



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

2026 MAY -7 AM 10: 53
CITY CLERK
SALEM, MASS

May 6, 2026

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

Dear Ms. Simons:

In accordance with Chapter 30A, Section 20 of the General Laws, as amended, Notice of **REGULAR MEETING** of the **SALEM HOUSING AUTHORITY BOARD OF DIRECTORS** to be held on **WEDNESDAY, MAY 13, 2026 at 6:00 p.m.** at the Office of the Authority located at 136 Canal Street, Unit 1 and Unit 2, 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: May 13, 2026 06:00 PM Eastern Time (US and Canada)
Topic: Salem Housing Authority Board of Directors Meeting - Wednesday, May 13, 2026 at 6:00 p.m.

Join from PC, Mac, iPad, or Android:
<https://us02web.zoom.us/j/89461216678?pwd=1T9r7pqUG0vAPnMKAHrtzmLGuMIv6K.1>
Passcode:528625

Phone one-tap:
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This notice posted on "official Bulletin Board"
City Hall, Salem, Mass. on May 7, 2026 at 10:53
in accordance with MGL Chap. 30A Sections 18-25. Avy



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Join via audio:

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+1 253 205 0468 US
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Webinar ID: 894 6121 6678

Passcode: 528625

International numbers available: <https://us02web.zoom.us/j/89461216678>

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, MAY 13, 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 – May 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 the month of April 2026
- Earth Day Neighborhood Clean-Up – April 22, 2026 – Garden Terrace
- KEV TECH Services – Upcoming Classes to explore the basics of using laptop computers in a friendly, relaxed environment – 45 St. Peter’s Street, Morency Community Room

VII. Reports of the Committees

VIII. Recommendations of the Chair

IX. Report of the Treasurer

- Bills for the period April 1,2026 to April 30, 2026
- Balance Sheet and Statements of Revenues and Expenses for month ending March 31, 2026

X. Unfinished Business

- Salem Housing Authority By-Laws

XI. New Business

- New Hire – Facilities and Operations Manager
- Bonus for Director of Public Housing for Department of Mental Health (DMH) Program
- Draft Internal Controls Policy
- Amendment #1 Contract for Financial Assistance (CFA) 5010 in the amount of \$1,180,000.00 Project 258171 Oil to Heat Pump Conversion
- Bid for EOHLC project 258199 for Roof Replacement at the Ruane Building 667-7A.
- Bid from Delta Beckwith Elevator Co. for Elevator Maintenance and Repair Service for 3 years for 9 elevators at 7 locations
- Draft Federal Annual Plan for Fiscal Year 2027
- Draft State Annual Plan/Capital Improvement Plan for Fiscal Year 2027

- Pre-2004 Section 8 Monies

XII. Other Business /Late Communications

XIII. Adjournment

Very truly yours,



Cathy Sheehan
Executive Director

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

6 de mayo de 2026

2026 MAY -7 AM 10: 53

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 13 DE MAYO DE 2026 a las 6:00 p. m. en la Oficina de la Autoridad, ubicada en 136 Canal Street, Unidades 1 y 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, Unidades 1 y 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: 13 de mayo de 2026, 18:00 (hora del este de EE. UU. y Canadá)

Tema: Reunión de la Junta Directiva de la Autoridad de Vivienda de Salem - Miércoles, 13 de mayo de 2026, 18:00

Únete desde PC, Mac, iPad o Android:

<https://us02web.zoom.us/j/89461216678?pwd=1T9r7pqUG0vAPnMKAHrtzmLGuMIv6K.1>

Código de acceso: 528625

Llamada telefónica con un toque:

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This notice posted on "official Bulletin Board"

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Números internacionales disponibles: <https://us02web.zoom.us/j/89461216678>

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, 13 DE MAYO DE 2026
18:00 h

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 – Mayo 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 del coordinador de servicios para residentes

y Órdenes de trabajo completadas del mes de abril de 2026

- Limpieza vecinal del Día de la Tierra – 22 de abril de 2026 – Terraza del Jardín

- Servicios KEV TECH – Próximas clases para explorar los conceptos básicos del uso de computadoras portátiles en un ambiente amigable y relajado – 45 St. Peter's Street, Sala Comunitaria de Morency

VII. Informes de los Comités

VIII. Recomendaciones del Presidente

IX. Informe del Tesorero

- Facturas del período del 1 al 30 de abril de 2026

- Balance general y estados de ingresos y gastos del mes que finaliza 31 de marzo de 2026

X. Asuntos pendientes

- Estatutos de la Autoridad de Vivienda de Salem

XI. Asuntos nuevos

- Nueva contratación: Gerente de Instalaciones y Operaciones
- Bonificación para el Director de Vivienda Pública del Programa del Departamento de Salud Mental (DMH)
- Borrador de la Política de Controles Internos
- Enmienda n.º 1: Contrato de Asistencia Financiera (CFA) 5010 por un monto de \$1,180,000.00 para el Proyecto 258171: Conversión de sistema de calefacción de petróleo a bomba de calor
- Licitación para el proyecto EOHLC 258199: Reemplazo del techo del Edificio Ruane 667-7A
- Licitación de Delta Beckwith Elevator Co. para el servicio de mantenimiento y reparación de ascensores durante 3 años para 9 ascensores en 7 ubicaciones
- Borrador del Plan Anual Federal para el año fiscal 2027
- Borrador del Plan Anual Estatal/Plan de Mejoras de Capital para el año fiscal 2027
- Fondos de la Sección 8 anteriores a 2004

XII. Otros asuntos / Comunicaciones tardías

XIII. Clausura

Atentamente,



Cathy Sheehan
Director Ejecutivo

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



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**DISCUSSIONS FOR THE
REGULAR MEETING
WEDNESDAY, MAY 13, 2025
At 6:00 p.m.**

I. Call Meeting to Order

II. Roll Call

Present

Absent

Also Present:

III. Tenant/Public Engagement

IV. Minutes of Previous Meeting(s)

() moves to approve the minutes of the Regular Board Meeting of April 8, 2026. ()
seconds the motion and the roll call vote was as follows:

Ayes

Nays

V. Executive Director Report

- Executive Director Report – May 2026



VI. Communications

- Mass NAHRO Newsletter – March/April 2026
- Updated Waitlist
- SHA Department Reports (Move In, Move Out, State and Federal, CHAMP Report, Modernization Report, Voucher Report, Family Self-Sufficiency Program Report (Quarterly), Resident Service Coordinator Reports and Completed Work Orders for Month of April 2026)
- Earth Day Neighborhood Clean-Up – April 22, 2026 – Garden Terrace
- KEV TECH Services – Upcoming Classes to explore the basics of using laptop computers in a friendly, relaxed environment – 45 St. Peter’s Street, Morency Community Room

VII. Reports of the Committees

VIII. Recommendations of the Chair

IX. Report of the Treasurer

Bills

() moves to acknowledge receipt of the bills for the period April 1, 2026 through April 30, 2026 as presented. () seconds the motion and the **roll call** vote is as follows:

Ayes

Nays

Balance Sheet and Statements of Revenues and Expenses

The Balance Sheet and Statements of Revenue and Expenses includes any variances in the budget at this point in time

() moves to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Rick Fenton of Fenton, Ewald & Associates, P.C. for six (6) months ending March 31, 2026. () seconds the motion and the **roll call** vote is as follows:

Ayes

X. Unfinished Business

Salem Housing Authority By-Laws

Cathy Sheehan will present the Salem Housing Authority By-Laws for discussion.

() moves to approve the Salem Housing Authority By-Laws as presented. () seconds the motion and the roll call vote is as follows:

Ayes

Nays

XI. New Business

New Hire – Facilities and Operations Manager

Gary Dean, Director of Operations and Luis Lopez, Director of Maintenance interviewed 4 candidates for the Facilities and Operations Manager position.. Cathy Sheehan will present the candidate of her choice.

() moves to make a conditional offer of employment to Patric Bishop for a full-time position as Facilities and Operations Manager at a yearly salary of \$91,132.00 with a start date TBD. () seconds the motion and the **roll call** vote was as follows:

Ayes

Nays

Bonus for Director of Public Housing for Department of Mental Health (DMH) Program

Cathy Sheehan will discuss and request a bonus for the Director of Public Housing for the operation of Department of Mental Health program in the amount of \$4,950.00 (two months of administrative fees.)

() moves to authorize Cathy Sheehan to pay a bonus in the amount of \$4,950.00 (two months of administrative fees) to the Director of Public Housing for the operation of the Department of Mental Health (DMH) Program. () seconds the motion and the roll call vote is as follows:

Ayes

Nays

Draft Internal Controls Policy

Cathy Sheehan will discuss and explain with the Board the draft Internal Controls Policy.

Amendment #1 Contract for Financial Assistance (CFA) 5010 in the amount of \$1,180,000.00 Project 258171 Oil to Heat Pump Conversion

Cathy Sheehan will present to the Board Amendment #1 Contract for Financial Assistance (CFA) 5010 in the amount of \$1,180,000.00 Project 258171 Oil to Heat Pump Conversion.

Scope

258171 Oil to Heat Pump Conversion \$1,180,000.00

<u>CFA</u>	<u>Current CFA</u>	<u>Revised CFA</u>	<u>Change</u>
5010	\$892,813.00	\$\$2,072,813.00	+\$1,180,000.00

() Amendment #1 Contract for Financial Assistance (CFA) 5010 Oil to Heat Pump Conversion in the amount of \$1,180,000.00 Project 258171 as specified in the Contract for Capital Improvements set out in the Commonwealth Terms and Conditions in Attachment A. This amendment funds the following and extends the contract dates of service from June 30, 2025 to June 30, 2035. () seconds the motion and the roll call vote is as follows:

Ayes

Nays

Bid for EOHLC project 258199 for Roof Replacement at the Ruane Building 667-7A.

Cathy will present to the Board of Directors bid of \$87,000.00 from NSI for EOHLC project 258199 for Roof Replacement at the Ruane Building 667-7A.

() moves to approve the lowest responsive and responsible bid of \$87,000.00 from NSI for EOHLC project 258199 for Roof Replacement at the Ruane Building 667-7A. () seconds the motion and the **roll call** vote was as follows:

Ayes

Nays

Bid from Delta Beckwith Elevator Co. for Elevator Maintenance and Repair Service for 3 years for 9 elevators at 7 locations.

Cathy Sheehan will present and discuss with the Board of Directors Bid from Delta Beckwith Elevator Co. for Elevator Maintenance and Repair Service for 3 years for 9 elevators at 7 locations.

() moves to accept the lowest responsive and responsible bid of \$126,900.00 from Delta Beckwith Elevator Co. for Elevator Maintenance and Repair Service for 3 years for 9 elevators at 7 locations. () seconds the motion and the **roll call** vote was as follows:

Ayes

Nays

Draft Federal Annual Plan for Fiscal Year 2027

This Federal Annual Plan for Fiscal Year beginning October 2026 will be presented for a Board vote on at the July 8, 2026 Regular Board Meeting.

Draft State Annual Plan/Capital Improvement Plan for Fiscal Year 2027

This State Annual Plan/Capital Improvement Plan will be presented for a Board vote on at the State Annual Plan/Capital Improvement Plan Public Hearing/Regular Board Meeting July 8, 2026.

Pre-2004 Section 8 Monies

On August 8, 2012, the Board of Directors authorized the former Executive Director spend Pre-2004 Section 8 Reserve Monies up to Five Thousand (\$5,000.00) Dollars without further Board approval. Cathy Sheehan Executive Director requests the Board to restore Ten Thousand (\$10,000.00) Dollars updating the guidelines to account for inflation since the 2004 vote. .

() moves to authorize Cathy Sheehan to restore Ten Thousand (\$10,000.00) Dollars from the Section 8 Reserve Monies using updated guidelines to account for inflation as authorized by the Board on May 13, 2025. () seconds the motion and the **roll call** vote is as follows:

Ayes

Nays

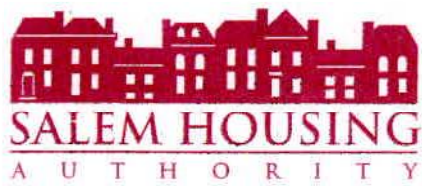
XII. Other Business/Late Communications

XIII. Adjournment

() moves that the Board adjourn the Regular Meeting of Wednesday, May 13, 2026 at
() p.m. () seconds the motion and the vote is as follows:

Ayes

Nays



Cathy Sheehan, Executive Director

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

This meeting was a hybrid meeting.

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

II. Roll Call

Present

Veronica Miranda
Patricia Morsillo
Aaron Paternoster
Emily Ullman

Absent

Romell Kidd (arrived at 6:08 p.m.)

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

III. Minutes of Previous Meeting(s)

Veronica Miranda moved to accept the 77th Special Annual Minutes of the Regular Meeting held on Wednesday, March 11, 2026. Patricia Morsillo seconded the motion, and the roll call vote was as follows:

Ayes

Veronica Miranda
Patricia Morsillo
Aaron Paternoster
Emily Ullman

Nays



Patricia Morsillo moved to accept the Minutes of the Regular Meeting held on Wednesday, March 11, 2026, as amended. Veronica Miranda seconded the motion and the roll call vote was as follows:

Ayes

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 APRIL 8, 2026, IS ATTACHED HERETO.

IV. Tenant/Public Engagement

There was no tenant/public engagement.

V. Executive Director Report

Executive Director Report for April 8, 2026.

VI. Communications

- Mass NAHRO Newsletter – 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

There were no reports of the Committees.

VIII. Recommendations of the Chair

There were no recommendations of the Chair.

IX. Report of the Treasurer

Bills and Transfers

Emily Ullman moved to acknowledge receipt of the bills and transfers for the period February 1, 2026 through February 28, 2026, as presented. Aaron Paternoster 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 moved to acknowledge receipt of the bills and transfers for the period March 1, 2026 through March 27, 2026, as presented. 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

Balance Sheet and Statements of Revenues and Expenses

Romell Kidd moved 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 was as follows:

Ayes

Nays

Romell Kidd
Veronica Miranda
Patricia Morsillo
Aaron Paternoster
Emily Ullman

X. Unfinished Business

Management Services Agreement Amendment

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

Patricia Morsillo moved to approve and extend the Management Services Agreement Amendment dated April 8, 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 according to the Budget Guidelines for allowable Executive Director salary increases/management services agreement. Veronica Miranda seconded the motion, and the roll call vote was as follows:

Ayes

Romell Kidd
Veronica Miranda
Patricia Morsillo
Aaron Paternoster
Emily Ullman

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 one candidate. Cathy Sheehan presented the candidate of her choice.

Veronica Miranda moved 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. 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

SUMMARY OF ARTICLES IV THROUGH XII OF THE MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING HELD ON APRIL 8, 2026

Meeting Minutes Approval Discussion

The meeting began with Anne Cameron taking roll call and Cathy Sheehan noting that Romell Kidd was in route.

The board discussed approving minutes from previous meetings, specifically the special annual minutes and regular meeting minutes from March 11th, 2026. Patty Morsillo pointed out a correction regarding her attendance status in the minutes, leading to a motion to accept the minutes as amended.

Housing Program Updates and Developments

The board meeting covered several key updates from the Executive Director as per her Executive Director's Report for the month of April 2026.

The public housing program closing was rescheduled from April to May due to legal department delays at HUD, requiring residents to recertify their status.

A significant new LEAN award through the LEAN program was announced, totaling approximately \$1.3 million for windows and heating systems across multiple buildings. The LeeFort Terrace Redevelopment project is progressing well, with residents scheduled to move back in May after successful recertification, and plans are being made for a board tour of the completed facility.

Policy Review Process Proposal

Aaron Paternoster proposed a new policy review process where policies would be presented at regular board meetings with advance notice, allowing one month for board review and discussion before voting at the subsequent meeting. Cathy Sheehan agreed with the approach and clarified that tenant feedback would be collected before board presentation, with significant amendments potentially requiring additional tenant review. Veronica Miranda clarified that the board's responsibility lies in creating and revising SHA policies, not just receiving them, and suggested re-examining the policy subcommittee's composition before considering any changes to the process. Cathy Sheehan referred to EOHLC's Board Training, summarizing that board members have responsibility to approve policy, but it is not the Board's responsibility to write policy as that is related to operational day to day responsibilities. The Executive Director presents policy based on need, residential feedback and legal requirements/required policy.

Policy Review Process Updates

The group discussed the policy review process, with Cathy Sheehan clarifying that regulatory and legal reviews would be completed before presenting policies to the board. They debated the role of the policy subcommittee, with Patty Morsillo suggesting it could handle deeper discussions that might otherwise prolong board meetings. The group agreed to implement a new rhythm for policy review, where policies would be discussed at one board meeting and then voted on at the subsequent meeting approximately one month later, allowing for pre-vetted tenant feedback and staff proposals to be reviewed in advance.

