487	22%
4170	Accounting Services	3,378	9,200	6,460	1,778	564	21,380	22,179	799	4%
4171	Audit Services	148	5,113	2,568	0	171	8,000	15,000	7,000	47%
4180	Office Rent	0	27,446	0		0	27,446	21,997	(5,448)	-25%
4180	Administrative Other	7,747	109,083	75,068	6,471	1,173	199,543	182,036	(17,507)	-10%
4190.1	Mixed Population Salary		0	0		0	0	72,407	72,407	100%
TOTAL ADMINISTRATIVE EXPENSE		34,726	626,511	500,352	36,038	7,837	1,205,463	1,185,444	(20,019)	-2%
4230	Resident Services	0		4,423		0	4,423	5,959	1,536	26%
UTILITIES										
4310	Water & Sewer	11,338		161,283			172,622	178,340	5,718	3%
4320	Electricity	9,288		10,571			19,859	280,976	261,116	93%
4330	Gas	7,029		38,875			45,904	41,648	(4,257)	-10%
4340	Fuel	0		0			0	0	0	0%
4350	Energy Conservation	0		0			0	0	0	0%
4390	Other	0		369,498			369,498	0	(369,498)	#DIV/0!
TOTAL UTILITIES EXPENSE		27,656	0	580,227	0	0	607,883	500,363	(106,920)	-21%
ORDINARY MAINTENANCE										
4410	Maintenance Labor	17,078		306,518			323,596	339,690	16,094	5%
4420	Materials And Supplies	4,941		53,895			68,836	116,667	47,830	41%
4430	Contract Costs	32,044		179,831			211,875	210,667	(1,208)	-1%
TOTAL ORDINARY MAINTENANCE		54,063	0	550,244	0	0	604,307	667,023	62,716	9%
GENERAL EXPENSE										
4510	Insurance	41,184	15,731	85,710	712	128	143,465	150,129	6,664	4%
4520	Pilot	3,532		4,096			7,628	8,174	546	7%
4540	Employee Benefits	17,958	179,839	295,100	15,536	1,911	510,345	413,945	(96,399)	-23%
4570	Collection Losses	0		4,130			4,130	17,333	13,203	76%
4590	COVID related Costs	0	0	0		0	0	0	0	0%
4580/90	Other General Expenses - Port Out Fees	0	56,807				56,807	56,867	(140)	0%
TOTAL GENERAL EXPENSES		62,674	252,377	389,036	16,248	2,039	722,375	646,248	(76,127)	-12%
TOTAL OPERATING EXPENSES		179,119	878,889	2,024,282	52,285	9,876	3,144,451	3,005,637	(138,814)	-5%
NET INCOME (DEFICIT) BEFORE SUBSIDY and NON-ROUTINE EXPENSES		(101,354)	(223,988)	(584,856)	10,578	1,056	(898,563)	(454,647)	(443,916)	98%
NET INCOME (DEFICIT) BEFORE NON-ROUTINE, and INCLUDING SUBSIDY		(41,160)	(223,988)	220,208	10,578	325,418	291,056	555,511	(264,455)	-48%
NONROUTINE EXPENSES AND (CREDITS)										
4610	Extraordinary Maintenance / Direct Use of Reserves	61,471	0	79,440		0	140,911	116,667	(24,244)	-21%
4611	Equip. Purchased - Non Capitalized			22,197		0	22,197	28,667	4,470	17%
4612	Restricted Reserve Expenditures			0		0	0	0	0	0%
4715	Housing Assistance Payments			0		324,362	324,362	324,362	0	0%
7520	Replacement of Equipment	0	0	16,513			16,513	43,333	26,820	62%
7540	Betterments & Additions	0		0			0	0	0	0%
4801	Depreciation Expense			0			0	0	0	0%
TOTAL NONROUTINE EXPENSES		61,471	0	118,150	0	324,362	503,983	511,029	7,046	1%
2700 NET INCOME (DEFICIT)		(102,631)	(223,988)	102,058	10,578	1,056	(212,927)	44,482	(257,409)	-579%

See Accountants' Compilation Report

Salem Housing Authority
 PROJECT MA06-P055-003.7
 BALANCE SHEET - January 31, 2026

ASSETS

CASH - GENERAL FUND - DEV AND/OR OPS	\$ 728,736.46	
PETTY CASH	0.00	\$ 728,736.46
ACCOUNTS RECEIVABLE TENANTS - Net	10,562.82	
ALLOWANCE FOR DOUBTFUL ACCOUNTS - TENANTS	(4,120.24)	
ACCOUNTS RECEIVABLE - HUD	0.00	
ACCOUNTS RECEIVABLE - Other	0.00	6,442.58
ADVANCE - LIMITED REV FUND		25,000.00
PREPAID INSURANCE	46,151.00	
INVENTORY - MATERIALS	0.00	
DEFERRED CHARGES - OTHER	0.00	
DEFERRED CHARGES - RETIREMENT	7,940.00	
INTERPROGRAM DUE TO / DUE FROM	0.00	54,091.00
ACCUMULATED DEPRECIATION - STRUCTURES & EQUIP	(3,301,338.66)	
LAND	258,293.38	
BUILDINGS	3,419,497.90	
FURNITURE, EQUIP AND MACH - DWELLINGS	0.00	
FURNITURE, EQUIP AND MACH - ADMIN	23,218.00	
WORK IN PROGRESS	927,971.01	
BUILDINGS - EQ. TRANSFERRED IN	0.00	
DEFERRED OUTFLOW OF RESOURCES	45,482.00	1,373,123.63
<u>TOTAL ASSETS</u>		<u>\$ 2,187,393.67</u>

LIABILITIES AND SURPLUS

ACCOUNTS PAYABLE	\$ -	
BID DEPOSIT	0.00	
TENANT PET DEPOSITS	522.52	
ACCOUNTS PAYABLE - HUD	0.00	
PREPAID RENTS	0.00	
ACCOUNTS PAYABLE REV FUND	679,826.87	\$ 680,349.39
ACCRUED PAYROLL	2,227.02	
ACCRUED OTHER	71,742.37	
ACCRUED COMPENSATED ABSCENCES	7,136.56	
ACCRUED PILOT	3,532.30	84,638.25
DEFERRED INFLOWS	54,717.00	54,717.00
ACCRUED OPEB LIABILITY	130,631.00	
NET PENSION LIABILITY	124,799.00	255,430.00
INVESTMENT IN CAPITAL ASSETS, NET OF RELATED DEBT	961,187.18	
UNRESTRICTED NET ASSETS 163% of Max	128,111.88	
UNRESTRICTED NET ASSETS - OPEB	(164,958.00)	
UNRESTRICTED NET ASSETS - Pension Liab	(99,707.00)	
OPERATING TRANSFERS IN		824,634.06
CURRENT YEAR NET INCOME (DEFICIT)		287,624.97
OPEB and PENSION RELATED EXPENSES		0.00
PYA NOT AFFECTING RESIDUAL RECEIPTS		0.00
GAIN OR LOSS ON SALE OF EQUIP.		0.00
EXPENDITURES FOR PROPERTY - CONTRA		0.00
<u>TOTAL LIABILITIES AND SURPLUS</u>		<u>\$ 2,187,393.67</u>