In summary, the board discussed implementing a new process for reviewing policies, agreeing to present one policy per month for discussion, and voting at the following meeting. Cathy Sheehan proposed this approach to expedite routine regulatory matters while reserving committee review for more complex issues. The board approved this process with unanimous consent.

Executive Director Evaluations

Aaron Paternoster also requested board members to submit their evaluations of the executive director by the end of the month for presentation at the May meeting.

Financial Review and Marblehead Management Service Agreement

The treasurer reported that financial operations were stable with adequate reserves, though administrative salaries and overtime were higher than expected due to the long winter but noted that budget variances typically balance out through fundability.

The board reviewed financial statements including CBIZ audit charges and discussed tracking of legal services and eviction cases. They examined balance sheet statements and revenue/expense reports, with clarification provided about write-offs for move-outs, deceased tenants, and evictions, as well as subsidy payment calculations.

The board then reviewed the Management Service Agreement with Marblehead Housing Authority, with Patty Morsillo expressing satisfaction with the data showing positive resident improvements and increased expertise among maintenance staff, and Veronica Miranda suggesting ongoing surveys to track metrics.

Approvals/Schedule of Special Meeting to Discuss Open Meeting Law Complaint

The board discussed several key items including resident engagement efforts, a new hire, and contract approvals.

The board approved Louis Lopez for the Director of Maintenance Operations role at an annual salary of \$135,000. They also approved a \$980,000 bid from Riverdale Plumbing and Heating for an oil boiler to heat pump conversion project at multiple properties. The board approved a time extension for walk-in shower replacement work and write-offs totaling \$11,944.72.

The conversation ended with discussion of scheduling a special meeting to address an open meeting law complaint filed by Veronica Miranda, with a deadline of April 14th for the full board to meet and discuss the complaint.

Other Business/Late Communications

This Section is word for word so that there is no confusion as to who said what.

Veronica Miranda: I just wanted to ask if it's possible, I've heard from lawyers in different places, and I've been meaning to bring this up, but if it's possible, Cathy, I'd love to hear any information that you have around children and blood levels when it comes to lead, and if speaking specifically of public housing, not something for you to answer now, but I'm of thinking about that and curious about that.

I'm also curious and wondering if we can talk about this on another agenda, which surveillance technology and data storing hardware the SHA uses. As there are conversations in the city around, the use of flock.

I also wanted to flag that I filed an open meeting law complaint with the Chair of the Board and the City Clerk March 25th, and I understand that the full board's supposed to meet within 14 business days of the complaint, but just wanted to see, like, where and what the plan is for that and if you have any thoughts on that, Aaron.

Aaron Paternoste:

Okay. I think that's partly my unfamiliarity with the process, I, am wondering if it would be appropriate to perhaps call a special meeting, maybe, on the 29th before we get into the... the Housing Opportunities. I'm not familiar with the process you're referring to, so is it a city process?

Veronica Miranda: If you read the first of the complaint form, it gives you a little bit of an idea of how the board is to go about the process. The 29th, I won't be able to be there, and I'd like to be there, to discuss this complaint form since I'm the complainant. Also, that's too far out, so I don't know, when this body would be able to meet in the near future, it looks like. regardless, it will be going past the 14 days, but I would still encourage you, and encourage the board to try to meet to discuss that as soon as possible.

Aaron Paternoster: Okay. Would you like to meet me and you, to discuss? I think that that could probably happen sooner than getting the entire board together by Tuesday. We can have a preliminary discussion and then find some time to get the board together.

Veronica Miranda: I'm not opposed to that, but that won't, replace the timeline here. It still needs to come before the full board and be discussed in public.

Aaron Paternoster: I'm not saying that that's not going to happen, I'm just trying to figure out a way to start working towards a resolution, now, before the deadline.

Emily Ullman: Would you, like, would you want us to try and find a meeting?

Is that what you'd like Veronica? Before next Tuesday? it's not up to me. it's the process that you're referring to would be to do for us now to find that meeting? Would you want Aaron to try and organize that? Let's try and find it now.

Veronica Miranda: It might be a better idea for Aaron to be able to not, have to make that decision right now, but for him to have the chance to look over, kind of, the complaint and the process there on the website, and then decide how he wants to go forward.

Aaron Paternoster: I will reach out to the board by Friday and figure out what the appropriate next step would be, as well as, Veronica, I'd like, you know, I think that you and I could have a discussion as well to try to figure out how to resolve this in between then.

FY2027 Budget Advocacy: Help Secure Legislative Support

On Wednesday, April 15, the House Committee on Ways and Means released its FY27 budget proposal. The House budget follows Governor Healey's recommendation for public housing funding levels:

- **Public Housing Operating Subsidy** (Line 7004-9005) at **\$117,810,000**, 2% increase over FY26
- **Resident Services Coordinators** (Line 7004-4314) at **\$6.5 million**, level-funded for the third consecutive year.

While we appreciate the House Ways and Means Committee maintaining an increase to the subsidy line item, this increase does not keep pace with rising operating costs, many of which far exceed 2% annually. At the same time, due to zero increases to the Resident Service Coordinator (RSC) program for the past couple of years, no new RSC positions have been created, and many small and medium-sized housing authorities remain without access to these essential staff.

After evaluating the House budget, MassNAHRO worked with members to identify House members to file amendments to increase funding for both line items. The following amendments

have been filed:

- **Amendment 754** (Rep. Paul McMurtry): Increases the Operating Subsidy from \$117,810,000 to \$120,000,000
- **Amendment 1365** (Rep. Meghan Kilcoyne): Increases the Resident Service Coordinators line from \$6,500,000 to \$7,500,000

Thank you to member agencies who requested their legislators co-sponsor these amendments. The House is considering all amendments this week.

This is only the second step in a long process, and there is much work to be done. Please keep an eye out for additional legislative alerts as the Senate takes up its budget proposal and advocacy efforts continue. In your advocacy for increased funding, be sure to share specific examples of cost increases at your agency and, where applicable, highlight the impact of Resident Service Coordinators—or the need for them in your community.

To access FY2027 Budget Requests materials to help with your advocacy, go to [Legislative News](#).

Advocacy in Action: MassNAHRO Members Make Voices Heard

On Monday, April 14, more than 70 members of MassNAHRO gathered at the State House for our 2026 Legislative Advocacy Day, underscoring our collective commitment to securing adequate resources for public housing across Massachusetts.

MassNAHRO Executive Director, Donna Brown-Rego, kicked off the program with an overview of our FY27 budget and legislative priorities, highlighting key materials included in member packets to support discussions with legislators throughout the day.

The speaking program featured remarks from Richard Haggerty, House Chair of the Joint Committee on Housing; William Brownsberger, President Pro Tempore of the Senate; and Bruce Tarr, Senate Minority Leader. Each spoke to the importance of public housing and the ongoing need for strong state support for adequate resources.

Next, several Resident Service Coordinators shared powerful stories about their work and the impact they have on residents' lives, reinforcing the importance of increased funding for the program. Thank you to Gilda Cerna, Resident Service Coordinator, Chelsea H.A.; Laura Veligor, Resident Service

Coordinator, Marblehead H.A.; and Jeysa Nortey, Executive Director, Leicester H.A.

MassNAHRO President Peter Proulx encouraged attendees, emphasizing that their voices matter and that being present in the State House makes a difference.

Following the program, housing authority executive directors, board members, and staff met directly with their state legislators, visiting offices throughout the building to present MassNAHRO's FY27 budget priorities and discuss the pressing housing and funding needs in their communities.

Thank you to all who joined us and made the day a success. Your voices are essential to advancing our mission and ensuring strong support for public housing across the Commonwealth. Please watch for upcoming Legislative Alerts and continue your advocacy as the FY2027 budget debate progresses. Contact the

MassNAHRO office with any questions or for more information on budget and legislative priorities.



Photos (clockwise): Donna Brown-Rego and members; House Chair Haggerty; Minority Leader Tarr; President Pro Tempore Brownsberger.

Massachusetts NAHRO
2025-2026 Board of Directors

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Peter Proulx
 Chief Operating Officer
 Worcester Housing Authority

VICE-PRESIDENT - Large HAS

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President's Corner

As we move deeper into 2026, one thing is clear: public housing in Massachusetts is at a pivotal moment. The challenges facing Local Housing Authorities (LHAs) are not new—but they are intensifying. Rising operating

costs, aging infrastructure, and increasing resident needs are converging at the same time that federal housing policy is shifting in ways that may fundamentally alter the landscape we operate in. That is why our advocacy—clear, unified, and persistent—matters now more than ever.

The Commonwealth has continued to demonstrate its commitment to public housing, with the Governor's Draft proposal for the FY27 budget including approximately \$117.8 million for subsidies to Local Housing Authorities, a modest increase of \$2 million intended to help LHAs keep pace with inflation and rising costs.

We are grateful for this support. But we must also be candid: it is not enough.

Housing authorities across Massachusetts are grappling with:

- Escalating insurance premiums
- Increased labor and utility costs
- Ongoing maintenance demands in aging portfolios

Our message to policymakers must be consistent: The Public Housing Authority Subsidy line item must be increased meaningfully and sustainably.

This is not simply about balancing budgets—it is about preserving over 43,000 units of state-aided housing that serve our most vulnerable residents.

Equally important is the continued expansion of the Resident Service Coordinator (RSC) program. The Governor has proposed to level fund the RSC program and an increase of at least \$2 million is vitally important.

We know the impact firsthand:

- Thousands of tenancies preserved annually
- Reduced evictions and shelter entries
- Improved health and well-being for seniors and families

At a time when the Emergency Assistance system remains under pressure, RSCs are one of the most cost-effective homelessness prevention tools we have.

Our advocacy must emphasize this clearly: RSC funding is not optional—it is essential infrastructure.

Compounding these challenges is growing uncertainty at the federal level. The draft FFY27 HUD

continued on page 7

Packed Sessions, Powerful Connections: 2026 Spring Conference

MassNAHRO's 2026 Spring Conference & Exhibition, held March 22-24 at Hotel 1620 in Plymouth, brought together more than 170 housing authority leaders, staff, and board members from across the Commonwealth for three days of learning, collaboration, and connection.

The conference kicked off on Sunday with concurrent sessions focused on key operational topics, including executive director hiring, workplace safety, and building a culture of risk awareness. Attendees then came together for "Right Sized, Real Talk," offering peer-to-peer discussion tailored to agencies of all sizes, followed by a well-attended kickoff reception that set the tone for a highly engaging conference.

Monday began with a welcome plenary and MassNAHRO update featuring guest speakers State Representatives Michelle Badger and Kathleen LaNatra, along with leadership from the Plymouth Housing Authority. The morning continued with a comprehensive EOHLIC Town Hall, where senior state housing officials, including Undersecretary Danielle Bastarache and Assistant Undersecretary Fatima Razzaq,

provided updates and engaged directly with members in an open forum.

Throughout the day, attendees participated in a wide range of concurrent sessions covering legal updates, procurement, resident services, trauma-informed approaches, staff retention, governance, and day-to-day property management challenges. Sessions were designed to provide practical, real-world guidance that participants could bring back to their agencies immediately.

More than 45 vendors packed the exhibit area throughout the day, providing valuable opportunities for members to connect with industry partners and explore new products and services. In addition, scholarship fundraisers held during the conference were a strong success, helping to support future educational opportunities within the public housing community.

Tuesday's sessions continued to build on this momentum, featuring forward-looking topics such as the use of artificial intelligence in housing authority operations, funding shortfalls, management agreements, and federal updates from NAHRO. Attendees also

participated in sessions focused on fair housing communication and effective advocacy, reinforcing the importance of strong engagement with policymakers.

At Tuesday's lunch, members heard from newly-appointed HUD Regional Administrator, Michael Banks, his first speaking opportunity in front of a large crowd of housing officials. We also celebrated the most recent graduates of the Massachusetts Public Housing Administrator (MPHA) Certification.

The conference concluded with interactive roundtable discussions, giving executive directors, staff, and board members the opportunity to share experiences, exchange ideas, and problem-solve with peers from across the state.

Overall, the 2026 Spring Conference delivered a robust agenda of timely and relevant content, meaningful dialogue with state and national leaders, and valuable opportunities for networking and collaboration. Thank you to all who attended and contributed to another successful event. Next year's conference will be at the AC Marriott in Worcester March 21-23.



Photos (clockwise): Representative Michelle Badger; Representative Kathleen LaNatra; MassNAHRO PD Committee Chair Alex Corrales, HUD Regional Administrator Michael Banks, MassNAHRO President Peter Proulx, MassNAHRO E.D. Donna Brown-Rego; MPHA graduates with Alex Corrales: Nancy Messina of Great Barrington, Sharon Kimble of Northampton, Chyvonn Miller of Norton, Dean Harris of Revere, Ben Stone of Brookline, Deb Schwartz of Scituate, Karen Claudio of Randolph, Linda Hassen Czech of Ware; Exhibitor Eastern Bank.



Member Appreciation Event at the Worcester Red Sox May 7

We're rolling out the red carpet for our members - ballpark style! Join us at the WooSox FLEXcon Landing at Polar Park for a fun-filled evening of baseball, classic ballpark fare, great company, and well-deserved appreciation in one of Worcester's favorite venues.



This special evening is our way of saying thank you for being part of the MassNAHRO community. Your leadership, commitment, and partnership strengthen housing authorities across the Commonwealth - and we truly couldn't do this work without you.

Game Plan for the Evening:

- Delicious ballpark eats
- Time to connect with colleagues from across the state
- A brief Member Celebration featuring highlights of our recent accomplishments
- Fun giveaways and surprises
- And of course — WooSox baseball!

Event Schedule:

- 5:00 PM – Landing Gates Open
- 5:15 PM – Member Celebration & Giveaways
- 6:05 PM – First Pitch

The WooSox will be playing the Scranton/Wilkes-Barre RailRiders, the Triple-A affiliate of the New York Yankees. This event is free to attend, but space in the Landing is limited. Be sure to register in advance to secure your spot at www.massnahro.org.

We look forward to celebrating YOU - our members - for all that you do!

Rent Calculation Training

Updates to 760 CMR 6.00 (occupancy standards and tenant participation regulation), effective June 7, 2024, have brought important changes to how rent is calculated in state-aided public housing. Attend this class to be current on how to accurately calculate rents in your state developments.

June 4

Woburn Housing Authority

10:00 AM-3:00 PM

NEWLY REDUCED

Registration Fee: \$50

Fee includes morning coffee, lunch, and materials.

For more information and to register visit our Professional Development page at www.massnahro.org.

Teeing Up Opportunity: Swing for Scholarships This August

Warm weather is here—and that means MassNAHRO is gearing up for one of its most anticipated events of the year: the annual golf tournament to benefit the Past Presidents Memorial Scholarship Fund.



**MassNAHRO
Past
Presidents
Memorial
Scholarship**

For 38 years, this fund has made a meaningful difference in the lives of public housing residents and employees across Massachusetts. Through the generosity of our members and supporters, more than \$703,000 in scholarships has been awarded to 316 individuals, helping them pursue higher education and achieve their goals.

The golf tournament remains the largest fundraiser of the year, and this year promises to be another fantastic event. Join us on Monday, August 10, 2026, at Juniper Hill Golf Course in Northborough for a day of golf, networking, and giving back.

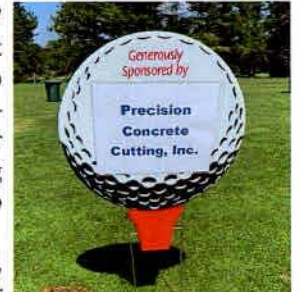
New this year, following the tournament will be a Scholarship Reception at which we will award the 2026 Past Presidents Memorial Scholarships to this year's recipients. We'll also hear from past recipients as they share updates on where their journeys have taken them - bringing the impact of this fund full circle.

Registration is \$150 per person or \$600 per foursome, which includes green fees, cart rental, lunch, a souvenir, gift bag, and admission to the reception.

Can't make it to the tournament? You can still support this important cause. A variety of sponsorship opportunities are available—including Golf Ball Sponsor, Souvenir Sponsor, and Tee Sponsor—offering great visibility while contributing to a meaningful mission.

To register as a golfer or sponsor, visit the MassNAHRO website. For questions or assistance, please contact us at info@massnahro.org or 617-367-0008.

We hope you'll join us for a great day on the course - supporting a great cause.



“What Home Means to Me” Contest

Since 2008, the national “What Home Means to Me” Poster Contest has recognized the amazing, poignant art of children who live in affordable housing across the country. Their heartfelt messages about their homes underscore the importance of the work that housers and community development professionals do. Every year, NAHRO compiles a calendar featuring the posters of 12 children, which are distributed to NAHRO member agencies and Congress.

The national poster contest is the culmination of numerous poster contests held by NAHRO member agencies, state organizations, and regional councils across the United States. NAHRO does not accept national poster contest submissions directly from individuals, member agencies, or state organizations.



MassNAHRO is holding a statewide poster contest and will select one winner from each of the three age categories to send to the region, the New England Regional Council of NAHRO (NERC). NERC will select three posters (one from each age category) from submissions from all the New England states to move on to the national competition.

The 24 regional winners are then judged by a national panel, and 12 national winners are selected to be featured in NAHRO’s “What Home Means to Me” calendar for the following year. All 12 national winners receive cash prizes. The grand prize winner, whose art is also featured on the calendar cover, will also receive a trip to NAHRO’s Washington Conference to meet the NAHRO membership and their Congressional offices.

To be eligible artists, age 5-18, must reside in a household, or be provided a housing-related service (state or federal), managed by a NAHRO member agency in good standing. See details on the statewide contest, including poster specifications, applications, and deadlines at www.massnahro.org. Deadline for MassNAHRO’s contest is May 22.

Save the dates...

MassNAHRO 2026 Annual Conference & Exhibition

September 13-16

Sea Crest Hotel, North Falmouth

Registration opens soon.

Wrangling “Rogue” Board Members: Effective Strategies for Managing Disruptive Board Member Conduct

webinar

Wednesday, May 13

10:00 AM-12:00 PM

presented by:
Atty. Jonathan Driscoll

This presentation provides housing authority leaders with a practical, governance-focused approach to addressing board members whose actions disrupt operations, undermine staff, or interfere with lawful administration.

You will learn how to spot common “rogue” patterns early, document issues without escalating conflict, and use simple conversation tools (one on-ones, curiosity-based questions, and firm boundary statements) to reset roles and decision rights.

We will walk through meeting-ready techniques—agenda control, rule reminders, neutral redirection, and consistent enforcement—so staff and residents aren’t caught in the crossfire.

The session also covers when and how to use formal options (civility policies, ethics/conflict-of-interest processes, censure, committee changes, and removal proceedings) while keeping the focus on accountability, dignity, and the agency’s mission.

After this session, your agency will be better equipped to protect staff, maintain public trust, and reduce legal and reputational risk while keeping the board’s work aligned with its fiduciary duties, open meeting requirements, and the agency’s mission.

Registration Fee: \$149
[\$449 for Non-Members]

To register visit www.massnahro.org.

Massachusetts Public Housing Administrator (MPHA) Certification

Upcoming Classes:

Personnel

presented by: Atty. Jeffrey Driscoll

May 1 9:00 AM - 4:00 PM

Medford H.A.

Financial Elements

presented by: Teresa Ewald, CPA

September 25 12:30 PM - 4:00 PM

Location TBD

Maintenance/Modernization

presented by: James Comer

September 25 9:00 AM - 12:00 PM

Location TBD

Registration Fee: \$199

*MassNAHRO members' first class is free
except Occupancy Cycle.

For information and to register, visit our
Professional Development page at www.massnahro.org.



We have another installment in our Spotlight Series highlighting a Massachusetts housing authority and all of the great work that they are doing!

This Spotlight Housing Authority is the Holyoke Housing Authority ("HHA"). The HHA undertakes a comprehensive approach to housing, pairing resident and

community supports with increased development to provide different housing options to those in need.

In addition to running conventional housing programs, the HHA has over the years undertaken development efforts in varying roles. The HHA is proud to have recently undertaken its own development activities in the South Holyoke neighborhood. This represents an important step for the HHA as it expands its role beyond traditional housing management into directly leading development work.

Designated as the lead developer in 2018, this project reflects a long-term investment in a part of the community that has often gone overlooked. Phase 1 of the South Holyoke Homes project brought 12 newly constructed affordable rental units to the neighborhood and in November of last year, the HHA cut the ribbon on Phase 2. Phase 2 created 20 affordable homeownership units and marked a significant step in expanding access to homeownership in an area where it has been out of reach for many families. Vacant and underutilized lots are now being transformed into homeownership opportunities that support long-term stability and investment in the neighborhood.

Finally, Phase 3 of this project, which will consist of 40 units of affordable rental housing, was awarded tax credits in July 2025. Construction is anticipated to begin in mid 2027.

To provide as many housing opportunities as possible to the entire Holyoke community, the HHA is using its MTW flexibility and Supportive Service resources to curtail programs to meet the needs of our residents. The HHA has been able to utilize innovative programs to improve the lives of residents and set them on the path of self-sufficiency. The HHA has existing partnerships with the Hampden County Sheriff's Department for post release housing stability; Holyoke Public Schools providing voucher assistance to families with school-aged children to combat homelessness and chronic attendance issues; Holyoke Community College where vouchers support unhoused individuals and families to ensure they are able to complete their programs of study; the Holyoke Area Office of the Department of Children and Families ("DCF") providing housing choice vouchers to eligible individuals aging out of the foster care system and lastly The Care Center, where vouchers provide support to young women and mothers to ensure they are stably housed to complete their high school degrees and continue on to Bard College. The HHA is fortunate to provide subsidies in one fashion or another to over 2,000 individuals and families in the area.

continued on page 7

Handbook for Board Members For Sale

The updated 2024 edition of MassNAHRO's *Handbook for Board Members of Public Housing Authorities* is designed to be a resource to board members who provide the governance, leadership, and policies for Massachusetts housing authorities. This book provides an overview of the role of board members, the critical relationships with stakeholders and local officials, and financial responsibilities. It also provides guidance on effective board meetings and various legal considerations.

The cost of the *Handbook* is \$24.99 each or five copies for \$99, including shipping. Order your copy today at www.massnahro.org. As a supplement to the *Handbook*, MassNAHRO created the "[Board Member Resources](#)" page for helpful links and downloadable documents.



Thank You to the 2026 Spring Conference Sponsors



Central Executive Directors Association (CEDA)



PRESIDENT *continued from page 2*

budget proposals signal potential shifts toward mandatory work requirements and time limits for federal public housing residents

These proposals raise serious concerns.

Public housing has always been a cornerstone of stability for working families striving to gain a foothold in an increasingly unaffordable housing market. Imposing rigid federal requirements risks destabilizing precisely those households we are working hardest to support.

If enacted, these policies would:

- Increase administrative burden on housing authorities
 - Potentially displace vulnerable residents
 - Place additional strain on already overburdened state systems
- As members of Mass NAHRO, we must continue to:
- Advocate for increased operating subsidies that reflect real costs
 - Champion expanded RSC funding as a proven intervention
 - Educate policymakers on the risks of federal policy changes
 - Tell the story of public housing—not as a cost, but as an essential public asset

The residents we serve are counting on us.

This is our moment to ensure that Massachusetts not only maintains its commitment—but strengthens it. Together, our voices matter. Let's use them.

Peter Proulx
President, Massachusetts NAHRO, Inc.
Chief Operating Officer, Worcester H.A.

SPOTLIGHT *continued from page 6*

In addition, the HHA has a robust resident services department which supports our growing Family Self-Sufficiency Program, a voluntary program which seeks to help participants make measurable progress toward economic security to lessen the need for welfare and rental assistance. HHA is a HUD approved housing counseling agency and provides in-house one-on-one housing counseling, group First-Time Homebuyer Workshops in English and Spanish and facilitates the City of Holyoke's Downpayment Assistance Program.

Utilizing unique resident services and community resources, Holyoke Housing Authority is showing themselves to be an innovator in public housing. The continued work on the South Holyoke Homes Project, combined with additional investments in current HHA properties, is exciting not just for the community of Holyoke, but for all of us in public housing.

There are over 240 housing authorities across the Commonwealth doing great work like this. Please let us know what your housing authority is up to and we'll feature you in the coming months! Contact Cylas Martell-Crawford, MassNAHRO's Director of Policy & Program Development, at cmartellcrawford@massnahro.org or 617-367-0008.

c a l e n d a r

trainings, conferences, & events...

MAY 13

Wrangling "Rogue" Board Members
webinar

Presented by Atty. Jonathan Driscoll.

See page 5 for details. To register, visit www.massnahro.org.

JUNE 4

State Rent Calculation

Woburn Housing Authority

Presented by CylasMartell-Crawford.

See page 5 for details. To register, visit www.massnahro.org.

SEPTEMBER 13-16

Annual Conference & Exhibition

Sea Crest Hotel, N. Falmouth

Save the dates! Registration will open soon.

MAY 19

MassNAHRO Annual Meeting & Election

via zoom

MassNAHRO will hold its Annual Meeting to elect the 2026-2027 slate of candidates for the Executive Board. Register at www.massnahro.org.

AUGUST 10

2026 Golf Tournament & Scholarship Reception

Juniper Hill Golf Course, Northborough

See details on page 4. Register to play or sponsor at www.massnahro.org.

Massachusetts Chapter
National Association of
Housing & Redevelopment Officials
990 Washington Street, Suite 209
Dedham, MA 02026
617-367-0008
www.massnahro.org

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STATE PUBLIC HOUSING
WAITING LIST
CHAMP

As of May 6, 2026

Number of Family Applicants	47,214
Number of Elderly/Handicapped Applicants	11,976

FEDERAL PUBLIC HOUSING
WAITING LIST

Federal Family	Pending	0
	Eligible	7
	Total	7

Federal Elderly	Pending	0
	Eligible	243
	Total	243

SECTION 8

Section 8 HCV Centralized Waitlist Salem Preference	Pending	0
	Eligible	2429
	Total	2429

Pequot Highlands Project-Based Voucher Program	Pending	23
	Eligible	1777
	Total	1800

New Point Acquisition PBV	Pending	12
	Eligible	844
	Total	856

Lefort PBV	Pending	131
	Eligible	527
	Total	658

(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
5 Barton Sq #2407	Salem	MA	1	04/01/2026	New Admission		04/01/2026

Unit Address	City	State	Bedroom Size	Admission Date	Action Type	Move Out Reason	Effective Date
8C Colonial Terrace	Salem	MA	1	03/04/2024	End Participation		04/01/2026
2A Colonial Terrace	Salem	MA	1	04/24/2026	New Admission		04/24/2026
2B Norton Terrace	Salem	MA	1	04/14/2026	New Admission		04/14/2026
45 St Peter St Unit: 106	Salem	MA	1	04/06/2026	New Admission		04/06/2026
45 St Peter St Unit: 206	Salem	MA	1	04/28/2026	New Admission		04/28/2026

Salem CHAMP List report

Date Pulled	List ID	Criteria	# Applicants Pulled	DNR & Deselected	Eligible candidates	Offers	Offers Accepted	Rejected Units	List Status
1/5/2026	29985803	1 BR Elderly no stairs	50		5	5	4	1	Pending Applicant Response
1/14/2026	30087905	1 BR Elderly Stairs	50		10	5	3	2	Pending Applicant Response
3/19/2026	30483304	2 BR Family	100		4	0	0	0	Pending Screening
4/15/2026	30685506	3 BR Family	100		2	0	0	0	Pending Screening

Update on Capital Modernization Projects May 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, and replace the outlets and fixtures in the units.. The project was bid and Laracy Electrical has been awarded the contract. The project is moving along and the NTP is for 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. SHA voted to accept in April. Contract due from EOHLC and then a preconstruction meeting will be held, and the Notice to Proceed will be issued..

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 Archtiect 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 low bid was \$110,151 by EC Interiors LLC. SHA to vote.

- 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 has moved on to Morency Manor. 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 low bid of \$167,900 from Oakridge Construction was accepted. A preconstruction meeting was held on 4/23/26 and a Notice to Proceed was issued 04/23/26 – 10/19/26. Awaiting schedule to begin.
-
- 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 low bid is \$87,000 by NSI. SHA Board to vote.
-
- 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 Powder House Plumbing through a grant from Action Energy. Awaiting Historic Commission review/approval
-
- 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 is being 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 5/1/2026

5/1/2026

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 4/1/2026: 0

PBV Admissions since 4/1/2026: 0

Units Under Lease as of

5/1/2026

1139



Quarter

Jan 01 - Mar 31, 2026 (Q1)

Site

Housing Authority of Salem, Massachusetts

Client Status	Currently enrolled and all graduated clients	Gender	All Genders	Race and Ethnicity	All Races and Ethnicities
Client Ages	All Ages	Baseline Earnings	All Earnings		

Core Outcomes

Average Annual Earnings



71% increased earnings
\$32,842 average increase

Average Monthly HAP



55% reduced HAP
\$615 average decrease

Average Credit Score

0% increased credit score
0 average increase
0% improved credit score



Quarter

Jan 01 - Mar 31, 2026 (Q1)

Site

Housing Authority of Salem, Massachusetts

Client Status
Currently enrolled and all graduated clients

Gender
All Genders

Baseline Earnings
All Earnings

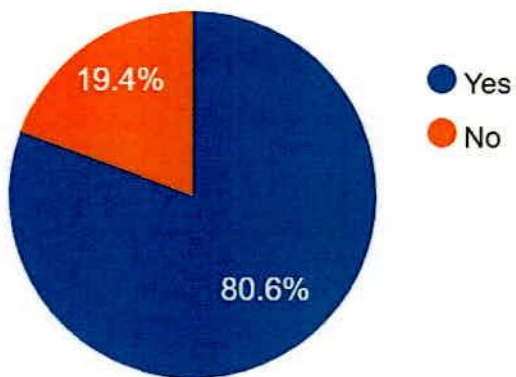
Race and Ethnicity
All Races and Ethnicities

Client Ages
All Ages

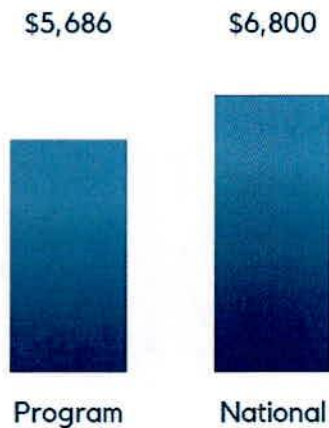
Core Outcomes

Total accumulated escrow for 31 clients is \$142,151

Have Escrow



Average Escrow



Estimated Graduation Rate



Quarter

Jan 01 - Mar 31, 2026 (Q1)

Site

Housing Authority of Salem, Massachusetts

Client Status: Currently enrolled and all graduated clients

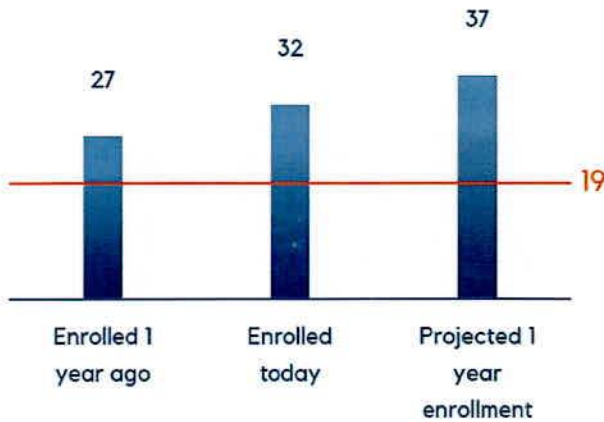
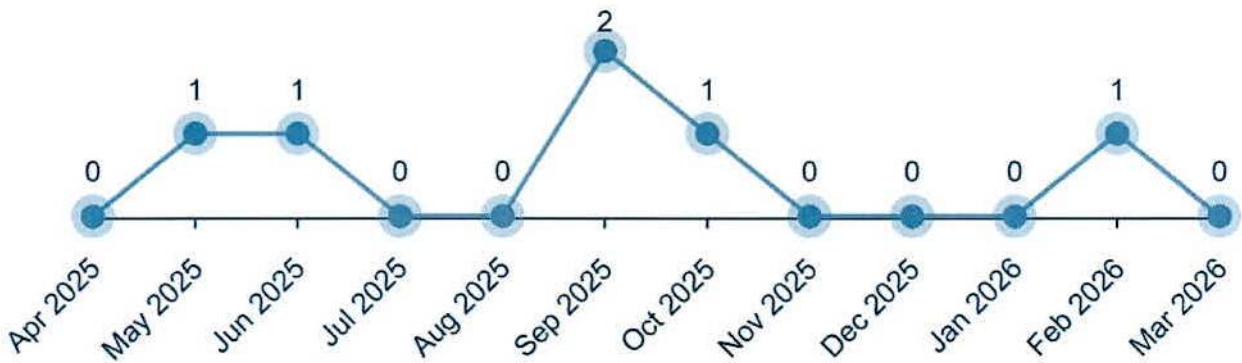
Gender: All Genders
Baseline Earnings: All Earnings

Race and Ethnicity: All Races and Ethnicities

Client Ages: All Ages

Enrollment Trends

New Enrollment by Month



In the last 12 months, there were 6 newly enrolled clients, 1 graduates, and 0 contract terminations. This resulted in an overall increase in enrollment of 5

If these trends continue, you will maintain your target enrollment.