See Accountants' Compilation Report

Salem Housing Authority
4 months ending

MA06-P055-003.7
1/31/2026

39 units
156 unit months

FENTON, EWALD & ASSOCIATES, P.C.
28-Feb-26

PSP

ACCOUNT NUMBER/CLASSIFICATION	APPROVED	PRO RATA	BUDGET	ACTUAL	ACTUAL	Favorable (Unfavorable)	ACTUAL	AVAILABLE REMAINDER OF YEAR
	BUDGET AMOUNT	BUDGET 4 Months	BUDGET P.U.M.	TO DATE P.U.M.	TO DATE AMOUNT		AS A FACTOR OF PRO RATA	
OPERATING RECEIPTS								
3110 Dwelling Receipts	187,090	62,363	399.76	403.71	62,979.00	616	1.010	124,111
3120 Excess Utilities	0	0	0.00	0.00	0.00	0		0
3190 Non-dwelling Rent	0	0	0.00	0.00	0.00	0		0
3610 Interest Income	24,000	8,000	51.28	54.08	8,436.33	436	1.055	15,564
3690 Other Income	21,200	7,067	45.30	40.71	6,350.00	(717)	0.899	14,850
3802 Section 8 Contract Rent	520,092	173,364	1,111.31	0.00	0.00	(173,364)	0.000	(156)
TOTAL OPERATING RECEIPTS	752,382	250,794	1,607.65	498.50	77,765.33	(173,029)	0.310	674,617
OPERATING EXPENDITURES								
ADMINISTRATIVE								
4110 Salaries	42,704	14,235	91.25	98.59	15,379.83	(1,145)	1.080	27,324
4120 Compensated Absences	0	0	0.00	0.00	0.00	0		0
4130 Legal	10,000	3,333	21.37	51.65	8,057.10	(4,724)	2.417	1,943
4150 Travel	370	123	0.79	0.10	16.15	107	0.131	354
4170 Accounting Services	10,284	3,428	21.97	21.65	3,378.00	50	0.985	6,906
4171 Audit Fees	722	241	1.54	0.95	148.00	93	0.615	574
4180 Office Rent	0	0	0.00	0.00	0.00	0		0
4190 Sundry Admin	16,811	5,604	35.92	49.66	7,746.63	(2,143)	1.382	9,064
TOTAL ADMINISTRATIVE EXPENSE	80,891	26,964	172.84	222.60	34,725.71	(7,762)	1.288	46,165
4230 RESIDENT SERVICES	975	325	2.08	0.00	0.00	325	0.000	975
UTILITIES								
4310 Water	25,444	8,481	54.37	72.68	11,338.43	(2,857)	1.337	14,106
4320 Electricity	32,504	10,835	69.45	59.54	9,288.21	1,546	0.857	23,216
4330 Gas	18,919	6,306	40.43	45.06	7,029.33	(723)	1.115	11,890
4340 Fuel	0	0	0.00	0.00	0.00	0		0
4350 Utility Labor	0	0	0.00	0.00	0.00	0		0
4390 Other Utility Expenses	0	0	0.00	0.00	0.00	0		0
TOTAL UTILITIES EXPENSE	76,867	25,622	164.25	177.28	27,655.97	(2,034)	1.079	49,211
ORDINARY MAINTENANCE								
4410 Labor	53,955	17,985	115.29	109.47	17,078.07	907	0.950	36,877
4420 Materials And Supplies	20,000	6,667	42.74	31.68	4,941.48	1,725	0.741	15,059
4430 Contract Costs	52,000	17,333	111.11	205.41	32,043.73	(14,710)	1.849	19,956
TOTAL ORDINARY MAINTENANCE	125,955	41,985	269.13	346.56	54,063.28	(12,078)	1.288	71,892
4480 PROTECTIVE SERVICES	0	0	0.00	0.00	0.00	0		0
GENERAL EXPENSES								
4510 Insurance	123,190	41,063	263.23	264.00	41,184.00	(121)	1.003	82,006
4520 Pilot	11,022	3,674	23.55	22.64	3,532.30	142	0.961	7,490
4530 Terminal Leave Payments	0	0	0.00	0.00	0.00	0		0
4540 Employee Benefits	37,876	12,625	80.93	115.12	17,958.02	(5,333)	1.422	19,918
4541 Employee Benefits - OPEB	0	0	0.00	0.00	0.00	0		0
4542 Employee Benefits - Pension	0	0	0.00	0.00	0.00	0		0
4570 Collection Losses	2,000	667	4.27	0.00	0.00	667	0.000	2,000
4590 Sundry	0	0	0.00	0.00	0.00	0		0
TOTAL GENERAL EXPENSES	174,088	58,029	371.98	401.76	62,674.32	(4,645)	1.080	111,414
TOTAL ROUTINE EXPENSES	458,776	152,925	980.29	1,148.20	179,119.28	(26,194)	1.171	279,657
NONROUTINE EXPENSES								
4610 Nonroutine Maintenance	50,000	16,667	106.84	394.04	61,470.79	(44,804)	3.688	(11,471)
7520 Replacement of Equip	0	0	0.00	0.00	0.00	0		0
7540 Betterments & Additions	0	0	0.00	0.00	0.00	0		0
TOTAL NONROUTINE EXPENDITURES	50,000	16,667	106.84	394.04	61,470.79	(44,804)	3.688	(11,471)
Prior Yr. Adj. Affect Res. Rec.	0	0	0.00	0.00	0.00	0		0
TOTAL OPERATING EXPENSES	508,776	169,592	1,087.13	1,542.24	240,590.07	(70,998)	1.419	268,186
NET INCOME(DEFICIT) BEFORE SUBSIDY	243,606	81,202	520.53	(1,043.75)	(162,824.74)	(244,027)	-2.005	
8020 Operating Subsidy	200,164	66,721	427.70	385.86	60,193.84	(6,527)	0.902	139,970
8020 Capital Fund	0	0	0.00	2,501.64	390,255.87	390,256		(390,256)
RESIDUAL RECEIPTS (DEFICIT)	443,770	147,923	948.23	1,843.75	287,624.97	139,702	1.944	

See Accountants' Compilation Report

SALEM HOUSING AUTHORITY
SECTION 8 VOUCHER
BALANCE SHEET - JANUARY 31, 2026

ASSETS

Cash - Voucher	\$1,613,281.57	
Petty Cash	0.00	\$1,613,281.57
Accounts Receivable - Hud	0.00	
Accounts Receivable (Payable) - Mobilities	5,588.30	
Accounts Receivable -Fraud	189,109.00	
Accounts Receivable -Interprogram	0.00	194,697.30
Advances To Revolving Fund		734,631.77
Investments	0.00	
FSS Escrow Balances	114,170.93	114,170.93
Prepaid Insurance	44,643.00	
Deferred Outflows - Retirement	93,560.00	
Deferred Charges -Other	10,087.80	
Deferred Expenses - COVID-19 Related	0.00	148,290.80
Land, Structures And Equipment - Net		465,704.46
Deferred Outflow of Resources		453,735.00
<u>TOTAL ASSETS</u>		<u>\$3,724,511.83</u>

LIABILITIES AND SURPLUS

Accounts Payable - Revolving Fund	\$0.00	
Accounts Payable - HUD	265,244.00	
Current Portion Capital Project/Mortgage	40,870.00	\$306,114.00
Accrued Compensated Absences - Current	73,789.18	
Accrued Payroll	31,824.49	
Accrued Liabilities	72,650.54	
Fss Escrow	114,170.93	292,435.14
Deferred Fraud Income Charges	189,109.00	
Accrued Compensated Absences - Non-Current	87,150.45	
Long Term Portion Capital Project/Mortgage	286,911.00	
Accrued OPEB Liability	1,538,902.00	
Accrued Pension Liability	1,242,889.00	
Deferred Inflows of resources	629,933.00	3,974,894.45
Invested in Capital Assets - net	137,923.46	
Unrestricted Net Assets - Admin	1,887,267.94	
Unrestricted Net Assets - OPEB	(1,943,284.00)	
Unrestricted Net Assets - Pension	(1,014,705.00)	
Restricted Net Assets - HAPs	147,738.00	(785,059.60)
HUD PHA Grants - HAPs	8,501,750.00	
Less HAP Expenses	(8,358,120.00)	
Plus: Interest on HAP Reserves		
Plus: Fraud Receipts - HAP portion	16,485.50	160,115.50
Expenditures for Equipment - Contra		0.00
Depreciation Expense		0.00
Net Surplus (Deficit) from Operations		(223,987.66)
<u>TOTAL LIABILITIES AND SURPLUS</u>		<u>\$3,724,511.83</u>

See Accountants' Compilation Report

PSP
28-Feb-26

SALEM HOUSING AUTHORITY
SECTION 8 VOUCHER
MONTHLY OPERATING STATEMENT
4 Months Ending January 31, 2026

2/28/26

PPB
Fenton, Ewald & Associates, P.C.