Quarter

Jan 01 - Mar 31, 2026 (Q1)

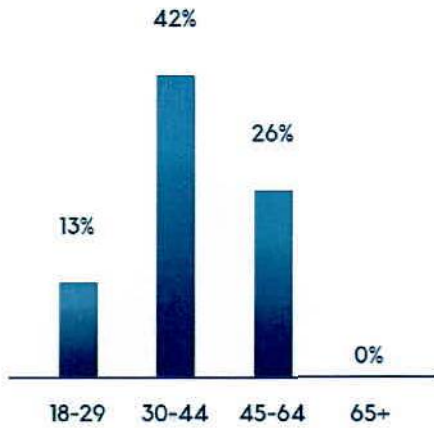
Site

Housing Authority of Salem, Massachusetts

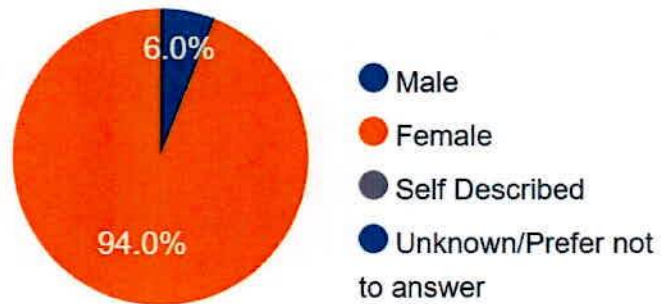
Client Status
Currently enrolled and all graduated clients

Client Demographics

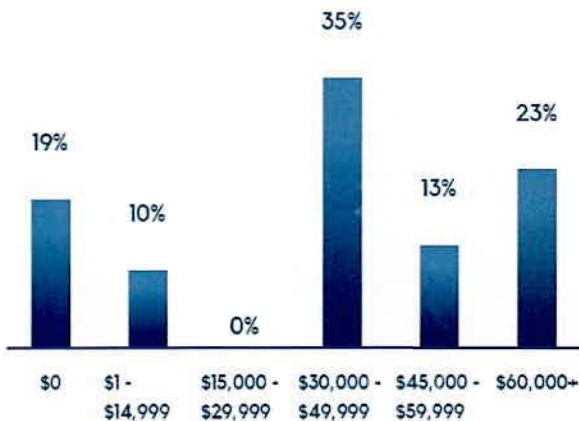
Client Ages



Gender



Baseline Earnings





Quarter

Jan 01 - Mar 31, 2026 (Q1)

Site

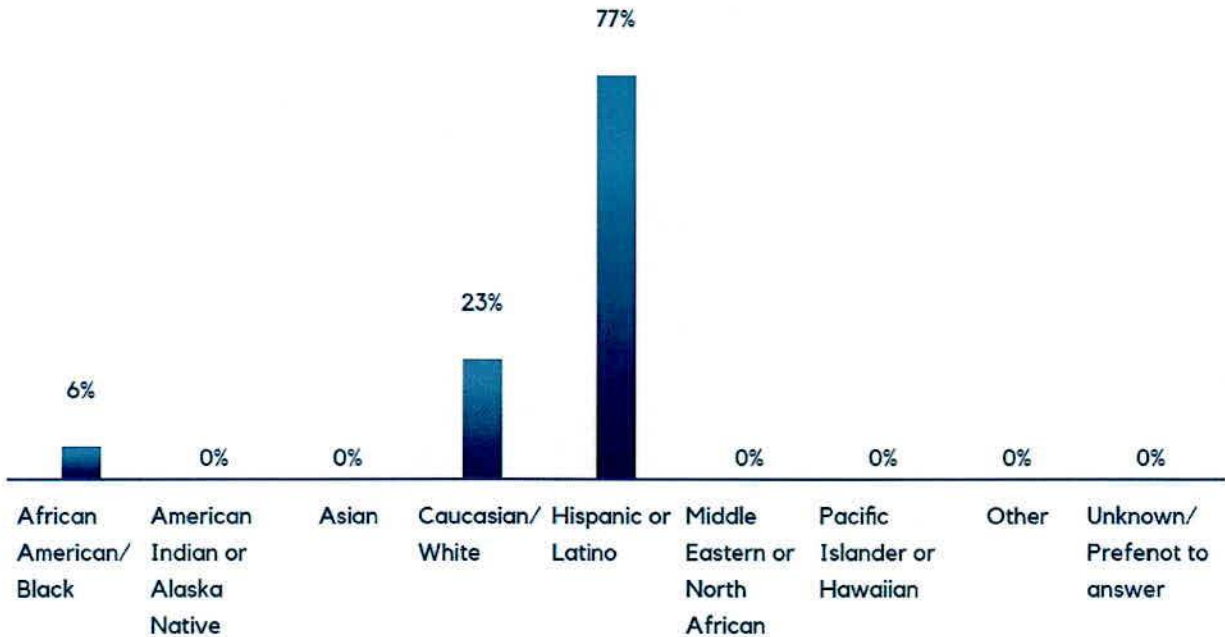
Housing Authority of Salem, Massachusetts

Client Status

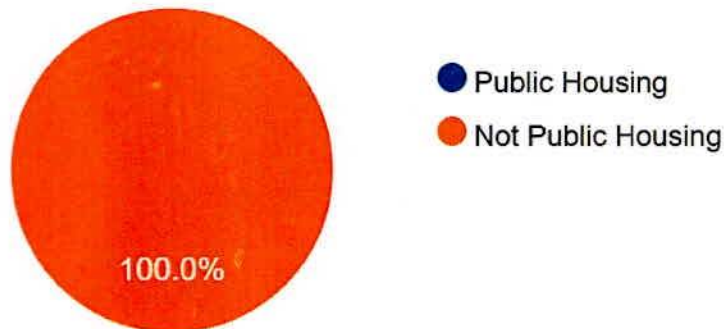
Currently enrolled and all graduated clients

Client Demographics

Race and Ethnicity



Public Housing Tenants



Salem Housing Authority

27 Charter Street
Salem, MA 01970

(978)744-4431



Cathy Hoog
Executive Director

April 1- 30 2026
Kathlyn Valianti

April RSC MONTHLY REPORT

NEW Referrals to RSC: 6
Ongoing case management/referrals: 42

Category:

<u>Mental / behavioral health</u>	<u>6</u>
<u>Housing stabilization support / One time deep cleaning</u>	<u>0</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>61</u>
<u>Health insurance / Health supportive services</u>	<u>6</u>
<u>ther- Distribution of flyers and community events</u>	<u>163</u>
<u>Other</u>	

Referrals made out to other places:

- Salem COA, Salem Pantry, Life Bridge, Gather Health HOU, MassHealth, Healthy Living, Element Care/PACE, AgeSpan, Disability Resource Center, 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, Mass Rehabilitation Commission

Other important info to include:

4/1/26 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

4/6/26 Pioneer Terrace Community hours

4/2/26 Manager's meeting. Zoom

4/8/26 Wellness Wednesday, Kelley at Pioneer Community Room

4/13/26 Legislative Advocacy Day at the State House

4/7/26 Congregate lunch for Ruanne residents with games.

4/15/26 Meeting with Karen Burbure, Resident Service Coordinator at Charter St.

4/15/26 RSC meeting at Charter St.

4/27/26 Pioneer Terrace Community hours

4/22/26 Earth Day Clean up held at Rainbow and Garden Family Housing.

- Wellness Wednesday with Kelley Annese – wellness classes will be added for Charter St residents and Pioneer and Morency.
- Pioneer/Bertram
- Morency/Dalton 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 4/7/26 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 Hoog
Executive Director

April 1- 30 2026
Mary Ann Kairouz

RSC MONTHLY REPORT

NEW Referrals to RSC: 10
Ongoing case management/referrals: 20

Category:

<u>Mental / behavioral health</u>	<u>6</u>
<u>Housing stabilization support / One time deep cleaning</u>	<u>3</u>
<u>Re-certification assistance</u>	<u>4</u>
<u>Housekeeping/ Agency referrals</u>	<u>3</u>
<u>Wellness & fitness</u>	<u>19</u>
<u>Nutrition/Snap applications, food pantry resources</u>	<u>64</u>
<u>Healthy food options, food pantry and emergency shopping</u>	<u>0</u>
<u>Community Engagement / Socialization</u>	<u>61</u>
<u>Health insurance / Health supportive services</u>	<u>6</u>
<u>Other- Distribution of flyers and community events</u>	<u>163</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:

4/1/26 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

4/2/26 Manager's meeting

4/6/26 Pioneer Terrace Community hours

4/6/26 Morency Community hours

4/7/26 Congregate lunch for Ruanne residents with games.

4/7/26 Private conference with tenant and property manager and assistant director of public housing

4/8/26 Wellness Wednesday, Kelley at Pioneer Community Room

4/13/26 Legislative Advocacy Day at the State House

4/14/26 Coffee and Game Day at Charter St

4/15/26 Spiritual workshop- Healing, Loss, Grief -Morency building

4/15/26 Meeting with Karen Burbure, Resident Service Coordinator at Charter St.

4/22/26 Earth Day community clean up at Rainbow and Garden Communities

4/27/26 Pioneer Terrace and Morency Community hours

- Wellness Wednesday with Kelley Annese – wellness classes will be the Morency Community Room and Pioneer Terrace Community Room, April sessions.
- Pioneer/Bertram scheduled for June 17
- Morency/Dalton scheduled for June 24
- Charter St. scheduled for April 8th and June 10th
- Distributed flyers for Kelley Annese; Memory Café and Reiki at the Council on Aging
- Scheduled Lunch with Congregate tenants at Ruane, next scheduled lunch 4/7/26 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 27 – April 30, 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>1</u>
Housing stabilization support, case management	<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 pantry & emergency food shopping</u>	<u>0</u>
<u>Community Engagement, Socialization</u>	<u>21</u>
<u>Health insurance, Health supportive services</u>	<u>0</u>
<u>Other- resources posted in buildings</u>	<u>2</u>
<u>Other-passed out to tenants</u>	<u>165</u>
<u>Other- robo calls of events or services</u>	<u>1</u>
A. <u>Families Robo call</u>	<u>1</u>

Referrals made out to other places:

- Pathways Family Resource Center, MassLinks, MassHire, JobCorps, Xfinity Internet Essentials, DTA, Future Forward, Women's Money Matters, Harborlight Homes Catalyst Supportive Housing, NSCAP, Mission of Deeds, Congressman Seth Molton's office.

Other important info to include:

Salem Housing Authority

27 Charter Street
Salem, MA 01970



(978)744-4431

Cathy Sheehan
Executive Director

- Attended EOHLA's Specialized Family & Supportive Services (SFSS) Open Office Hours (OOH) virtually: Training provided by Department of Mental Health (DMH) Behavioral Health Help Line (BHHL) & Massachusetts Behavioral Health Partnership (MBHP) on clinical assessments, triage, and direct referrals, including "warm handoffs" to providers and follow-up to ensure successful connection to care.
- MASSCAP provided a virtual demo on *My Friend Ben* (benefits tool). A free public benefits and tax credit screener that helps individuals and families see what they may be eligible for in one place, with clear next steps on how to apply.
- RSC's Mary Ann, Kathlyn, Laura, and Alex, along with Cathy Sheehan, and Gary Dean attended the Legislative Advocacy Day at the State House hosted by MassNAHRO. RSC's spoke to legislative aides regarding increased funding to support public housing and its residents as well as a budget request for Resident Service Coordinators (\$10M to sustain and expand the RSC program).
- RSC's held a neighborhood clean-up at Rainbow and Garden Terrace for Earth Day on Wednesday, April 22nd, 2026. About 15 residents helped fill up several bags of trash at Rainbow. At Garden they had 6 residents join. They handed out popsicles at the end of the clean up as a "thank you" to those who helped out with the cleanup.
- There was no socialization this month at the Rainbow mobile due to Salem Pantry's admin schedule for April.
- Alex and MaryAnn will hold monthly office hours on the first Tuesday of every month from 9:00–11:00 AM at 83RT for all Family Housing residents. Residents can stop in for support, ask questions, receive assistance, and access resources. Light refreshments will be provided.
- RSC's are finalizing the planning for the 250th celebration event for Thursday, June 18th at the Garden/Field area at Pioneer Terrace. Flyers will be distributed next month to all Public Housing residents (family and elderly/disabled).
- Alex and Lilly Rojas held virtual interviews with Housing Now applicants for the two-bedroom vacancy at 91RT –a family is currently in the screening process and will be offered the unit upon successful verification of documents.
- 73 RT is still undergoing maintenance. This unit has been offered to a Housing Now family who has successfully gone through the verification process and will be leased up in May.
- Currently, there are three families in the Housing Now Program, resulting in a 38% occupancy rate. Once units 73RT and 91RT are leased up in May, the occupancy rate will increase to 63%. The program will need two additional vacant units in order to reach full occupancy.

**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: 4/1/2026, Created Through: 4/30/2026, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	5	0	5	0.67	0.13
Routine	8	0	8	64.76	8.10
Totals:	13	0	13	65.43	5.03

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	7	0	7	0.75	0.11
Craig Powers	1	0	1	6.17	6.17
Ken Sousa	2	0	2	0.08	0.04
Patric Bishop	5	0	5	58.43	11.69
Totals:	13	0	13	65.43	5.03

**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: 4/1/2026, Created Through: 4/30/2026, 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

404 Total work orders this month

**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: 4/1/2026, Created Through: 4/30/2026, 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	7.96	3.98
Routine	3	2	1	14.08	14.08
Vacant	1	1	0	0.00	N/A
Totals:	6	3	3	22.04	7.35

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	1	0	1	2.33	2.33
Christian Rudloff	2	2	0	0.00	N/A
Craig Powers	1	0	1	14.08	14.08
John DeBenedictis	1	1	0	0.00	N/A
Patric Bishop	1	0	1	5.63	5.63
Totals:	6	3	3	22.04	7.35

**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: 4/1/2026, Created Through: 4/30/2026, 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	3.13	1.04
Routine	1	1	0	0.00	N/A
Totals:	4	1	3	3.13	1.04

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	4	1	3	3.13	1.04
Totals:	4	1	3	3.13	1.04

**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: 4/1/2026, Created Through: 4/30/2026, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	14	0	14	16.39	1.17
Routine	29	4	25	77.79	3.11
Inspection UPCS	4	1	3	14.55	4.85
Totals:	47	5	42	108.73	2.59

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	18	1	17	7.34	0.43
Bill Norris	8	3	5	14.67	2.93
Christian Rudloff	1	1	0	0.00	N/A
Craig Powers	3	0	3	1.33	0.44
Etienne Fabrone	1	0	1	0.21	0.21
Ken Sousa	2	1	1	0.83	0.83
Luis Lopez	2	0	2	14.34	7.17
Michael Fitzgerald	3	0	3	19.55	6.52
Patric Bishop	13	0	13	50.46	3.88
Totals:	47	5	42	108.73	2.59

**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: 4/1/2026, Created Through: 4/30/2026, 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	2.46	0.12
Routine	32	9	23	103.48	4.50
Inspection UPCS	5	1	4	60.68	15.17
Totals:	59	11	48	166.62	3.47

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	25	1	24	12.70	0.53
Bill Norris	6	6	0	0.00	N/A
Christian Rudloff	1	1	0	0.00	N/A
Craig Powers	4	0	4	2.84	0.71
Etienne Fabrone	4	1	3	1.84	0.61
Ken Sousa	6	0	6	14.79	2.47
Michael Fitzgerald	7	2	5	31.38	6.28
Patric Bishop	11	0	11	103.07	9.37
Totals:	59	11	48	166.62	3.47

**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: 4/1/2026, Created Through: 4/30/2026, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	20	1	19	8.38	0.44
Routine	14	3	11	51.75	4.70
Inspection UPCS	1	0	1	10.13	10.13
Totals:	35	4	31	70.26	2.27

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	18	2	16	3.34	0.21
Christian Rudloff	3	2	1	4.25	4.25
Craig Powers	3	0	3	14.66	4.89
Etienne Fabrone	2	0	2	0.33	0.17
Ken Sousa	2	1	1	0.13	0.13
Luis Lopez	1	0	1	0.96	0.96
Michael Fitzgerald	4	0	4	14.30	3.58
Patric Bishop	5	0	5	32.29	6.46
Totals:	35	4	31	70.26	2.27

**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: 4/1/2026, Created Through: 4/30/2026, 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	1.04	1.04
Routine	2	0	2	12.79	6.40
Totals:	3	0	3	13.83	4.61

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	2	0	2	1.08	0.54
Craig Powers	1	0	1	12.71	12.71
Ken Sousa	1	0	1	0.04	0.04
Totals:	3	0	3	13.83	4.61

**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: 4/1/2026, Created Through: 4/30/2026, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	11	0	11	37.41	3.40
Routine	19	3	16	80.13	5.01
Totals:	30	3	27	117.54	4.35

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	9	1	8	5.36	0.67
Bill Norris	1	1	0	0.00	N/A
Christian Rudloff	1	1	0	0.00	N/A
Craig Powers	8	0	8	19.76	2.47
Etienne Fabrune	1	0	1	2.83	2.83
Ken Sousa	3	1	2	1.16	0.58
Michael Fitzgerald	1	0	1	12.79	12.79
Patric Bishop	11	0	11	75.64	6.88
Totals:	30	3	27	117.54	4.35

**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: 4/1/2026, Created Through: 4/30/2026, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	9	0	9	15.95	1.77
Routine	8	4	4	34.55	8.64
Inspection UPCS	3	3	0	0.00	N/A
Totals:	20	7	13	50.50	3.88

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	8	2	6	6.47	1.08
Christian Rudloff	2	2	0	0.00	N/A
Craig Powers	1	1	0	0.00	N/A
Etienne Fabrune	3	1	2	3.80	1.90
John DeBenedictis	1	1	0	0.00	N/A
Patric Bishop	5	0	5	40.23	8.05
Totals:	20	7	13	50.50	3.88

**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: 4/1/2026, Created Through: 4/30/2026, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	47	2	45	24.37	0.54
Routine	63	4	59	97.97	1.66
Preventive	4	1	3	42.04	14.01
Vacant	2	2	0	0.00	N/A
Inspection UPCS	4	0	4	29.13	7.28
Totals:	120	9	111	193.51	1.74

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	51	1	50	20.20	0.40
Bill Norris	4	1	3	6.92	2.31
Christian Rudloff	1	1	0	0.00	N/A
Craig Powers	5	0	5	24.05	4.81
Elienne Fabrune	3	0	3	7.71	2.57
Gary Dean	35	0	35	12.55	0.36
John DeBenedictis	4	4	0	0.00	N/A
Ken Sousa	6	1	5	3.21	0.64
Luis Lopez	35	0	35	12.55	0.36
Michael Fitzgerald	15	1	14	92.89	6.64
Patric Bishop	3	0	3	13.43	4.48
Totals:	120	9	111	193.51	1.74

**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: 4/1/2026, Created Through: 4/30/2026, 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	22.54	3.22
Routine	8	1	7	22.91	3.27
Inspection UPCS	4	0	4	12.97	3.24
Inspection Other	23	6	17	25.48	1.50
Totals:	42	7	35	83.90	2.40

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	10	1	9	14.35	1.59
Bill Norris	8	0	8	12.83	1.60
Craig Powers	7	0	7	17.67	2.52
Elienne Fabrune	4	4	0	0.00	N/A
Michael Fitzgerald	2	0	2	22.75	11.38
Patric Bishop	12	2	10	16.30	1.63
Totals:	42	7	35	83.90	2.40

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

Program(s): State 705

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

Status: All, Status Included:Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee: All, Created From: 4/1/2026, Created Through: 4/30/2026, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Routine	4	2	2	22.05	11.03
Totals:	4	2	2	22.05	11.03

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
John DeBenedictis	2	2	0	0.00	N/A
Patric Bishop	2	0	2	22.05	11.03
Totals:	4	2	2	22.05	11.03

**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: 4/1/2026, Created Through: 4/30/2026, 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	0.13	0.13
Inspection UPCS	3	1	2	78.33	39.17
Inspection Other	8	5	3	10.12	3.37
Totals:	12	6	6	88.58	14.76

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	3	0	3	7.17	2.39
Bill Norris	4	2	2	50.25	25.13
Craig Powers	2	0	2	31.16	15.58
Etienne Fabrone	3	3	0	0.00	N/A
Michael Fitzgerald	1	1	0	0.00	N/A
Totals:	12	6	6	88.58	14.76

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

Program(s): State 705

Project(s): 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: 4/1/2026, Created Through: 4/30/2026, 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 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: 4/1/2026, Created Through: 4/30/2026, 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	0.92	0.92
Routine	3	0	3	8.18	2.73
Totals:	4	0	4	9.10	2.28

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	3	0	3	4.01	1.34
Ken Sousa	1	0	1	0.21	0.21
Michael Fitzgerald	1	0	1	4.88	4.88
Totals:	4	0	4	9.10	2.28

**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: 4/1/2026, Created Through: 4/30/2026, 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	0.21	0.05
Routine	1	0	1	11.13	11.13
Totals:	5	0	5	11.34	2.27

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	3	0	3	0.13	0.04
Craig Powers	1	0	1	0.08	0.08
Michael Fitzgerald	1	0	1	11.13	11.13
Totals:	5	0	5	11.34	2.27

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: 4/1/2026, Created Through: 4/30/2026, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Vacant	3	3	0	0.00	N/A
Totals:	3	3	0	0.00	N/A

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
Ken Sousa	1	1	0	0.00	N/A
Totals:	3	3	0	0.00	N/A

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									
78737	Vacant	92 Rainbow Terrace		04/02/2026 08:00 AM		\$0.00	\$0.00	\$0.00	\$0.00
		Description: repair vacancy							
		Task Description: 507 - Rec vacancy for repair							
78902	Vacant	9 Rainbow Terrace		04/01/2026 08:00 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: 2		Complete: 0		\$0.00	\$0.00	\$0.00	\$0.00
State 200		Incomplete: 2		Complete: 0		\$0.00	\$0.00	\$0.00	\$0.00
Program: State 667									
Project: State Elderly 667-2: Colonial Terrace									
78738	Vacant	8C Colonial Terrace		04/01/2026 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 667									
Project: State Elderly 667-2: Colonial Terrace									
State Elderly 667-2: Colonial Terrace		Incomplete: 1		Complete: 0		\$0.00	\$0.00	\$0.00	\$0.00
State 667		Incomplete: 1		Complete: 0		\$0.00	\$0.00	\$0.00	\$0.00
Grand Totals:		Incomplete: 3		Complete: 0		\$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: 4/1/2026, Completed Through: 4/30/2026

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Vacant	2	0	2	112.63	56.32
Totals:	2	0	2	112.63	56.32

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Bill Norris	1	0	1	51.38	51.38
Craig Powers	1	0	1	61.25	61.25
Totals:	2	0	2	112.63	56.32

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	04/22/2026 04:00 PM	\$0.00	\$1,389.51	\$1,389.51	\$0.00
Description: repair vacancy									
Completed Description: remove closet door install closet doors remove trash. Repair shells clean remove trash, repair intercom handset. Repair cabinets clean. repair light loose mooting table on hall light disconnect water top drawer unit. Order picks up install new chair height press toilet repair flag new supply line seat. wash wax floor									
Task Description: 507 - Rec vacancy for repair									
State Elderly 667-6: Morency Manor		Incomplete: 0		Complete: 1		\$0.00	\$1,389.51	\$1,389.51	\$0.00
State 667		Incomplete: 0		Complete: 1		\$0.00	\$1,389.51	\$1,389.51	\$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	04/08/2026 02:00 PM	\$0.00	\$69.36	\$69.36	\$0.00
Description: repair vacancy									
Completed Description: Check for repairs, replaced broken phone jack									
Task Description: 507 - Rec vacancy for repair									
State Family 705-2B: 117 Congress St.		Incomplete: 0		Complete: 1		\$0.00	\$69.36	\$69.36	\$0.00
State 705		Incomplete: 0		Complete: 1		\$0.00	\$69.36	\$69.36	\$0.00
Grand Totals:		Incomplete: 0		Complete: 2		\$0.00	\$1,458.87	\$1,458.87	\$0.00

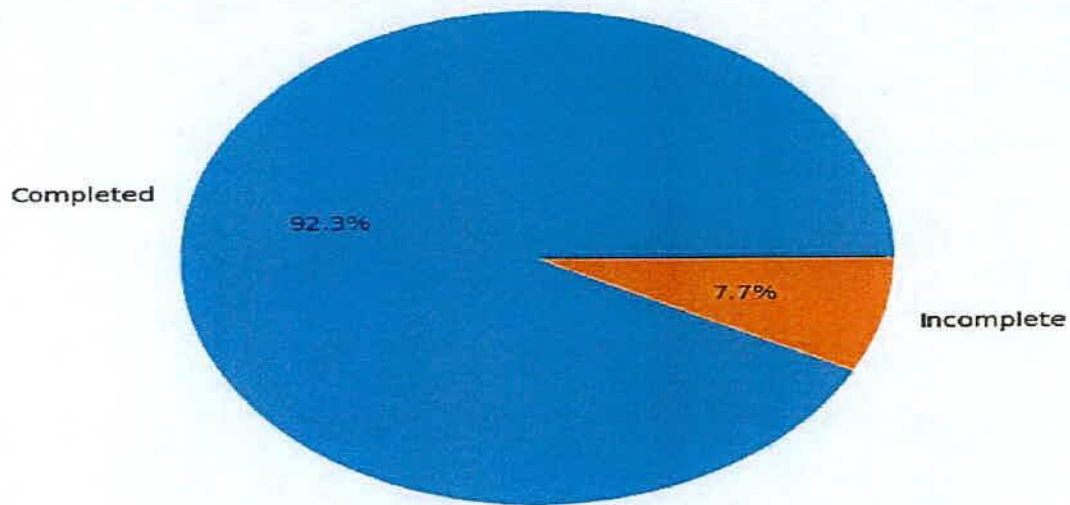
Salem Housing Authority April 2026 Work Order Report Board of Directors Meeting Charts & Graphics

April 2026 Maintenance Summary

- Total Work Orders: 404
 - Completed Work Orders: 373
 - Incomplete Work Orders: 31
 - Completion Rate: 92.3%
 - Emergency Work Orders Completed: 144
 - Average Overall Completion Time: 3.30 Days
-

Overall Completion Status

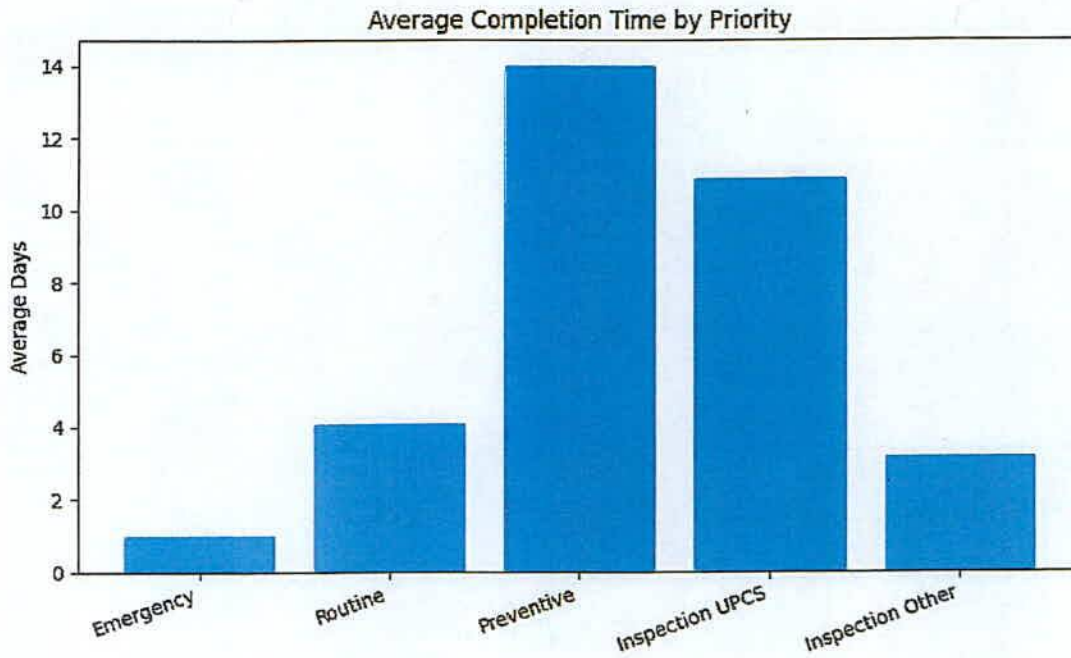
Overall Work Order Completion Status



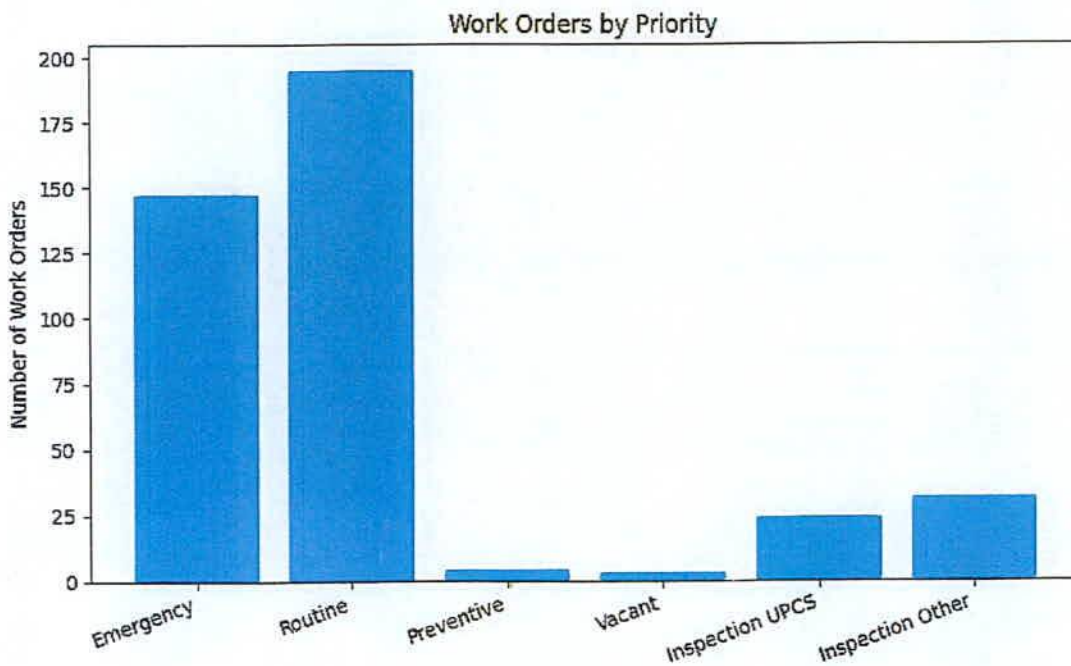
The maintenance department completed 92.3% of all work orders during April 2026.

Work Orders by Priority

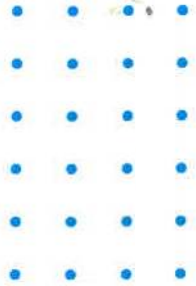
Average Completion Time by Priority



Emergency work orders continued to be completed rapidly, averaging less than one day to resolution.



Routine and emergency work orders accounted for the majority of maintenance activity during the month.



Earth Day Neighborhood Clean Up

Wednesday, April 22, 2026

10 AM- 11 AM

Rainbow Terrace

Be part of our Earth Day neighborhood clean-up at Rainbow Terrace on Wednesday, April 22nd from 10AM-11AM. Meet in front of 83 Rainbow Terrace to pick up cleaning supplies, and enjoy a popsicle afterwards as a thank-you for lending a hand!





Día de la Tierra Limpieza del Barrio

Miércoles, 22 de abril de 2026

10 a. m. - 11 a. m.

Rainbow Terrace

Forma parte de nuestra limpieza comunitaria del vecindario por el Día de la Tierra en Rainbow Terrace el miércoles 22 de abril de 10:00 a. m. - 11:00 a. m. Reúnete frente al 83 de Rainbow Terrace para recoger los materiales de limpieza y disfruta de una paleta después como agradecimiento por tu ayuda



Upcoming Classes



At 245 St. Peter's St., Morency Community
Room

In these classes, we'll explore the basics of using laptop computers in a friendly, relaxed environment. We'll look at the hardware that makes them work, along with important settings, tools, and everyday functions. Bring your questions and concerns—there will be plenty of time for Q&A. We look forward to seeing you there!



MAY
6th

WEDNESDAY
TIME 10:00AM

MAY
11th

MONDAY
TIME 10:00AM

MAY
25th

MONDAY
TIME 10:00AM

JUNE
8th

MONDAY
TIME 10:00AM

JUNE
15th

MONDAY
TIME 10:00AM

Upcoming Classes



At 27 Charter St., Community Room

In these classes, we'll explore the basics of using laptop computers in a friendly, relaxed environment. We'll look at the hardware that makes them work, along with important settings, tools, and everyday functions. Bring your questions and concerns—there will be plenty of time for Q&A. We look forward to seeing you there!