COMPUTATION OF ADMINISTRATIVE FEE EARNED:

	1st 600	rate	HUD % funding	> 600	rate	HUD % funding		
Oct	600	157.17	88.513%	565	146.68	88.513%	156,824.00	
Nov	600	157.17	88.513%	560	146.68	88.513%	156,175.00	
Dec	600	157.17	88.513%	550	146.68	88.513%	154,877.00	
Jan	600	157.17	88.513%	549	146.68	88.513%	154,747.00	
Feb	-	157.17	88.513%	-	146.68	88.513%	0.00	
Mar	-	157.17	88.513%	-	146.68	88.513%	0.00	
Apr	-	157.17	88.513%	-	146.68	88.513%	0.00	
May	-	157.17	88.513%	-	146.68	88.513%	0.00	
Jun	-	157.17	88.513%	-	146.68	88.513%	0.00	
Jul	-	157.17	88.513%	-	146.68	88.513%	0.00	
Aug	-	157.17	88.513%	-	146.68	88.513%	0.00	
Sep	-	157.17	88.513%	-	146.68	88.513%	0.00	
HUD Retro admin Fee - prior year							0.00	
							622,623.00	
2,400							4,624	2,224
CARES Act Administrative Fees							0.00	
TOTAL ADMINISTRATIVE FEE EARNED							622,623.00	

Leasing %
Current Month: 85.49%
Year to Date: 86.01%

STATEMENT OF OPERATING RECEIPTS AND EXPENDITURES

	BUDGET	PRO RATA BUDGET 4 months	ACTUAL 4 months	Favorable (Unfavorable)	% favorable (unfavorable)
ADMINISTRATIVE FEE EARNED	1,863,236	621,079	622,623.00	1,544.33	0.2%
INTEREST ON RESERVE FUNDS INVESTED	25,000	8,333	6,900.73	(1,432.60)	-17.2%
MOBILITY FEE INCOME	21,788	7,263	8,891.64	1,628.97	22.4%
FRAUD RECOVERY RECEIPTS	80,000	26,667	16,485.50	(10,181.17)	-38.2%
FSS COORDINATOR	117,526	39,175	0.00	(39,175.33)	-100.0%
OTHER INCOME	0	0	0.00	0.00	
TOTAL OPERATING RECEIPTS	2,107,550	702,517	654,900.87	(47,615.80)	-6.8%
ADMINISTRATIVE SALARIES	1,245,807	416,269	434,543.11	(19,274.11)	-4.4%
COMPENSATED ABSENCES	24,916	8,305	0.00	8,305.33	
LEGAL	100,000	33,333	36,241.25	(2,907.92)	-8.0%
TRAVEL	12,746	4,249	4,884.99	(836.32)	-13.0%
ACCOUNTING	29,008	9,669	9,200.00	469.33	5.1%
AUDIT FEE	24,855	8,285	5,113.00	3,172.00	82.0%
OFFICE RENT	65,992	21,997	27,445.75	(5,448.42)	-19.9%
SUNDRY ADMINISTRATIVE	278,772	92,924	109,083.38	(16,159.38)	-14.8%
DIRECT CHARGES TO PRE 2004 RESERVES	0	0	0.00	0.00	
INSURANCE	54,373	18,124	15,731.00	2,393.33	15.2%
EMPLOYEE BENEFITS	488,538	162,846	179,839.09	(16,993.09)	-9.4%
COVID19-related expenses	0	0	0.00	0.00	
OTHER GENERAL EXPENSES Ports Out Admin Fee	170,000	56,667	56,806.96	(140.29)	-0.2%
TOTAL ROUTINE NON-HAP EXPENSES	2,495,007	831,669	878,888.53	(47,219.53)	-5.4%
NET INCOME BEFORE NONROUTINE	(387,457)	(129,152)	(223,987.66)	(94,835.33)	73.4%
DIRECT CHARGES TO PRE 2004 RESERVES	0	0	0.00	0.00	
EMPLOYEE BENEFITS OPEB	0	0	0.00	0.00	
EMPLOYEE BENEFITS Pension	0	0	0.00	0.00	
EXPENDITURES FOR EQUIPMENT	0	0	0.00	0.00	
TOTAL NONROUTINE EXPENSES	0	0	0.00	0.00	
NET OPERATING INCOME (LOSS)	(387,457)	(129,152)	(223,987.66)	(94,835.33)	

(223,987.66)

COMPUTATION OF EXCESS OR DEFICIENCY OF FUNDS RECEIVED

	Voucher
4715 HOUSING ASSISTANCE PAYMENTS (HAPs)	8,358,120.00
less: Fraud Receipts - HAP portion Max ACC	(16,485.50)
less: Interest Earned on Excess Funds - HAP portion	
TOTAL ANNUAL CONTRIBUTION USED TO DATE	percent used 98.1%
3801 AMOUNT OF ACC GRANT RECEIVED FROM HUD	8,501,750.00
Amount (OVER) / UNDER Utilized	160,115.50

SALEM HOUSING AUTHORITY
 Analysis and Summary of Housing Choice Voucher Program Expenditures
 ABA Fund Limits, Amounts Available, Amounts Used and Balances Remaining

number of units used as basis							Restricted Net Assets - HAPs 9/30/2025				147,738			
		2021	2022	2023	2024	2025	Less: Amount used Oct-Dec. 2025							
Annual ABA		\$16,449,831	\$18,597,433	\$21,779,939	\$22,720,644	\$23,617,467	= Net HAP Reserve Surplus				147,738			
average monthly ABA		\$1,370,819	\$1,549,786	\$1,814,995	\$1,893,387	\$1,968,122	Available for current year use				160,116			
ABA per unit calculation		\$1,019.95	\$1,153.11	\$1,350.44	\$1,408.77	\$1,464.38	Projected amount (used) or accumulated in Fiscal Year				Amount (used) or accumulated in Current Year			
							Estimated Current HAP Reserve balance		307,854		NRA			
		Actual Units Leased	% Unit Utilization	Actual Monthly Payments	Actual Average HAP	adjustments	Actual Adjusted Net	ABA available	HUD - Program Reserves	% Dollar Utilization	compare to ABA rec'd	Amount used (above) or below ABA	Cumulative Amount used (above) or below ABA	Program Reserves Balance
													(221,800)	
October	24	1,217	90.6%	2,000,838	1,644	(6,793)	1,994,046	1,893,387	(638,007)	105.3%	1,995,393	1,348	(220,452)	(757,899)
November	24	1,196	89.0%	2,007,803	1,679	(5,788)	2,002,015	1,893,387	(579,804)	105.7%	1,835,184	(166,831)	(387,283)	(699,696)
December	24	1,186	88.2%	2,018,092	1,702	(5,310)	2,012,782	1,893,387	(751,262)	106.3%	2,064,845	52,063	(335,220)	(871,154)
January	25	1,184	88.1%	1,995,912	1,686	(7,708)	1,988,204	1,968,122	(883,468)	101.0%	2,100,328	112,124	(223,096)	(1,003,360)
February	25	1,179	87.7%	2,081,822	1,766	(6,141)	2,075,682	1,968,122	(986,969)	105.5%	2,071,623	(4,059)	(227,155)	(1,106,861)
March	25	1,193	88.8%	2,080,813	1,744	(4,040)	2,076,773	1,968,122	(1,066,805)	105.5%	2,047,959	(28,814)	(255,969)	(1,186,697)
April	25	1,184	88.1%	2,073,824	1,752	(6,948)	2,066,876	1,968,122	(1,146,642)	105.0%	2,047,959	(18,917)	(274,886)	(1,266,534)
May	25	1,184	88.1%	2,087,600	1,763	(2,740)	2,084,860	1,968,122	(1,201,697)	105.9%	2,023,177	(61,683)	(336,569)	(1,321,589)
June	25	1,184	88.1%	2,121,930	1,792	(4,911)	2,117,019	1,968,122	(1,343,276)	107.6%	2,109,701	(7,318)	(343,887)	(1,463,168)
July	25	1,176	87.5%	2,096,182	1,782	(7,517)	2,088,665	1,968,122	(1,498,641)	106.1%	2,123,488	34,823	(309,064)	(1,618,533)
August	25	1,161	86.4%	2,067,323	1,781	(6,513)	2,060,811	1,968,122	(1,687,083)	104.7%	2,156,564	95,754	(213,310)	(1,806,975)
September	25	1,167	86.8%	2,155,254	1,847	(10,924)	2,144,331	1,968,122	(1,854,961)	109.0%	2,136,000	(8,331)	(221,641)	(1,974,853)
October	25	1,165	86.7%	2,099,494	1,802	(5,933)	2,093,562	1,968,122	(2,020,203)	106.4%	2,133,364	39,803	(181,838)	(2,140,095)
November	25	1,160	86.3%	2,105,953	1,815	(3,592)	2,102,362	1,968,122	(2,180,494)	106.8%	2,128,414	26,953	(155,786)	(2,300,386)
December	25	1,150	85.6%	2,093,107	1,820	(3,620)	2,089,487	1,968,122	(2,336,592)	106.2%	2,124,220	34,733	(121,053)	(2,456,484)
January	26	1,149	85.5%	2,059,566	1,792	(3,342)	2,056,225	1,968,122	(2,484,222)	104.5%	2,115,752	59,528	(61,525)	(2,604,114)
February	26	-	-	-	-	-	-	-	-	-	-	-	-	-
March	26	-	-	-	-	-	-	-	-	-	-	-	-	-
April	26	-	-	-	-	-	-	-	-	-	-	-	-	-
May	26	-	-	-	-	-	-	-	-	-	-	-	-	-
June	26	-	-	-	-	-	-	-	-	-	-	-	-	-
July	26	-	-	-	-	-	-	-	-	-	-	-	-	-
August	26	-	-	-	-	-	-	-	-	-	-	-	-	-
September	26	-	-	-	-	-	-	-	-	-	-	-	-	-
October	26	-	-	-	-	-	-	-	-	-	-	-	-	-
November	26	-	-	-	-	-	-	-	-	-	-	-	-	-
December	26	-	-	-	-	-	-	-	-	-	-	-	-	-
		18,835	116.8%	33,145,513	1,760	(91,817)	33,053,697	31,265,750		99.5%	33,213,971	160,116		
										Prior Fiscal Year	24,712,221			
										Current Fiscal Year	8,501,750			