MAY
5th

TUESDAY
TIME 1:00PM

MAY
13th

WEDNESDAY
TIME 10:00AM

MAY
20th

WEDNESDAY
TIME 10:00AM

MAY
27th

WEDNESDAY
TIME 10:00AM

JUNE
3rd

WEDNESDAY
TIME 10:00AM

JUNE
10th

WEDNESDAY
TIME 10:00AM

JUNE
17th

WEDNESDAY
TIME 10:00AM

**Salem Housing Authority
Vendor Payment History Report
April 2026**

Check Name	Description	Amount
Revolving Fund		
A-1 Exterminators, Inc.	03-20: FC: Sentinel Service Call 03-20: FC: Outside Rodent Control	<u>\$650.00</u>
Aaron Patemoster	03-26: Board Comp.	<u>\$1,347.00</u>
Aflac	1 CHK 04-26: Aflac	<u>\$397.16</u>
AFSCME Council 93	0-29-26: Union Dues 04-05-26: Union Dues 04-12-26: Union Dues 04-19-26: Union Dues	<u>\$429.12</u>
Employee	NOW: Mileage Reimbursement	<u>\$43.64</u>
Resident	2 CHK 04-26: Power #306	<u>\$2.00</u> <u>\$2.00</u>
Employee	3 CHK 03-30-26: Reimbursement	<u>\$37.97</u>
Appliance Parts Center	Stove Parts	<u>\$505.15</u>
BC Jaclen Tower Limited Partnership	04-26: Rents	<u>\$1,670.00</u>
Beals and Thomas, Inc.	#258197/#2: A/E	<u>\$3,000.00</u>
Bell Fund VI Salem LLC	04-26: Rents	<u>\$11,708.89</u>
Blue Triton Brands, Inc.	Sec.8: 3/Water & Cups	\$25.06
	667-5: 5/Water & Cups	\$38.44
	16A RT: Water & Cups	\$45.13
	Sec.8: 2/5 Gal. Water	\$13.38
		<u>\$122.01</u>

**Salem Housing Authority
Vendor Payment History Report
April 2026**

Boston Mutual Life Ins. Co.

03-26: Add'l Life

\$367.61

Brown & Brown Insurance
Services, Inc.

4 CHK

04-26/04-27: Zisson
Umbrella

\$39,781.18

Caribe Communications &
Publications, Inc.

AD: Sec. 8:
Receptionist
04-16: Ad: Facilities
and Operations
04-02: Ad: Sec.8
Receptionist

\$1,050.00

Casey Lundregan Burns,
P.C.

All: Legal Services

\$36,808.63

C Sheehan

MA Nahro Spring Conf.:
C. Sheehan

\$75.64

Charter Street Tenants
Association

5 CHK

Replace Broken
Planters

\$56.61

City Of Salem

6 CHK

Flammable Permits
CMP-21-19: 34 RT

\$60.00

7 CHK

Flammable Permits
CMP-12-17: 27 Charter
St.

\$60.00

8 CHK

Flammable Permits
CMP-21-18: 45 St.
Peter St.

\$60.00

\$180.00

City Of Salem

9 CHK

E-25-289: 122.5 Boston
St.

\$35.00

City Of Salem

10 CHK

P-23-209: PT

11 CHK

P- 23-209 PT Balance

\$80.00

City Of Salem

11-25: 623.525 Gals.

11-25: SEC.8: 48.612
Gals.

\$1,459.54

\$1,459.54

City Of Salem

200: 125,451 Cu. Ft.

667: 118,576 Cu. Ft.

705: 14,839 Cu. Ft.

**Salem Housing Authority
Vendor Payment History Report
April 2026**

705-4: 7,931 Cu. Ft.
30: 24,481 Cu. Ft.

\$35,160.04

Comcast

12	CHK	Various Sites: Cable, Wifi Camera Connection	
13	CHK	Various Sites: Cable, Wifi Camera Connection	
14	CHK	Various Sites: Cable, Wifi Camera Connection	
15	CHK	Various Sites: Cable, Wifi Camera Connection	

\$3,344.94

**Commonwealth Of
Massachusetts**

16	CHK	FY25: Admin. Costs	
17	CHK	01-26/03-26: Active Employees 01-26/03-26: Retiree's 01-26/03-26: Survivor's	

\$2,270.64

\$146,904.42

\$149,175.06

**Commonwealth of
Massachusetts**

18	CHK	04-18-26: Toll	
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\$3.15

\$3.15

**Dearborn Life Insurance
Company**

19	CHK	04-26: STD insurance	
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\$447.45

\$447.45

Delta Beckwith Elevator

20	CHK	09-25: Maintenance	
21	CHK	03-26: Elevator Maintenance	
22	CHK	667-6: Car Controller- Relay	

\$2,745.00

\$2,745.00

\$1,080.00

\$6,570.00

**DeStefano Landscaping,
LLC**

25-26: Snow
Management
25-26 Snow
Management

\$49,980.00

Emily Ullman

03-26: Board Comp.

\$1,347.00

F. W. Webb Company

667: Toilet
Mechanic Room: Sump
Pump
667-5: Plumping
Supplies

**Salem Housing Authority
Vendor Payment History Report
April 2026**

	667-6: Plumbing Supplies	\$1,948.39
	RT: Boiler Parts	
	RT: Boiler Parts	
	RT: Boiler Parts	
	667-5: Kitchen Sink & Accessories	\$3,297.70
	667-6: Toilet & Accessories	\$708.87
		<u>\$5,954.96</u>
Fairweather Preservation Assoc. Lmt. Partnership		
	04-26: Rents	
		<u>\$8,000.00</u>
Fenton, Ewald & Associates, P.C.		
	03-26: Accounting	
		<u>\$5,424.00</u>
Forshaw, Inc.		
	Extermination Supplies	
	Exterminator Supplies	
		<u>\$6,216.58</u>
Gail Neibaur		
	Sec. 8: Consult. Leefort Project Based	
		<u>\$3,510.00</u>
Greater Salem Employees Federal Credit Union		
	03-29-26: Credit Union	
	04-05-26: Credit Union	
	04-12-26: Credit Union	
	04-19-26: Credit Union	
		<u>\$3,200.00</u>
H. T. Berry Company, LLC a Brady PLUS company		
	Maintenance Supplies	
		<u>\$1,490.67</u>
Haier US Appliance Solutions, Inc.		
	20 & 667: 5/Stoves	
		<u>\$5,130.00</u>
Hayden's Systems, Inc.		
	705-4: Install Starlink Fire Alarm Communicator	
	Bert: Install Starlink Fire Alarm Communicator	
	667-7A: Starlink Fire Alarm Communicator	
	Power: Elevator Inspection	
	667-7B: Elevator Inspection	

**Salem Housing Authority
Vendor Payment History Report
April 2026**

667-6: Elevator
Inspection

\$4,927.00

HD Supply Facilities

23	CHK	Maintenance Supplies	\$140.56
24	CHK	Maintenance Supplies	\$2,788.96
25	CHK	Replacement Cable	\$358.81
26	CHK	Maintenance Supplies	\$6,488.84
			<u>\$9,777.20</u>

Homeland Industrial Supply

Maintenance Supplies

\$5,208.02

**Institute for Environmental
Education, Inc.**

27	CHK	03-23&24: MA CSL Train: 1 employee 05-27: MA Lead-Safe Refresher: 2 employees	\$625.00
28	CHK	04-22: 1 employee:	\$250.00
			<u>\$875.00</u>

Intellibeam LLC

2025-2026: Annual
Business & Protection
03-26: 3 Lines, 911,
Call ID
03-26: Computer
Maintenance
2026/2027: Antivirus
Webroot

\$17,439.94

Jilcraft Inc.

Sec.8: 15,000 Regular
Envelopes

\$1,495.00

John Skouras & Co., Inc.

8/ 1 Bedroom, 3/ 2
bedrooms, 5/ 3
bedrooms

\$11,050.00

Kelley Annese

PRE2004: 03-25/04-08:
Wellness Program

\$625.00

Klein Hornig LLP

17-21 1ST St: 02-03-
26/02-18-26:
Professional Services

\$5,475.00

Labor Logic LLC d/b/a

03-26: Monthly Service

\$140.00

Laracy Electrical

29	CHK	258150 Permits 14	
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\$5,900.81

**Salem Housing Authority
Vendor Payment History Report
April 2026**

M.A.H.A.M.S.

30 CHK 2026 Membership Dues

\$215.00

Manchester Tool Repair

Jetter Repair

\$776.40

Mass Floors, Inc.

RT: VCT, Cove Base,
Strips
667-6: VCT, Cove
Base, Rip Up Carpet
667-5: VCT, Cove Base

705-4: LVT, Cove Base,
Dispose

\$27,483.98

Massnahro Insurance

31 CHK 25-26 Audit

\$5,775.00

Mini Warehousing, Inc.

04-02/05-01: 16A RT:
Storage
04-12/05-11-26: RT:
Storage

\$235.00

National Grid

32 CHK 200: 2,480 KWH
667: 385,065 KWH
705: 2,328 KWH
30: 10,466 KWH

\$78,167.51

National Grid

33 CHK 667: 364 KWH
200: 235 KWH

\$171.51

34 CHK 667: 907 KWH
200: 60 KWH
705-4: 26 KWH
30: 124 KWH
Sec.:8: 2,561 KWH

\$1,328.44

35 CHK 667: 324 KWH
200: 125 KWH
705: 25 KWH
705-4: 48 KWH
30: 60 KWH

\$255.16

36 CHK 200: 111 KWH

\$46.69

37 CHK 20: 211 KWH

\$63.02

\$1,864.82

National Grid

38 CHK 667: 2,699.89 Therms.

200: 1,571 Therms.
705-4: 0 Therms.

**Salem Housing Authority
Vendor Payment History Report
April 2026**

			30: 557 Therms.		\$9,328.66
39	CHK		667: 577.9 Therms.		
			200: 125 Therms.		
			30: 432.5 Therms.		\$2,353.77
					\$11,682.45

North of Boston Media

AD: 3-18-26 Director of Maintenance
AD: 03-21 & 3-24: Director of Maintenance

Legal AD: 3-25: 667-7A Roof Replacement
AD: 3-26 & 3-28: Sec. 8 Receptionist
AD: 3-28 & 3-31: Sec. 8 Receptionist

\$1,650.70

NRG Business Marketing

			667: 1,997.9 Therms.		\$1,124.81
40	CHK		667: 817.9 Therms.		\$460.48
41	CHK		667: 599.4 Therms.		
42	CHK		200: 1634.7 Therms.		\$1,257.79
					\$2,843.08

O'D Answering Services,

03-21/04-20:
Answering Service

\$2,084.00

OnLine Information

Sec. 8: 44 Criminal Reports
Sec. 8: 20/ Social Serv. Verification Reports

Sec. 8: 2 Criminal Reports
Sec. 8: 41 Social Services Verification Reports
26 Criminal Reports
4 Income Verifications

\$4,559.40

Patricia Morsillo

03-26: Board Comp.

\$1,347.00

Patriot Constable Service,

5 constable services

\$150.00

Employee

03-12-26/03-24-26:
reimbursemnt Parking
03-25/04-
01:reimbursement
Parking

\$45.75

Pitney Bowes Bank Inc.

**Salem Housing Authority
Vendor Payment History Report
April 2026**

43	CHK	Sec.8 Postage	<u>\$8,000.00</u>
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Principal Bank as Custodian

44	CHK	03-29-26: Deferred Comp. "OBRA"	\$195.12
45	CHK	04-05-26: Deferred Comp. "OBRA"	\$200.39
46	CHK	04-12-26: Deferred Comp. "OBRA"	\$241.88
47	CHK	04-19-26: Deferred Comp. "OBRA"	\$240.38
48	CHK	04-26-26: Deferred Comp. "OBRA"	\$212.38
			<u>\$1,090.15</u>

Principal Bank as Custodian

49	CHK	03-29-26: Deferred Comp.	\$1,090.00
50	CHK	024-05-26; Deferred Comp.	\$1,090.00
51	CHK	04-12-26: Deferred Comp.	\$1,090.00
52	CHK	04-19-26: Deferred Comp.	\$1,090.00
53	CHK	04-26-26 Deferred Comp.	\$1,090.00
			<u>\$5,450.00</u>

PureSky Payment Services

01-01/01-31: Solar	<u>\$18,685.03</u>
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Rafael Batista

03-26: Maintenance	
667-5: Deep Clean	
705-4: Clean Unit	
PT: Clean Unit	
Zisson: Deep Clean	
<u>\$8,050.00</u>	

Recap Advisors, LLC D/B/A

03-01/03-31: Public Housing Asset Repositioning	<u>\$221.25</u>
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Reworld Sustainable

03-27: Trash Disposal	<u>\$53.77</u>
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Richard W. Griffin d/b/a

258199 #4 Asbestos	
258199 #5 Fee	
#258182/#4: Asbestos	
<u>\$8,900.00</u>	

Romell Kidd

03-26: Board Comp.	<u>\$1,347.00</u>
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Rosimara Sneed

54	CHK	RT: Reimbursement for Hotel Charges
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**Salem Housing Authority
Vendor Payment History Report
April 2026**

\$904.77

S&D Petroleum Inc.d/b/a

#247: Oil Change,
Battery & Wheel
Alignment
#247: Inspection
#232: Oil change &
Hazard Materials
#235: Front Brakes ,
Rewire Camera & rep.
Tail Light
#240: Front & Rear
Brakes Tire Rotation

\$1,992.21

Safety Insurance Co.

55 CHK 09-25/09-26: 2015
Utility Van

\$790.00

Salem Contributory

03-29-26: Retirement
04-05-26: Retirement
04-12-26: Retirement
04-19-26: Retirement

\$20,968.16

Sperling Interactive

04-26: Website
Maintenance

\$520.00

TASC

56 CHK 04-02-26: TASC:

\$5.00

The Norfolk Companies,

RT: Cabinets

\$1,707.92

The W. W. Williams

667-6: Annual
Generator Test
667-7B: Annual
Generator Test

\$878.00

Thomson Reuter-West

2026 General Laws

\$191.00

Toshiba America Business

03-15/04-14: 667-5 &
16A RT Copier

\$608.00

Total Administrative

04-02-26: TASC:
04-09-26: TASC:
04-16-26: TASC:
04-23-26: TASC:

\$723.00

Total Administrative

04-02-26: TASC:

**Salem Housing Authority
Vendor Payment History Report
April 2026**

04-09-26: TASC:
04-19-26: TASC:
04-23-26: TASC:

\$384.60

Town of Marblehead

57 CHK 03-02/03-30: Trash Disposal

\$2,211.20

Uline, Inc.

Maintenance Supplies

\$1,917.43

Verizon

58 CHK 3-11/4-10: Cell Phones

\$1,196.87

Veronica Joy Miranda

03-26: Board Comp.

\$1,347.00

W. B. Mason Co., Inc.

Office Supplies
Office Supplies
Sec. 8: Office Supplies
Sec.8: Coffee Supplies

\$3,022.02

W. W. Grainger

Cordless Hammer Drill

\$303.84

Harpers Payroll

04/02/26 Payroll	\$40,842.24
State & Federal Withholding	\$9,435.74
Harpers Invoice	\$107.63
04/09/2026 Payroll	\$44,448.11
State & Federal Withholding	\$10,981.58
Harpers Invoice	\$109.53
04/16/26 Payroll	\$43,702.00
State & Federal Withholding	\$10,754.68
Harpers Invoice	\$105.73
04/23/26 Payroll	\$45,384.99
State & Federal Withholding	\$11,810.01
Harpers Invoice	\$107.83
04/30/26 Payroll	\$42,626.07
State & Federal Withholding	\$10,800.61
Harpers Invoice	\$105.73
	<u>\$271,322.48</u>

Total Checks: 58

**Total
Payme
nts:**

\$678,022.35

Totals for Revolving Fund:

\$949,344.83

**Salem Housing Authority
Vendor Payment History Report
April 2026**

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 **March 31, 2026**, and the related statements of Revenues and Expenses for the **6** 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 is 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: April 16, 2026

Salem Housing Authority
6 months ending
March 31, 2026

AGENCY WIDE OPERATING STATEMENT
Year To Date Actual

Fenton, Ewald & Associates, P.C.
4/16/2026

Account Number	Classification	Federal Conventional	Section 8 HCVP	State Consolidated 400-1	Admin. Management Program	MRVP	Total	Pro-Rated Budget	\$ Favorable (Unfavorable)	% Favorable (Unfavorable)
OPERATING RECEIPTS										
3110	Shelter Rent - Tenant	94,079		1,955,566			2,049,644	2,155,869	(106,025)	-5%
3115	Shelter Rent - Federal Sect. 8	0		0			0	260,046	(260,046)	-100%
3190	Non Dwelling Rentals	0		0			0	0	0	0%
3400	Administrative Fees (S8, MOB, MRVP)		945,870	0	77,686	16,060	1,039,596	1,015,762	23,834	2%
3810	Interest on Investments - Unrestricted	11,915	10,328	11,045	0	155	33,444	34,800	(1,356)	-4%
3611	Interest on Investments - Restricted			0			0	0	0	0%
3690	Other Revenue	10,600	47,093	26,202	11,610	0	95,505	155,257	(59,752)	-38%
3950	Operating Grants			0			0	0	0	0%
3691	Other Revenue Retained			224,702		0	224,702	204,951	19,752	10%
3801	Operating Subsidy	66,457		1,085,399		482,596	1,635,452	1,511,290	124,162	8%
TOTAL OPERATING RECEIPTS		183,051	1,003,291	3,303,915	89,276	498,811	5,078,343	5,337,774	(259,431)	-5%
OPERATING EXPENDITURES										
ADMINISTRATIVE										
4110	Administration Salaries	21,905	605,920	502,032	40,177	6,238	1,178,272	1,074,049	(104,223)	-10%
4120	Compensated Absences	0	0	0	0	0	0	12,458	12,458	100%
4130	Legal	11,972	61,842	101,661	1,568	111	177,053	196,500	19,447	10%
4140	Compensation-Board Members			14,362		0	14,362	14,731	369	3%
4150	Travel And Related Expenses	33	5,470	581	0	0	6,084	10,000	3,916	39%
4170	Accounting Services	5,092	13,868	9,738	2,680	850	32,228	33,269	1,041	3%
4171	Audit Services	444	15,339	7,704	0	513	24,000	22,500	(1,500)	-7%
4180	Office Rent	0	40,221	0	0	0	40,221	32,996	(7,225)	-22%
4190	Administrative Other	10,736	158,847	102,039	9,807	1,561	282,990	273,054	(9,937)	-4%
4190.1	Mixed Population Salary		0	0	0	0	0	108,610	108,610	100%
TOTAL ADMINISTRATIVE EXPENSE		50,182	901,507	738,017	54,232	11,273	1,755,211	1,778,167	22,956	1%
4230	Resident Services	0		8,745		0	8,745	8,938	193	2%
UTILITIES										
4310	Water & Sewer	20,626		240,572			261,198	267,510	6,312	2%
4320	Electricity	21,710		36,918			58,628	421,463	362,834	86%
4330	Gas	13,692		66,132			79,824	62,472	(17,352)	-28%
4340	Fuel	0		0			0	0	0	0%
4360	Energy Conservation	0		0			0	0	0	0%
4390	Other	0		422,866			422,866	0	(422,866)	#DIV/0!
TOTAL UTILITIES EXPENSE		56,028	0	766,487	0	0	822,516	751,444	(71,072)	-9%
ORDINARY MAINTENANCE										
4410	Maintenance Labor	25,292		448,461			473,754	509,535	35,781	7%
4420	Materials And Supplies	9,315		107,288			116,603	175,000	58,397	33%
4430	Contract Costs	35,537		258,918			294,455	318,000	21,545	7%
TOTAL ORDINARY MAINTENANCE		70,144	0	814,668	0	0	884,812	1,000,535	115,723	12%
GENERAL EXPENSE										
4510	Insurance	62,415	23,402	129,280	1,054	193	216,344	225,193	8,849	4%
4520	Pilot	3,805		6,144			9,949	12,261	2,312	19%
4540	Employee Benefits	21,631	222,546	356,474	18,570	2,437	621,659	620,918	(741)	0%
4570	Collection Losses	0		26,423		0	26,423	26,000	(423)	-2%
4590	COVID related Costs		0	0		0	0	0	0	0%
4580/90	Other General Expenses - Port Out Fees	0	83,992				83,992	85,000	1,008	1%
TOTAL GENERAL EXPENSES		87,851	329,940	518,321	19,624	2,630	958,366	969,372	11,006	1%
TOTAL OPERATING EXPENSES		264,206	1,231,446	2,846,237	73,857	13,903	4,429,649	4,508,455	78,806	2%
NET INCOME (DEFICIT) BEFORE SUBSIDY and NON-ROUTINE EXPENSES		(147,612)	(228,155)	(628,722)	15,419	2,312	(986,758)	(681,971)	(304,787)	45%
NET INCOME (DEFICIT) BEFORE NON-ROUTINE, and INCLUDING SUBSIDY		(81,156)	(228,155)	457,677	15,419	484,908	648,694	829,319	(180,625)	-22%
NONROUTINE EXPENSES AND (CREDITS)										
4610	Extraordinary Maintenance / Direct Use of Reserves	64,891	0	92,570		0	157,461	175,000	17,539	10%
4611	Equip. Purchased - Non Capitalized			24,497		0	24,497	40,000	15,503	39%
4612	Restricted Reserve Expenditures			0		0	0	0	0	0%
4715	Housing Assistance Payments			0		482,596	482,596	482,596	0	0%
7520	Replacement of Equipment	0	0	16,513			16,513	65,000	48,487	75%
7540	Betterments & Additions	0		0			0	0	0	0%
4801	Depreciation Expense			0			0	0	0	0%
TOTAL NONROUTINE EXPENSES		64,891	0	133,580	0	482,596	681,067	762,596	81,529	11%
2700 NET INCOME (DEFICIT)		(146,047)	(228,155)	324,097	15,419	2,312	(32,373)	66,723	(99,096)	-149%

Salem Housing Authority
PROJECT MA06-P055-003,7
BALANCE SHEET - March 31, 2026

ASSETS

CASH - GENERAL FUND - DEV AND/OR OPS	\$ 733,252.64	
PETTY CASH	0.00	\$ 733,252.64
ACCOUNTS RECEIVABLE TENANTS - Net	6,644.24	
ALLOWANCE FOR DOUBTFUL ACCOUNTS - TENANTS	(4,120.24)	
ACCOUNTS RECEIVABLE - HUD	0.00	
ACCOUNTS RECEIVABLE - Other	0.00	2,524.00
ADVANCE - LIMITED REV FUND		25,000.00
PREPAID INSURANCE	69,923.00	
INVENTORY - MATERIALS	0.00	
DEFERRED CHARGES - OTHER	0.00	
DEFERRED CHARGES - RETIREMENT	4,764.00	
INTERPROGRAM DUE TO / DUE FROM	0.00	74,687.00
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	982,507.30	
BUILDINGS - EQ. TRANSFERRED IN	0.00	
DEFERRED OUTFLOW OF RESOURCES	45,482.00	1,427,659.92
<u>TOTAL ASSETS</u>		<u>\$ 2,263,123.56</u>

LIABILITIES AND SURPLUS

ACCOUNTS PAYABLE	\$ -	
BID DEPOSIT	0.00	
TENANT PET DEPOSITS	522.68	
ACCOUNTS PAYABLE - HUD	0.00	
PREPAID RENTS	0.00	
ACCOUNTS PAYABLE REV FUND	615,828.27	\$ 616,350.95
ACCRUED PAYROLL	2,227.02	
ACCRUED OTHER	81,536.20	
ACCRUED COMPENSATED ABSCENCES	5,920.61	
ACCRUED PILOT	3,805.00	93,488.83
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 215% 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)		418,502.72
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>\$ 2,263,123.56</u>

See Accountants' Compilation Report

Salem Housing Authority
6 months ending

MA06-P055-003,7
3/31/2026

39 units
234 unit months

FENTON, EWALD & ASSOCIATES, P.C.
16-Apr-26 PSP

ACCOUNT NUMBER CLASSIFICATION	APPROVED BUDGET AMOUNT	PRO RATA BUDGET 6 Months	BUDGET P.U.M.	ACTUAL TO DATE P.U.M.	ACTUAL TO DATE AMOUNT	Favorable (Unfavorable)	AS A FACTOR OF PRO RATA	AVAILABLE REMAINDER OF YEAR
OPERATING RECEIPTS								
3110 Dwelling Receipts	187,090	93,545	399.76	402.04	94,078.50	534	1.006	93,012
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	12,000	51.28	50.92	11,915.44	(85)	0.993	12,085
3690 Other Income	21,200	10,600	45.30	45.30	10,600.00	0	1.000	10,600
3802 Section 8 Contract Rent	520,092	260,046	1,111.31	0.00	0.00	(260,046)	0.000	(234)
TOTAL OPERATING RECEIPTS	752,382	376,191	1,607.65	498.26	116,593.94	(259,597)	0.310	635,788
OPERATING EXPENDITURES								
ADMINISTRATIVE								
4110 Salaries	42,704	21,352	91.25	93.61	21,905.37	(553)	1.026	20,799
4120 Compensated Absences	0	0	0.00	0.00	0.00	0		0
4130 Legal	10,000	5,000	21.37	51.16	11,972.33	(6,972)	2.394	(1,972)
4150 Travel	370	185	0.79	0.14	33.11	152	0.179	337
4170 Accounting Services	10,284	5,142	21.97	21.76	5,092.00	50	0.990	5,192
4171 Audit Fees	722	361	1.54	1.90	444.00	(83)	1.230	278
4180 Office Rent	0	0	0.00	0.00	0.00	0		0
4190 Sundry Admin	16,811	8,406	35.92	45.88	10,735.64	(2,330)	1.277	6,075
TOTAL ADMINISTRATIVE EXPENSE	80,891	40,446	172.84	214.45	50,182.45	(9,737)	1.241	30,709
4230 RESIDENT SERVICES UTILITIES	975	488	2.08	0.00	0.00	488	0.000	975
4310 Water	25,444	12,722	54.37	88.15	20,626.17	(7,904)	1.621	4,818
4320 Electricity	32,504	16,252	69.45	92.78	21,710.03	(5,458)	1.336	10,794
4330 Gas	18,919	9,460	40.43	58.51	13,692.27	(4,233)	1.447	5,227
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	38,434	164.25	239.44	56,028.47	(17,595)	1.458	20,839
ORDINARY MAINTENANCE								
4410 Labor	53,955	26,978	115.29	108.09	25,292.08	1,685	0.938	28,663
4420 Materials And Supplies	20,000	10,000	42.74	39.81	9,315.43	685	0.932	10,685
4430 Contract Costs	52,000	26,000	111.11	151.87	35,536.55	(9,537)	1.367	16,463
TOTAL ORDINARY MAINTENANCE	125,955	62,978	269.13	299.76	70,144.06	(7,167)	1.114	55,811
4480 PROTECTIVE SERVICES GENERAL EXPENSES	0	0	0.00	0.00	0.00	0		0
4510 Insurance	123,190	61,595	263.23	266.73	62,415.00	(820)	1.013	60,775
4520 Pilot	11,022	5,511	23.55	16.26	3,805.00	1,706	0.690	7,217
4530 Terminal Leave Payments	0	0	0.00	0.00	0.00	0		0
4540 Employee Benefits	37,876	18,938	80.93	92.44	21,631.36	(2,693)	1.142	16,245
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	1,000	4.27	0.00	0.00	1,000	0.000	2,000
4590 Sundry	0	0	0.00	0.00	0.00	0		0
TOTAL GENERAL EXPENSES	174,088	87,044	371.98	375.43	87,851.36	(807)	1.009	86,237
TOTAL ROUTINE EXPENSES	458,776	229,388	980.29	1,129.09	264,206.34	(34,818)	1.152	194,570
NONROUTINE EXPENSES								
4610 Nonroutine Maintenance	50,000	25,000	106.84	277.31	64,890.79	(39,891)	2.596	(14,891)
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	25,000	106.84	277.31	64,890.79	(39,891)	2.596	(14,891)
Prior Yr. Adj. Affect Res. Rec.	0	0	0.00	0.00	0.00	0		0
TOTAL OPERATING EXPENSES	508,776	254,388	1,087.13	1,406.40	329,097.13	(74,709)	1.294	179,679
NET INCOME(DEFICIT) BEFORE SUBSIDY	243,606	121,803	520.53	(908.13)	(212,503.19)	(334,306)	-1.745	
8020 Operating Subsidy	200,164	100,082	427.70	284.00	66,456.59	(33,625)	0.664	133,707
8020 Capital Fund	0	0	0.00	2,412.60	564,549.32	564,549		(564,549)
RESIDUAL RECEIPTS (DEFICIT)	443,770	221,885	948.23	1,788.47	418,502.72	196,618	1.886	

See Accountants' Compilation Report

HUD-52598

ANALYSIS OF NONROUTINE EXPENDITURES

Name of Local Authority Salem Housing Authority	Fiscal Year Ending Date 9/30/26
Locality 27 Charter Street	Report for Period Ended 3/31/2026
Development Nos. MA06-P055-003,7	Contract Nos. B-1632

Part II - Analysis Of Expenditures For Extraordinary Maintenance, Replacement Of Equipment, And Property Betterments And Additions

WORK PROJECT NUMBER	Salem Housing Authority MA06-P055-003,7		TOTAL BUDGETED COST	ACTUAL COST		% Complete
	JOB DESCRIPTION	PROJECT NUMBER		Current Year		
	EXTRAORDINARY MAINTENANCE - ACCOUNT 4610					
	Section 18 Conversion Consulting				38,316.50	
	HVAC				12,743.00	
	Turnover		50,000		13,831.29	
	Total - Account 4610		50,000		64,890.79	
	PRIOR YEAR ADJUSTMENTS - ACCOUNT 6010					
	Total - Account 6010				0.00	
	REPLACEMENT OF NONEXPENDABLE EQUIP. - ACCT. 7520					
	Total - Account 7520		0		0.00	
	PROPERTY BETTERMENTS AND ADDITIONS - ACCT. 7540					
	Total - Account 7540		0		0.00	

Prepared by:
 Signature: Fenton, Ewald & Associates, PC
 Title: Fee Accountants Date: 04/16/26

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

ASSETS

Cash - Voucher	\$1,962,149.41	
Petty Cash	0.00	\$1,962,149.41
<hr/>		
Accounts Receivable - Hud	0.00	
Accounts Receivable (Payable) - Mobilities	3,466.48	
Accounts Receivable -Fraud	182,310.00	
Accounts Receivable -Interprogram	0.00	185,776.48
<hr/>		
Advances To Revolving Fund		412,466.28
Investments	0.00	
FSS Escrow Balances	134,524.87	134,524.87
<hr/>		
Prepaid Insurance	36,972.00	
Deferred Outflows - Retirement	56,136.00	
Deferred Charges -Other	10,087.80	
Deferred Expenses - COVID-19 Related	0.00	103,195.80
<hr/>		
Land, Structures And Equipment - Net		465,704.46
Deferred Outflow of Resources		453,735.00
<hr/>		
<u>TOTAL ASSETS</u>		<u>\$3,717,552.30</u>

LIABILITIES AND SURPLUS

Accounts Payable - Revolving Fund	\$0.00	
Accounts Payable - HUD	238,379.00	
Current Portion Capital Project/Mortgage	40,870.00	\$279,249.00
<hr/>		
Accrued Compensated Absences - Current	73,789.18	
Accrued Payroll	31,824.49	
Accrued Liabilities	72,650.54	
Fss Escrow	134,524.87	312,789.08
<hr/>		
Deferred Fraud Income Charges	182,310.00	
Accrued Compensated Absences - Non-Current	45,262.79	
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	3,926,207.79
<hr/>		
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)
<hr/>		
HUD PHA Grants - HAPs	12,749,961.00	
Less HAP Expenses	(12,571,040.00)	
Plus: Interest on HAP Reserves		
Plus: Fraud Receipts - HAP portion	33,600.00	212,521.00
<hr/>		
Expenditures for Equipment - Contra		0.00
Depreciation Expense		0.00
Net Surplus (Deficit) from Operations		(228,154.97)
<hr/>		
<u>TOTAL LIABILITIES AND SURPLUS</u>		<u>\$3,717,552.30</u>

See Accountants' Compilation Report

PSP
16-Apr-26

SALEM HOUSING AUTHORITY
SECTION 8 VOUCHER
MONTHLY OPERATING STATEMENT
6 Months Ending March 31, 2026

4/16/26

PSP
Fenton, Ewald & Associates, P.C.