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
BALANCE SHEET

Salem Housing Authority

1/31/2025 Period Ended
4001 Program Number

ACCOUNT NUMBER	ASSETS		X Administration Modernization Development
CASH			
1111	Cash Development or Modernization fund - Unrestricted	0.00	
1111.1	Cash Development or Modernization fund - Restricted	0.00	
1112	Cash Administration Fund - Unrestricted	229,281.03	
1112.1	Cash Administration Fund - Restricted	0.00	
1113	Cash - Escrow	0.00	
1114	Pet Deposit Fund Cash	7,738.62	
1117	Petty Cash	100.00	
1118	Change Fund	0.00	237,119.65
ACCOUNTS RECEIVABLE			
1121	Federal and DHCD--Section 8 Subsidy-Shelter Rent	0.00	
1122	Tenants Accounts Receivable	164,385.17	
1122.1	Tenants Accounts Receivable - Repayment (Contra)	0.00	
1123	Allowance for Doubtful Accounts - Dwelling Rents	(47,054.73)	
1124	Accounts Receivable - Fraud/Retroactive	224,734.58	
1124.1	Fraud/Retroactive- Contra	(224,734.58)	
1125	Accounts Receivable Subsidy	0.00	
1129	Accounts Receivable - Other Federal	0.00	
1130	Interprogram Due From	350,000.00	
1131	Allowance for Doubtful Accounts - Other	0.00	
1145	Accrued Interest Receivable	0.00	467,330.44
INVESTMENTS			
1162	Investments - Unrestricted		3,406,274.62
DEFERRED CHARGES			
1211	Prepaid Expenses	202,833.00	
1212	Inventory/Net - Supplies	0.00	
1290	Deferred Charges - Other	832,397.00	1,035,230.00
FIXED ASSETS			
1400.2	Cost Control Account - Development/Modernization	0.00	
1401	Land	2,074,807.00	
1402	Building and Building Improvements	41,005,881.54	
1403	Furniture, Equipment and Machinery - Dwellings	0.00	
1404	Other Equipment - Administration/Maintenance	702,932.37	
1405	Leasehold Improvements	0.00	
1406	Accumulated Depreciation	(39,052,056.91)	
1407	Infrastructure	0.00	
1408	Capital Leases		4,731,564.00
TOTAL ASSETS			9,877,518.71
LIABILITIES AND EQUITY			
ACCOUNTS PAYABLE			
2106	Bank Overdraft	0.00	
2111	Accounts Payable <=90 Days	0.00	
2111.1	Accounts Payable >90 Days Past Due	0.00	
2112	Contract Retentions	0.00	
2114	Pet Deposits	7,738.62	
2115	Bid Deposits	0.00	
2117	Employee 's Payroll Deductions	0.00	
2118	Accounts Payable - Subsidy Overpayment	543,088.00	
2119	Accounts Payable - Interfund	729,460.70	
2120	Accounts Payable - Other	0.00	1,280,287.32
ACCRUED LIABILITIES			
2130.2	Accrued Contingent Liability	0.00	
2135	Accrued Compensated Absences - Current Portion	97,120.50	
2137	Payment in Lieu of Taxes (PILOT)	4,096.00	
2138	Accrued Payroll	47,624.85	
2139	Accrued Liabilities - Other	371,199.41	520,040.76
DEFERRED CREDITS			
2240	Tenants Prepaid Rents	80,750.35	
2290	Undistributed Credits	0.00	
2291	Deferred Revenue - Subsidy	0.00	
2292	Deferred Revenue - Other	902,240.00	982,990.35
NOTES PAYABLE			
2299	Notes Payable Capital Borrowings - Current Portion	0.00	
2299.1	Notes Payable Operating Borrowings - Current Portion	0.00	0.00
NON-CURRENT LIABILITIES			
2301	Notes Payable Capital Borrowings - Non-Current Portion	0.00	
2301.1	Notes Payable Operating Borrowings - Non-Current Portion	0.00	
2335.01	Accrued Compensated Absences - Non-Current Portion	114,706.45	
2339	Other Non-Current Liabilities	0.00	
2339.1	Accrued OPEB Liability	4,119,864.00	4,234,570.45
EQUITY (NET ASSETS)			
2700	Net Income (Deficit)	118,571.24	
2802	Invested in Capital Assets, net of Related Debt	4,715,050.75	
2805	Net Assets - Restricted	0.00	
2806	Net Assets - Unrestricted	Max % 78.80%	2,348,644.84
2806.1	Net Assets - OPEB	(4,322,637.00)	2,859,629.83
TOTAL LIABILITIES AND EQUITY			9,877,518.71

See Accountants' Compilation Report

Salem Housing Authority
4 months ending
January 31 2026

4001

876 units
2704 unit months

Fenton Ewald & Associates, P.C.
PSP

02/28/26

Number	Account Classification	Approved Budget Amount	Pro Rata Budget 4 Months	Budget P.U.M.	Actual To Date P.U.M.	Actual To Date Amount	Amount Favorable (Unfavorable)	Actual As a Factor of Pro Rata	Available Remainder of the Year
OPERATING RECEIPTS									
3110	Shelter Rent - Tenant	4,124,248	1,374,749	508.41	477.85	1,292,108.39	(82,641)	0.940	2,832,140
3115	Shelter Rent - Federal Sect. 8	0	0	0.00	0.00	0.00	0		0
3190	Non Dwelling Rentals	0	0	0.00	0.00	0.00	0		0
3400	Administrative Fees - MRVP	0	0	0.00	0.00	0.00	0		0
3610	Interest on Investments - Unrestricted	20,000	6,667	2.47	2.16	5,849.77	(817)	0.877	14,150
3611	Interest on Investments - Restricted	0	0	0.00	0.00	0.00	0		0
3690	Other Revenue	50,000	16,667	6.16	7.03	19,020.51	2,354	1.141	30,979
3690	Operating Grants	0	0	0.00	0.00	0.00	0		0
3691	Other Revenue Retained	409,901	136,634	50.53	45.28	122,448.07	(14,186)	0.896	287,453
3692	Restricted Reserve Transfer	0	0	0.00	0.00	0.00	0		0
3693	Other Revenue - Net Metering	0	0	0.00	0.00	0.00	0		0
3801	Operating Subsidy	1,857,223	619,074	228.95	267.73	805,063.00	185,989	1.300	1,052,160
TOTAL OPERATING RECEIPTS		6,461,372	2,153,791	796.52	830.08	2,244,489.74	90,699	1.042	4,216,882
OPERATING EXPENDITURES									
ADMINISTRATIVE									
4110	Administration Salaries	756,078	252,026	93.20	128.33	347,002.52	(94,977)	1.377	409,075
4120	Compensated Absences	0	0	0.00	0.00	0.00	0		0
4130	Legal	280,000	93,333	34.62	22.80	61,638.09	31,695	0.660	218,362
4140	Compensation-Board Members	29,462	9,821	3.63	2.71	7,336.00	2,485	0.747	22,126
4150	Travel And Related Expenses	6,884	2,295	0.85	0.10	278.85	2,016	0.122	6,605
4170	Accounting Services	20,118	6,706	2.48	2.39	6,460.00	246	0.963	13,658
4171	Audit Services	18,499	6,166	2.28	0.95	2,568.00	3,598	0.416	15,931
4180	Penalties & Interest	0	0	0.00	0.00	0.00	0		0
4190	Administrative Other	227,524	75,841	28.05	27.76	75,068.35	773	0.990	152,456
4190.1	Mixed Population	217,220	72,407	26.78	0.00	0.00	72,407	0.000	217,220
4191	Resident Services	18,900	5,633	2.08	1.64	4,422.69	1,211	0.785	12,477
TOTAL ADMINISTRATIVE EXPENSE		1,572,685	524,228	193.67	186.68	504,774.60	19,454	0.963	1,067,911
UTILITIES									
4310	Water & Sewer	509,576	169,859	62.82	59.65	161,283.31	8,575	0.950	348,293
4320	Electricity	810,421	270,140	99.90	3.91	10,570.76	259,570	0.039	799,850
4330	Gas	106,024	35,341	13.07	14.38	38,875.03	(3,534)	1.100	67,149
4340	Fuel	0	0	0.00	0.00	0.00	0		0
4360	Energy Conservation	0	0	0.00	0.00	0.00	0		0
4390	Other	0	0	0.00	0.00	0.00	0		0
4391	Solar Operator Costs	0	0	0.00	136.65	369,497.77	(369,498)		0
4392	Net Meter Utility Credit (Negative Number)	0	0	0.00	0.00	0.00	0		0
TOTAL UTILITIES EXPENSE		1,426,021	475,340	175.79	214.58	580,226.87	(104,887)	1.221	1,215,292
ORDINARY MAINTENANCE									
4410	Maintenance Labor	965,115	321,705	118.97	113.36	306,517.99	15,187	0.953	658,597
4420	Materials And Supplies	330,000	110,000	40.68	23.63	63,894.78	46,105	0.581	266,105
4430	Contract Costs	580,000	193,333	71.50	66.51	179,831.31	13,502	0.930	400,169
TOTAL ORDINARY MAINTENANCE		1,875,115	625,038	231.15	203.49	550,244.06	74,794	0.880	1,324,871
GENERAL EXPENSE									
4510	Insurance	269,888	89,896	33.25	31.70	85,710.00	4,186	0.953	183,978
4520	Pilot	13,500	4,500	1.66	1.51	4,096.00	404	0.910	9,404
4540	Employee Benefit Contr.	674,814	224,938	83.19	109.13	295,100.44	(70,162)	1.312	379,714
4541	Employee Benefit Contr. OPEB	0	0	0.00	0.00	0.00	0		0
4570	Collection Losses	50,000	16,667	6.16	1.53	4,129.91	12,537	0.248	45,870
4580/90	Interest & Other General Exp COVID-19	0	0	0.00	0.00	0.00	0		0
TOTAL GENERAL EXPENSES		1,008,002	336,001	124.26	143.87	389,036.35	(53,036)	1.158	618,966
TOTAL OPERATING EXPENSES		5,881,823	1,960,608	725.08	748.62	2,024,281.78	(63,674)	1.032	4,227,039
NET INCOME (DEFICIT) BEFORE SUBSIDY and NON-ROUTINE Expenses		(1,277,674)	(425,891)	-157.50	-216.29	(584,855.04)	(158,964)	1.373	(1,062,317)
NET INCOME (DEFICIT) before NON-ROUTINE, and INCLUDING SUBSIDY:		579,549	193,183	71.44	81.44	220,207.96	27,025	1.140	(10,157)
NONROUTINE EXPENSES AND (CREDITS)									
4610	Extraordinary Maintenance	300,000	100,000	36.98	29.38	79,440.00	20,560	0.794	220,560
4611	Equip. Purchased - Non Capitalized	80,000	26,667	9.86	8.21	22,196.72	4,470	0.832	57,803
4612	Restricted Reserve (Grant) Expenditures	0	0	0.00	0.00	0.00	0		0
4715	Housing Assistance Payments	0	0	0.00	0.00	0.00	0		0
TOTAL NONROUTINE EXPENSES		380,000	126,667	46.84	37.59	101,636.72	25,030		
CAPITAL EXPENDITURES									
7520	Replacement of Equipment-Capitalized	130,000	43,333	16.03	6.11	16,513.25	26,820		
7540	Betterments & Additions - Capitalized	0	0	0.00	0.00	0.00	0		
TOTAL CAPITAL EXPENDITURES		130,000	43,333	16.03	6.11	16,513.25	26,820		
2700 NET INCOME (DEFICIT) FROM OPERATIONS		69,549	23,183	8.57	37.74	102,057.99	78,875		
4801	Depreciation Expense	0	0	0.00	0.00	0.00	0		
4541	Employee Benefits - GASB 75	0	0	0.00	0.00	0.00	0		
4542	Pension Expense - GASB 68	0	0	0.00	0.00	0.00	0		
NET CHANGE IN NET ASSETS		69,549	23,183	8.57	37.74	102,057.99	78,875		

Operating Subsidy Earned year-to-date	\$805,063
Operating Subsidy Rec'd year-to-date	\$1,348,151
Amount (Over) or Under Subsidized	(\$543,088)

ANALYSIS OF NONROUTINE EXPENDITURES AND CREDITS

Name of Local Authority Salem Housing Authority				Fiscal Year Ending Date 9/30/2026	
Development Nos. 4001				Report for Period Ended January 31, 2026	
WORK PROJECT NUMBER	JOB DESCRIPTION	Date of Expenditure	Project Number	Total Budgeted Cost	ACTUAL COST
	Extraordinary Maintenance - Account 4610				
	Turnover	October		300,000	27,952.00
		November			0.00
		December			30,500.00
		January			20,988.00
		February			0.00
		March			0.00
		April			0.00
		May			0.00
		June			0.00
		July			0.00
		August			0.00
		September			0.00
	Total - Account 4610			300,000	79,440.00
	Non-Capitalized Equipment - Account 4611				
	Appliances			30,000	13,349.72
	Equipment			20,000	8,847.00
	Dumpsters			30,000	0.00
	Total - Account 4611			80,000	22,196.72
	Restricted Reserve Expenditures - Account 4612				
	Total - Account 4612			-	0.00
	Replacement of Nonexpendable Equip. - Account 7520				
	Pickup Truck			50,000	
	Spider Lift			40,000	
	Snow Machine			20,000	
	Utility Cart			20,000	16,513.25
	Total - Account 7520			130,000	16,513.25
	Property Betterments and Additions - Account 7540				
	Total - Account 7540			0	0.00
Fenton, Ewald & Associates, PC PSP 02/28/26 See Accountants' Compilation Report					

**Salem Housing Authority
Management Fund
Balance Sheet - January 31, 2026**

Assets

Cash - Management Services		\$0.00
A/R - Marblehead Housing Authority	0.00	
A/R - Revolving Fund	767,811.13	767,811.13
Deferred Charges - Prepaid Expenses		8,587.00
Fixed Assets - Net		0.00
Deferred Outflows of Resources		9,400.00
		\$785,798.13
Total Assets		

Liabilities and Surplus

Accounts Payable - Vendors		0.00
Accounts Payable - Revolving Fund		0.00
Accrued Compensated Absences	8,521.91	
Accrued Payroll	1,480.23	
Other Accrued Liabilities	8,128.52	18,130.66
Accrued OPEB Liability		107,532.00
Accrued Pension Liability		(7,909.00)
Deferred Inflows of Resources		40,188.00
Unrestricted Net Assets	747,689.92	
Invested in Capital Assets	0.00	
OPEB Reserves - GASB 75	(135,789.00)	
Pension Reserves - GASB 68	5,378.00	617,278.92
Net Income (Deficit) - Current Year		10,577.55
		\$785,798.13
Total Liabilities and Surplus		

See Accountants' Compilation Report

**Salem Housing Authority
Management Fund
Monthly Operating Statement
4 months ending January 31, 2026**

Fenton, Ewald & Associates, P.C.

Account Number	Classification	Approved Budget Amount	Pro Rata Budget	Actual To Date Amount	Variance Favorable (Unfavorable)
Operating Receipts					
3110.1	Management Fees	135,288.00	45,096.00	55,118.00	10,022.00
3110.2	Developer Fees	-	-	-	-
3690	Other Operating Receipts	20,000.00	6,667.00	7,744.89	1,077.89
Total Operating Receipts		<u>155,288.00</u>	<u>51,763.00</u>	<u>62,862.89</u>	<u>11,099.89</u>
Operating Expenditures					
4110	Administration Salaries	83,737.00	27,912.00	26,221.10	1,690.90
4120	Compensated Absences	-	-	-	-
4130	Legal	2,500.00	833.00	1,567.50	(734.50)
4150	Travel and Related Expenses	-	-	-	-
4170	Accounting Services	5,412.00	1,804.00	1,778.00	26.00
4171	Audit Services	-	-	-	-
4190	Administrative Other	20,000.00	6,667.00	6,470.94	196.06
4510	Insurance	2,541.00	847.00	712.00	135.00
4540	Employee Benefits	32,909.00	10,970.00	15,535.80	(4,565.80)
Total Administrative Expenses		<u>147,099.00</u>	<u>49,033.00</u>	<u>52,285.34</u>	<u>(3,252.34)</u>
Net Income (Deficit) before Non Cash Expenses		8,189.00	2,730.00	10,577.55	7,847.55
4541	Post Employment Benefits - OPEB	-	-	-	-
4542	Pension Expense - GASB 68	-	-	-	-
4801	Depreciation Expense	-	-	-	-
Net Income (Deficit) after Non Cash Expenses		<u>8,189.00</u>	<u>2,730.00</u>	<u>10,577.55</u>	<u>7,847.55</u>

See Accountants' Compilation Report

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
BALANCE SHEET

Salem Housing Authority
1/31/2026 Period Ended
MRVP/DMH Program Number

ACCOUNT NUMBER	ASSETS		X Administration Modernization Development
CASH			
1111	Cash Development or Modernization fund - Unrestricted	0.00	
1111.1	Cash Development or Modernization fund - Restricted	0.00	
1112	Cash Administration Fund - Unrestricted	232,000.08	
1112.1	Cash Administration Fund - Restricted	0.00	
1113	Cash - Escrow	0.00	
1114	Security Deposit and Pet Deposit Fund Cash	0.00	
1117	Petty Cash	0.00	
1118	Change Fund	0.00	232,000.08
ACCOUNTS RECEIVABLE			
1121	Federal and DHCD-Section 8 Subsidy-Shelter Rent	0.00	
1122	Tenants Accounts Receivable	0.00	
1122.1	Tenants Accounts Receivable - Repayment (Contra)	0.00	
1123	Allowance for Doubtful Accounts - Dwelling Rents	0.00	
1125	Accounts Receivable Subsidy	0.00	
1129	Accounts Receivable - Other	0.00	
1130	Interprogram Due From	30,694.32	
1131	Allowance for Doubtful Accounts - Other	0.00	
1145	Accrued Interest Receivable	0.00	30,694.32
INVESTMENTS			
1162	Investments - Unrestricted		0.00
DEFERRED CHARGES			
1211	Prepaid Expenses	365.00	
1212	Inventory/Net - Supplies and Fuel	0.00	
1290	Deferred Charges - Other	5,749.00	6,114.00
FIXED ASSETS			
1400.2	Cost Control Account - Development/Modernization	0.00	
1401	Land	0.00	
1402	Building and Building Improvements	0.00	
1403	Furniture, Equipment and Machinery - Dwellings	0.00	
1404	Other Equipment - Administration/Maintenance	70,839.58	
1405	Leasehold Improvements	0.00	
1406	Accumulated Depreciation	(70,839.58)	
1407	Infrastructure	0.00	
1408	Capital Leases	0.00	0.00
TOTAL ASSETS			268,808.40
LIABILITIES AND EQUITY			
ACCOUNTS PAYABLE			
2106	Bank Overdraft	0.00	
2111	Accounts Payable <=90 Days	0.00	
2111.1	Accounts Payable >90 Days Past Due	0.00	
2112	Contract Costs	0.00	
2114	Tenants Security Deposits & Pet Deposits	0.00	
2115	Bid Deposits	0.00	
2117	Employee 's Payroll Deductions	0.00	
2118	Accounts Payable - Subsidy Overpayment	14,858.00	
2119	Accounts Payable - Interfund	0.00	
2120	Accounts Payable - Other	0.00	14,858.00
ACCRUED LIABILITIES			
2130.2	Accrued Contingent Liability	0.00	
2135	Accrued Compensated Absences - Current Portion	986.73	
2137	Payment in Lieu of Taxes (PILOT)	0.00	
2138	Accrued Payroll	406.00	
2139	Accrued Liabilities - Other	710.03	2,102.76
DEFERRED CREDITS			
2240	Tenants Prepaid Rents	0.00	
2290	Undistributed Credits	0.00	
2291	Deferred Revenue - Subsidy	80,571.00	
2292	Deferred Revenue - Other	7,754.00	88,325.00
NOTES PAYABLE			
2299	Notes Payable Capital Borrowings - Current Portion	0.00	
2299.1	Notes Payable Operating Borrowings - Current Portion	0.00	0.00
NON-CURRENT LIABILITIES			
2301	Notes Payable Capital Borrowings - Non-Current Portion	0.00	
2301.1	Notes Payable Operating Borrowings - Non-Current Portion	0.00	
2335.01	Accrued Compensated Absences - Non-Current Portion	1,165.40	
2339	Other Non-Current Liabilities	28,344.00	29,509.40
EQUITY (NET ASSETS)			
2700	Net Income (Deficit)	1,056.41	
2802	Invested in Capital Assets, net of Related Debt	0.00	
2805	Net Assets - Restricted	0.00	
2806	Net Assets - Unrestricted	Max % 32.86%	164,465.83
2806.1/2	Net Assets - Unrestricted for OPEB & Pension Liability	(31,509.00)	134,013.24
TOTAL LIABILITIES AND EQUITY			268,808.40

See Accountants' Compilation Report

Salem Housing Authority MRVP/DMH
4 months ending
January 31, 2026

16
197 units
unit months

Fenton, Ewald & Associates, P.C.
PSP 02/28/26

Account Number	Classification	Approved Budget Amount	Pro Rata Budget 4 Months	Budget P.U.M.	Actual To Date P.U.M.	Actual To Date Amount	Amount Favorable (Unfavorable)	Actual As a Factor of Pro Rata	Available Remainder of the Year
OPERATING RECEIPTS									
3400	Administrative Fees - MRVP	33,000	11,000	55.84	55.00	10,835.00	(165)	0.985	22,165
3610	Interest on Investments - Unrestricted	600	200	1.02	0.49	97.19	(103)	0.486	503
3611	Interest on Investments - Restricted	-	-	-	-	-	0	-	0
3690	Other Revenue	-	-	-	-	-	0	-	0
3691	Other Revenue Retained	-	-	-	-	-	0	-	0
3802	Operating Subsidy - MRVP Landlords	973,086	324,362	1,646.51	1,646.51	324,362.00	0	1.000	648,724
TOTAL OPERATING RECEIPTS		1,006,686	335,562	1,703.36	1,702.00	335,294.19	(268)	0.999	671,392
OPERATING EXPENDITURES									
ADMINISTRATIVE									
4110	Administration Salaries	19,772	6,591	33.46	29.53	5,817.40	773	0.883	13,955
4120	Compensated Absences	-	-	-	-	-	0	-	0
4130	Legal	500	167	0.85	0.56	110.80	56	0.665	389
4140	Compensation-Board Members	-	-	-	-	-	0	-	0
4150	Travel And Related Expenses	-	-	-	-	-	0	-	0
4170	Accounting Services	1,716	572	2.90	2.86	564.00	8	0.986	1,152
4171	Audit Services	924	308	1.56	0.87	171.00	137	0.555	753
4180	Penalties & Interest	-	-	-	-	-	0	-	0
4190	Administrative Other	3,000	1,000	5.08	5.96	1,173.43	(173)	1.173	1,827
4190.1	Mixed Population Salary	-	-	-	-	-	0	-	0
4191	Resident Services	-	-	-	-	-	0	-	0
TOTAL ADMINISTRATIVE EXPENSE		25,912	8,637	43.84	39.78	7,836.63	801	0.907	18,075
GENERAL EXPENSE									
4510	Insurance	594	198	1.01	0.65	128.00	70	0.646	466
4540	Employee Benefit Contr.	7,699	2,566	13.03	9.70	1,911.15	655	0.745	5,788
4570	Collection Losses	-	-	-	-	-	0	-	0
4580/90	Interest & Other General Expenses	-	-	-	-	-	0	-	0
TOTAL GENERAL EXPENSES		8,293	2,764	14.03	10.35	2,039.15	725	0.738	6,254
TOTAL OPERATING EXPENSES		34,205	11,402	57.88	50.13	9,875.78	1,526	0.866	24,329
NET INCOME (DEFICIT) BEFORE SUBSIDY and NON-ROUTINE EXPENSES		(605)	(202)	(1.02)	5.36	1,056.41	1,258	-5.238	(1,661)
NET INCOME (DEFICIT) before NON-ROUTINE and INCLUDING SUBSIDY		972,481	324,160	1,645.48	1,651.87	325,418.41	1,258	1.004	647,063
NONROUTINE EXPENSES AND (CREDITS)									
4610	Extraordinary Maintenance	-	-	-	-	-	0	-	0
4611	Equip. Purchased - Non Capitalized	-	-	-	-	-	0	-	0
4612	Restricted Reserve Expenditures	-	-	-	-	-	0	-	0
4715	Housing Assistance Payments	973,086	324,362	1,646.51	1,646.51	324,362.00	0	1.000	648,724
TOTAL NONROUTINE EXPENSES		973,086	324,362	1,646.51	1,646.51	324,362.00	0	1.000	648,724
NET INCOME (DEFICIT) FROM OPERATIONS		(605)	(202)	(1.02)	5.36	1,056.41	1,258	-5.238	(1,661)
2700	Depreciation Expense	-	-	-	-	-	-	-	-
4541	Employee Benefits - GASB 45	-	-	-	-	-	-	-	-
4542	Pension Expense - GASB 68	-	-	-	-	-	-	-	-
NET CHANGE IN UNRESTRICTED NET ASSET:		(605)	(202)	(1.02)	5.36	1,056.41	1,258	(5.238)	(1,661)

See Accountants' Compilation Report

MANAGEMENT SERVICES AGREEMENT AMENDMENT

This Amendment is made and entered into this _____ day of _____, 2026, by and between Marblehead Housing Authority (the "Owner") having an address at 26 Rowland Street, Marblehead, MA and Salem Housing Authority (the "Management Agent") having an address at 27 Charter Street, Salem, MA collectively referred to herein as "the Parties."

WHEREAS, the Parties have entered into certain Management Services Agreement dated for the purpose of carrying out the day-to-day management responsibilities of the Owner Housing Authority.

WHEREAS, the Parties hereby agree to amend the said Agreement in accordance with the terms and conditions contained in this Amendment.

NOW THEREFORE, in consideration of the mutual promises and conditions contained here under and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. AMENDMENT (check and complete only the applicable amendment(s))

- The Parties agree that Article 3, "Term of Agreement" of the Agreement is hereby modified and amended as follows:

The Management Agent commenced work under the original term of this Agreement on [09/03/2021 and then on 12/14/2022] and in accordance with its terms, the Agreement was to expire on [12/31/2026]. The Parties agree that the original term of the Agreement is hereby extended by 60 months until the fiscal year end of the Owner on [12/31/31].

- The Parties agree that Article 5, "Agreement Sum" of the Agreement is hereby modified and amended as follows:

The Owner shall pay the Management Agent in current funds for the performance of the Work the annual contract sum of \$135,287.50, prorated monthly at a rate of \$.11,273.96. Payments will increase annually as according to the Budget Guidelines for allowable Executive Director salary increases/management services agreement. Payments will be made on a monthly basis. This new Agreement Sum is a result of (select all that apply):

- a change to the Owner's approved ANUEL of _____ %.
- the previous management fee was below the maximum allowable.

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- a change to the Owner's approved ANUEL of _____ %.
- the previous management fee was below the maximum allowable.

2. TERMS & CONDITIONS

The Parties agree that all of the terms and conditions of the Agreement, not amended by this Amendment, shall remain in full force and effect. This Amendment shall become effective as of the date that it is approved in writing by the Department of Housing and Community Development (DHCD).

3. ENTIRE AGREEMENT

The Agreement, as amended by this Amendment, contains the entire agreement of the parties hereto with respect to the subject matter hereof. Any representations, inducements, or agreements, oral or otherwise, between the parties not contained in this Amendment shall not be of any force and effect. This Amendment may not be modified, changed or terminated, in whole or in part, in any manner other than by an agreement in writing signed by duly authorized representatives of the Parties and approved in writing by DHCD.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be duly executed under seal as of the day and year hereinbefore first written.

Owner Housing Authority

Sign: _____

Date: _____

Print Name: Jennifer Schaeffner

Print Title: Chairperson

Management Agent

Sign: _____

Date: _____

Print Name: Aaron Patternoster

Print Title: Chairperson

Cathy Sheehan

From: Thomas Russell <TRussell@marbleheadha.org>
Sent: Tuesday, January 20, 2026 10:03 AM
To: Cathy Sheehan; Gary Dean
Subject: Management agreement letter

Dear Marblehead Housing Authority Board of Directors,

I am writing this email to voice my full support in favor of continuing our management agreement with the Salem housing authority. Since we first entered into this agreement, it has brought nothing but good things to the Marblehead Housing Authority. Cathy Sheehan's leadership has brought us stability after years of many changes of less qualified people in that position, She has helped us to comply with E.O.H.L.C. regulations in ways that we previously did not, and used her many connections in the housing industry to help us complete many different policies and create programs that have been so valuable to both the MHA staff and residents. Her leadership has been a game changer here at the M.H.A..

As the Maintenance foreman I work closely with Gary Dean on an almost daily basis. Having his support and knowledge during some of the many catastrophic breakdowns in equipment e.g. elevator breakdowns and sprinkler freeze up at Roads School, multiple underground pipe breaks at Farrell Court, the failure of under warranty boilers at both Green Street Court and Powder House Court, as well as many others has been invaluable. The knowledge and connections from his many years in housing maintenance have helped us find the most qualified subcontractors and for us to be able to work with and not against E.O.H.L.C. to get these jobs done within their guidelines. He has set up contractor service contracts, preventative and scheduled maintenance policies, and vacant turnover procedure policies to help us stay in compliance with those guidelines and regulations.

Recently we ran into an issue of some confusion around overtime and on call policies. Previous directors had failed to either create or keep record of many policies and the ones we could find were very incomplete, this led to a great deal of confusion around how to properly keep track of and record time during emergency on call and overtime work. Cathy and Gary worked with the maintenance staff and myself to quickly and professionally remedy this situation and create a new policy that everyone was pleased with. Without their prompt and effective attention to this matter, it could have caused some major issues but in the end, it worked out very well for everyone.

All around, I believe that this agreement has been a giant step forward for the Marblehead Housing Authority. The support the MHA receives from not just Cathy and Gary but also Luis Lopez, Maureen Thomas, and other members of the Salem Housing Authority has proven mutually beneficial for all involved from MHA staff, to residents, to the community as a whole, a true case symbiotic mutualism in a public housing environment.

Thank you,
T.J. Russell

258171

Debra Tucker

From: Candace Tempesta <candytempesta@yahoo.com>
Sent: Wednesday, March 25, 2026 2:39 PM
To: steven.garuti@mass.gov
Cc: Howard.Gerber@mass.gov; Debra Tucker; rtn@rogue-eng.com; Leo@Rogue-Eng.com; ltp@rogue-eng.com; robert.watt@mass.gov; Howard Chad (EOHLC)
Subject: Re: 258171 Salem Oil to heat pump conversion Sustainability TOC - 120 calendar days
Attachments: GeneralBid_Riverdale Plumbing Heating Inc.pdf; General Bid Log (2).pdf

Hello all, Performance Plumbing & Heating has withdrawn its bid due to a clerical error. Therefore, the low bidder is Riverdale Plumbing & Heating, Inc., in the amount of \$980,000 and this bid is in order. Attached is a copy of Riverdale's bid, update statement and the general bid tab.

*Thanks
Candy*

On Friday, March 20, 2026 at 03:24:36 PM EDT, Candace Tempesta <candytempesta@yahoo.com> wrote:

I have reviewed the low bid of Performance Plumbing & Heating in the amount of \$848,288 and find this bid to be in order. Attached is a copy of Performance's bid, update statement and the general bid tab.

*Thanks
Candy*

BDO Project B25-RKPX
 Salem Housing Authority
 Oil Boilers to Heat Pump Conversion, 705-2B
 Client Project #258171

General Bid Log

Date: 03/25/2026 at 2:35PM EDT

Page 1 of 2

Bidder	Info	Base Bid	Alternates	Final Bid	Status
Performance PH- WBE (Women Business Owned) 9 Bramble Road Medway, MA 02053		\$848,288.00		\$848,288.00	— <i>withdrew bid</i>
Riverdale Plumbing & Heating, Inc. 35 Merchants Drive Walpole, MA 02081		\$980,000.00		\$980,000.00	Anticipated Contract Award
Glionna Plumbing & Heating Services, Incorporated - WBE 31 Staaf Road Saugus, MA 01906		\$984,639.00		\$984,639.00	—
Araujo Bros Plumbing & Heating, Inc. 224 Nye's Lane Acushnet, MA 02743		\$1,063,000.00		\$1,063,000.00	—
E. Amanti & Sons, Inc. 390 Highland Ave. Salem, MA 01970		\$1,184,000.00		\$1,184,000.00	—

BDO Project B25-RKPX

Salem Housing Authority
Oil Boilers to Heat Pump Conversion, 705-2B
Client Project #258171

General Bid Log

Date: 03/25/2026 at 2:35PM EDT

Page 2 of 2

Bidder	Info	Base Bid	Alternates	Final Bid	Status
Fraser Engineering Company Inc. 65 Court Street PO Box 9142 Newtonville, MA 02460		\$1,272,145.08		\$1,272,145.08	—
General Air Conditioning & Heating, Inc. 7 Gaston Street Dorchester, MA 02121		\$1,323,000.00		\$1,323,000.00	—
Boston mechanical inc 155 New Boston St Woburn, MA 01801		\$2,254,000.00		\$2,254,000.00	—



Environmental Restorations, Inc.

A professional approach to quality service

258189

clo #2

General Contractors – Deleading – Sandblasting – Asbestos Removal – Mold Remediation – Fire Restoration

March 25, 2026

Salem Housing Authority
Attn: Debra Tucker
27 Charter Street
Salem, MA 01970

RE: No Cost Time Extension Request

Dear Debbie,

We would like to request a no cost time extension. ERI is requesting an additional 121 days to be added on to the contract to complete the units at Phillips and Morency. There is extensive floor work to be done in these units and it adds time for completion to each unit. Also, Morency units can only be completed 1 at a time and the timeline is 4-5 weeks per unit, extending the timeline for those units 84-105 Days.

Original Substantial Completion Date: 10/28/25

New Substantial Completion Date C01: 4/1/26

Requested Substantial Completion Date: 7/31/26

If you have any questions, please feel free to contact me at the office (603-329-6101) or by email Keri@environmentalrestorations.com

Thank You,

Keri L. Mosman

Keri L. Mosman
Vice President

Environmental Restorations, Inc
16 Hazel Drive, Hampstead NH 03841
Tel: 603-329-6101 Fax: 603-489-5963

258189
C/O #2

Environmental Restorations, Inc.
16 Hazel Dr
Hampstead, NH 03841

General Contractor Submitted: 3/26/2026

March 26, 2026

Raymond T. Guertin Architect
89 Turnpike Road., Suite 207
Ipswich, MA 01938

RE: Salem Change Order Proposal Request 258189-CP-0004, Time Extension Request

Below please find our proposal based on the above referenced Change Order Proposal Request.

General Contractor:

Labor:

Qty Hours	Trade	Unit	Rate	Total
				\$0.00

Materials:

Description	Qty	Unit of Measure	Unit Cost	Total
				\$0.00

Unit Cost Change Proposal:

Description	Qty	Unit of Measure	Unit Cost	Total
No Cost Time Ext	1.000	EA	@ \$1.00	\$1.00
	0			
No Cost Ext	1.000	EA	@ (\$1.00)	<u>(\$1.00)</u>
	0			

GC Labor and Materials **\$0.00**

General Contractor Unit Cost **\$0.00**
Overhead and Profit 15% **\$0.00**
25% Insurance and Taxes **\$0.00**
\$0.00

GC Work Total \$0.00

Sub Contractor:

Labor:

QtyHours	Trade	Unit	Rate	Total
				\$0.00

Materials:

Description	Qty	Unit of Measure	Unit Cost	Total

Unit Cost Change Proposal:

Description	Qty	Unit of Measure	Unit Cost	Total

Sub Contractor Labor and Materials **\$0.00**

Sub Contractor Unit Cost Total **\$0.00**
Overhead and Profit 15% **\$0.00**
25% Insurance and Taxes **\$0.00**
\$0.00

Note: If insurance and taxes are over 25% you must upload an accountant payroll certification.

Sub Contractor Work Total **\$0.00**
10% General Contractor **\$0.00**

GC Bond Premium **\$0.00**
Grand Total \$0.00

Say **\$0.00**

We will require 1 additional calendar days to complete this work.
2
1

If you wish for us to proceed with this work, please issue a formal Change Order.

Sincerely,
Keri Mosman
Environmental Restorations, Inc.

cc: EOHLC Construction Advisor, Bob Watt
LHA PM, Gary Dean

258189
C/O #2

Design Consultant Submitted: 3/26/2026

Raymond T. Guertin Architect
89 Turnpike Road,
Suite 207
Ipswich, MA 01938
Phone:

March 26, 2026

Keri Mosman
Environmental Restorations, Inc.
16 Hazel Dr
Hampstead, NH 03841

RE: Salem Housing Authority Change Order Proposal Request 258189-CR-0004, Time Extension Request

This letter shall serve as a Change Order Proposal Request to provide a proposal for the following change(s) to the original contract: Time extension request #2 as required to complete the remaining units at Phillips and Morency developments including additional work approved to date.

Please complete and submit your Change Order Proposal in Cap Hub. All proposed work shall be performed in accordance with other conditions of the contract.

Your attention is directed to Article 8 of the General Conditions which clearly spells out the manner in which a change estimate may be prepared.

This request is not a change order nor is it a directive to proceed with any revised work. Once your change proposal is received, it will be reviewed by myself with the Local Housing Authority, and the project's Construction Advisor. If your Change Order Proposal is approved, a Change Order will be created and you will be notified via Cap Hub, to review and approve.

If you have any questions feel free to contact me at 978-356-2749.

Thank you for your prompt attention to this matter.

Sincerely,

Raymond Guertin
Project Architect/Engineer

cc: Salem Housing Authority LHA Administrator,
General Contractor,
Salem Housing Authority LHA Administrator,
Salem Housing Authority LHA Administrator,
EOHLC Construction Advisor, Bob Watt



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

COLLECTION OF LOSSES – WRITE OFFS THROUGH 3/31/2026

<u>Tenant</u>	<u>Accounts Receivable</u>	<u>Reason</u>
<u>667</u>	\$ 349.00	Deceased
<u>200</u>	\$ 11,595.72	Moved out
Total	\$ 11,944.72	

mrtwriteoff



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