COMPUTATION OF ADMINISTRATIVE FEE EARNED:						Leasing %	84.75%
1st 600	rate	HUD % funding	> 600	rate	HUD % funding	Current Month:	85.71%
Oct	600	157.17	88.513%	565	146.68	Year to Date:	85.71%
Nov	600	157.17	88.513%	560	146.68	Total	
Dec	600	157.17	88.513%	550	146.68	156,824.00	
Jan	600	162.28	88.513%	549	151.45	156,175.00	
Feb	600	162.28	88.513%	549	151.45	154,877.00	
Mar	600	162.28	88.513%	539	151.45	159,778.00	
Apr	-	162.28	88.513%	-	151.45	159,778.00	
May	-	162.28	88.513%	-	151.45	158,438.00	
Jun	-	162.28	88.513%	-	151.45	0.00	
Jul	-	162.28	88.513%	-	151.45	0.00	
Aug	-	162.28	88.513%	-	151.45	0.00	
Sep	-	162.28	88.513%	-	151.45	0.00	
HUD Retro admin Fee - prior year							0.00
							945,870.00
3,600						6,912	3,312
CARES Act Administrative Fees							0.00
TOTAL ADMINISTRATIVE FEE EARNED							945,870.00

STATEMENT OF OPERATING RECEIPTS AND EXPENDITURES				PRO RATA	ACTUAL	Favorable	%
	BUDGET	BUDGET	6 months	6 months	(Unfavorable)	(unfavorable)	
ADMINISTRATIVE FEE EARNED	1,863,236	931,618	945,870.00	14,252.00	1.5%		
INTEREST ON RESERVE FUNDS INVESTED	25,000	12,500	10,328.47	(2,171.53)	-17.4%		
MOBILITY FEE INCOME	21,788	10,894	13,492.67	2,598.67	23.9%		
FRAUD RECOVERY RECEIPTS	80,000	40,000	33,600.00	(6,400.00)	-16.0%		
FSS COORDINATOR	117,526	58,763	0.00	(58,763.00)	-100.0%		
OTHER INCOME	0	0	0.00	0.00			
TOTAL OPERATING RECEIPTS	2,107,550	1,053,775	1,003,291.14	(50,483.86)	-4.8%		
ADMINISTRATIVE SALARIES	1,245,807	622,904	605,919.59	16,983.91	2.8%		
COMPENSATED ABSENCES	24,916	12,458	0.00	12,458.00			
LEGAL	100,000	50,000	61,842.25	(11,842.25)	-19.1%		
TRAVEL	12,746	6,373	5,469.66	903.34	16.5%		
ACCOUNTING	29,008	14,504	13,868.00	636.00	4.6%		
AUDIT FEE	24,855	12,428	15,339.00	(2,911.50)	-19.0%		
OFFICE RENT	65,992	32,996	40,220.95	(7,224.95)	-18.0%		
SUNDRY ADMINISTRATIVE	278,772	139,386	158,847.11	(19,461.11)	-12.3%		
DIRECT CHARGES TO PRE 2004 RESERVES	0	0	0.00	0.00			
INSURANCE	54,373	27,187	23,402.00	3,784.50	16.2%		
EMPLOYEE BENEFITS	488,538	244,269	222,545.84	21,723.16	9.8%		
COVID19-related expenses	0	0	0.00	0.00			
OTHER GENERAL EXPENSES Ports Out Admin Fee	170,000	85,000	83,991.71	1,008.29	1.2%		
TOTAL ROUTINE NON-HAP EXPENSES	2,495,007	1,247,504	1,231,446.11	16,057.39	1.3%		
NET INCOME BEFORE NONROUTINE	(387,457)	(193,729)	(228,154.97)	(34,426.47)	17.8%		
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)	(193,729)	(228,154.97)	(34,426.47)			

COMPUTATION OF EXCESS OR DEFICIENCY OF FUNDS RECEIVED			Voucher
4715	HOUSING ASSISTANCE PAYMENTS (HAPs)		12,571,040.00
	less: Fraud Receipts - HAP portion Max ACC		(33,600.00)
	less: Interest Earned on Excess Funds - HAP portion		
	TOTAL ANNUAL CONTRIBUTION USED TO DATE	percent used	98.3%
3801	AMOUNT OF ACC GRANT RECEIVED FROM HUD		12,749,961.00
	Amount (OVER) / UNDER Utilized		212,521.00

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
BALANCE SHEET

Salem Housing Authority
3/31/2026 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	935,969.29		
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		943,807.91
ACCOUNTS RECEIVABLE				
1121	Federal and DHCD--Section 8 Subsidy-Shelter Rent	0.00		
1122	Tenants Accounts Receivable	171,699.81		
1122.1	Tenants Accounts Receivable - Repayment (Contra)	0.00		
1123	Allowance for Doubtful Accounts - Dwelling Rents	(47,054.73)		
1124	Accounts Receivable - Fraud/Retroactive	251,290.83		
1124.1	Fraud/Retroactive- Contra	(251,290.83)		
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		474,645.08
INVESTMENTS				
1162	Investments - Unrestricted			3,426,416.92
DEFERRED CHARGES				
1211	Prepaid Expenses	159,612.00		
1212	Inventory/Net - Supplies	0.00		
1290	Deferred Charges - Other	779,225.00		938,837.00
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				10,515,270.91
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	1,126,752.00		
2119	Accounts Payable - Interfund	555,770.22		
2120	Accounts Payable - Other	0.00		1,690,260.84
ACCRUED LIABILITIES				
2130.2	Accrued Contingent Liability	0.00		
2135	Accrued Compensated Absences - Current Portion	76,055.07		
2137	Payment in Lieu of Taxes (PILOT)	6,144.00		
2138	Accrued Payroll	47,624.85		
2139	Accrued Liabilities - Other	371,199.41		501,023.33
DEFERRED CREDITS				
2240	Tenants Prepaid Rents	105,107.05		
2290	Undistributed Credits	400.00		
2291	Deferred Revenue - Subsidy	0.00		
2292	Deferred Revenue - Other	902,240.00		1,007,747.05
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)	340,610.65		
2802	Invested in Capital Assets, net of Related Debt	4,715,050.75		
2805	Net Assets - Restricted	0.00		
2806	Net Assets - Unrestricted		Max % 85.89%	2,348,644.84
2806.1	Net Assets - OPEB	(4,322,637.00)		3,081,669.24
TOTAL LIABILITIES AND EQUITY				10,515,270.91

See Accountants' Compilation Report

Number	Account Classification	Approved Budget Amount	Pro Rata Budget 6 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	2,062,124	508.41	482.14	1,955,565.86	(106,558)	0.948	2,168,682
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	10,000	2.47	2.72	11,044.98	1,045	1.104	8,955
3611	Interest on Investments - Restricted	0	0	0.00	0.00	0.00	0		0
3690	Other Revenue	50,000	25,000	6.16	6.46	26,202.49	1,202	1.048	23,798
3950	Operating Grants	0	0	0.00	0.00	0.00	0		0
3691	Other Revenue Retained	409,901	204,951	50.53	55.40	224,702.20	19,752	1.096	185,199
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	928,612	228.95	267.85	1,086,399.00	157,788	1.170	770,824
TOTAL OPERATING RECEIPTS		6,461,372	3,230,686	796.52	814.57	3,303,914.53	73,229	1.023	3,157,457
OPERATING EXPENDITURES									
ADMINISTRATIVE									
4110	Administration Salaries	756,078	378,039	93.20	123.78	502,032.03	(123,993)	1.328	254,046
4120	Compensated Absences	0	0	0.00	0.00	0.00	0		0
4130	Legal	280,000	140,000	34.52	25.04	101,560.50	38,440	0.725	178,440
4140	Compensation-Board Members	29,462	14,731	3.63	3.54	14,362.14	369	0.975	15,100
4150	Travel And Related Expenses	6,884	3,442	0.85	0.14	580.93	2,861	0.169	6,303
4170	Accounting Services	20,118	10,059	2.48	2.40	9,738.00	321	0.968	10,380
4171	Audit Services	18,499	9,250	2.28	1.90	7,704.00	1,546	0.833	10,795
4180	Penalties & Interest	0	0	0.00	0.00	0.00	0		0
4190	Administrative Other	227,524	113,762	28.05	25.16	102,039.16	11,723	0.897	125,485
4190.1	Mixed Population	217,220	108,610	26.78	0.00	0.00	108,610	0.000	217,220
4191	Resident Services	16,900	8,450	2.08	2.16	8,744.55	(295)	1.035	8,155
TOTAL ADMINISTRATIVE EXPENSE		1,572,685	786,343	193.87	184.11	746,761.31	39,581	0.950	825,924
UTILITIES									
4310	Water & Sewer	509,576	254,788	62.82	59.31	240,571.95	14,216	0.944	269,004
4320	Electricity	810,421	405,211	99.90	9.10	36,918.28	368,292	0.091	773,503
4330	Gas	106,024	53,012	13.07	16.30	66,131.67	(13,120)	1.247	39,892
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	104.26	422,865.52	(422,866)		0
4392	Net Meter Utility Credit (Negative Number)	0	0	0.00	0.00	0.00	0		0
TOTAL UTILITIES EXPENSE		1,428,021	713,011	175.79	188.98	766,487.42	(53,477)	1.075	1,082,399
ORDINARY MAINTENANCE									
4410	Maintenance Labor	965,115	482,558	118.97	110.57	448,461.45	34,096	0.929	516,654
4420	Materials And Supplies	330,000	165,000	40.68	26.45	107,288.05	57,712	0.650	222,712
4430	Contract Costs	560,000	290,000	71.50	63.84	258,918.41	31,082	0.893	321,082
TOTAL ORDINARY MAINTENANCE		1,875,115	937,558	231.15	200.86	814,667.91	122,890	0.869	1,060,447
GENERAL EXPENSE									
4510	Insurance	269,688	134,844	33.25	31.87	129,280.00	5,564	0.959	140,408
4520	Pilot	13,500	6,750	1.66	1.51	6,144.00	606	0.910	7,356
4540	Employee Benefit Contr.	674,814	337,407	83.19	87.89	356,473.53	(19,067)	1.057	318,340
4541	Employee Benefit Contr. OPEB	0	0	0.00	0.00	0.00	0		0
4570	Collection Losses	50,000	25,000	6.16	6.51	26,422.99	(1,423)	1.057	23,577
4580/90	Interest & Other General Exp COVID-19	0	0	0.00	0.00	0.00	0		0
TOTAL GENERAL EXPENSES		1,008,002	504,001	124.26	127.79	518,320.52	(14,320)	1.028	489,681
TOTAL OPERATING EXPENSES		5,881,823	2,940,912	725.08	701.74	2,846,237.16	94,674	0.968	3,456,451
NET INCOME (DEFICIT) BEFORE SUBSIDY and NON-ROUTINE Expenses		(1,277,674)	(638,837)	-167.50	-155.01	(628,721.63)	10,115	0.984	(1,071,818)
NET INCOME (DEFICIT) before NON-ROUTINE, and INCLUDING SUBSIDY		579,549	289,775	71.44	112.84	457,677.37	167,903	1.579	(300,994)
NONROUTINE EXPENSES AND (CREDITS)									
4610	Extraordinary Maintenance	300,000	150,000	36.98	22.82	92,570.00	57,430	0.617	207,430
4611	Equip. Purchased - Non Capitalized	80,000	40,000	9.86	6.04	24,496.72	15,503	0.612	55,503
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	190,000	46.84	28.86	117,066.72	72,933		
CAPITAL EXPENDITURES									
7520	Replacement of Equipment-Capitalized	130,000	65,000	16.03	4.07	16,513.25	48,487		
7540	Betterments & Additions - Capitalized	0	0	0.00	0.00	0.00	0		
TOTAL CAPITAL EXPENDITURES		130,000	65,000	16.03	4.07	16,513.25	48,487		
NET INCOME (DEFICIT) FROM OPERATIONS		69,549	34,775	8.57	79.91	324,097.40	289,323		
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	34,775	8.57	79.91	324,097.40	289,323		

Operating Subsidy Earned year-to-date	\$1,086,399
Operating Subsidy Rec'd year-to-date	\$2,213,151
Amount (Over) or Under Subsidized	(\$1,126,752)

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

Assets

Cash - Management Services		\$0.00
A/R - Marblehead Housing Authority	0.00	
A/R - Revolving Fund	<u>775,608.71</u>	775,608.71
Deferred Charges - Prepaid Expenses		5,631.00
Fixed Assets - Net		0.00
Deferred Outflows of Resources		9,400.00
		<u> </u>
Total Assets		<u><u>\$790,639.71</u></u>

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	<u>8,128.52</u>	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	<u>5,378.00</u>	617,278.92
Net Income (Deficit) - Current Year		15,419.13
		<u> </u>
Total Liabilities and Surplus		<u><u>\$790,639.71</u></u>

See Accountants' Compilation Report

**Salem Housing Authority
Management Fund
Monthly Operating Statement
6 months ending March 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	67,644.00	77,666.00	10,022.00
3110.2	Developer Fees	-	-	-	-
3690	Other Operating Receipts	20,000.00	10,000.00	11,609.79	1,609.79
Total Operating Receipts		<u>155,288.00</u>	<u>77,644.00</u>	<u>89,275.79</u>	<u>11,631.79</u>
Operating Expenditures					
4110	Administration Salaries	83,737.00	41,869.00	40,177.26	1,691.74
4120	Compensated Absences	-	-	-	-
4130	Legal	2,500.00	1,250.00	1,567.50	(317.50)
4150	Travel and Related Expenses	-	-	-	-
4170	Accounting Services	5,412.00	2,706.00	2,680.00	26.00
4171	Audit Services	-	-	-	-
4190	Administrative Other	20,000.00	10,000.00	9,807.49	192.51
4510	Insurance	2,541.00	1,271.00	1,054.00	217.00
4540	Employee Benefits	32,909.00	16,455.00	18,570.41	(2,115.41)
Total Administrative Expenses		<u>147,099.00</u>	<u>73,551.00</u>	<u>73,856.66</u>	<u>(305.66)</u>
Net Income (Deficit) before Non Cash Expenses		8,189.00	4,093.00	15,419.13	11,326.13
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>4,093.00</u>	<u>15,419.13</u>	<u>11,326.13</u>

See Accountants' Compilation Report

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
BALANCE SHEET

Salem Housing Authority
3/31/2026 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	238,732.02	
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	238,732.02
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	25,638.38	
1131	Allowance for Doubtful Accounts - Other	0.00	
1145	Accrued Interest Receivable	0.00	25,638.38
INVESTMENTS			
1162	Investments - Unrestricted		0.00
DEFERRED CHARGES			
1211	Prepaid Expenses	300.00	
1212	Inventory/Net - Supplies and Fuel	0.00	
1290	Deferred Charges - Other	5,285.00	5,585.00
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			269,955.40
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	9,843.00	
2119	Accounts Payable - Interfund	0.00	
2120	Accounts Payable - Other	0.00	9,843.00
ACCRUED LIABILITIES			
2130.2	Accrued Contingent Liability	0.00	
2135	Accrued Compensated Absences - Current Portion	(570.99)	
2137	Payment in Lieu of Taxes (PILOT)	0.00	
2138	Accrued Payroll	406.00	
2139	Accrued Liabilities - Other	710.03	545.04
DEFERRED CREDITS			
2240	Tenants Prepaid Rents	0.00	
2290	Undistributed Credits	0.00	
2291	Deferred Revenue - Subsidy	87,035.00	
2292	Deferred Revenue - Other	7,754.00	94,789.00
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)	2,312.13	
2802	Invested in Capital Assets, net of Related Debt	0.00	
2805	Net Assets - Restricted	0.00	
2806	Net Assets - Unrestricted	Max % 33.38% 164,465.83	
2806.1/2	Net Assets - Unrestricted for OPEB & Pension Liability	(31,509.00)	135,268.96
TOTAL LIABILITIES AND EQUITY			269,955.40

Salem Housing Authority MRVP/DMH
6 months ending
March 31, 2026

16 units
292 unit months

Fenton, Ewald & Associates, P.C.
PSP 04/16/26

Account Number	Classification	Approved Budget Amount	Pro Rata Budget 6 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	16,500	56.51	55.00	16,060.00	(440)	0.973	16,940
3610	Interest on Investments - Unrestricted	600	300	1.03	0.53	155.13	(145)	0.517	445
3611	Interest on Investments - Restricted	-	-	-	-	-	0	-	0
3690	Other Revenue	-	-	-	-	-	0	-	0
3691	Other Revenue Retained	-	-	-	-	-	0	-	0
3802	Operating Subsidy - MRVP Landlords	965,192	482,596	1,652.73	1,652.73	482,596.00	0	1.000	482,596
TOTAL OPERATING RECEIPTS		998,792	499,396	1,710.26	1,708.26	498,811.13	(585)	0.999	499,981
OPERATING EXPENDITURES									
ADMINISTRATIVE									
4110	Administration Salaries	19,772	9,886	33.86	28.21	8,237.81	1,648	0.833	11,534
4120	Compensated Absences	-	-	-	-	-	0	-	0
4130	Legal	500	250	0.86	0.38	110.80	139	0.443	389
4140	Compensation-Board Members	-	-	-	-	-	0	-	0
4150	Travel And Related Expenses	-	-	-	-	-	0	-	0
4170	Accounting Services	1,716	858	2.94	2.91	850.00	8	0.991	866
4171	Audit Services	924	462	1.58	1.76	513.00	(51)	1.110	411
4180	Penalties & Interest	-	-	-	-	-	0	-	0
4190	Administrative Other	3,000	1,500	5.14	5.35	1,560.94	(61)	1.041	1,439
4190.1	Mixed Population Salary	-	-	-	-	-	0	-	0
4191	Resident Services	-	-	-	-	-	0	-	0
TOTAL ADMINISTRATIVE EXPENSE		25,912	12,956	44.37	38.60	11,272.55	1,683	0.870	14,639
GENERAL EXPENSE									
4510	Insurance	594	297	1.02	0.66	193.00	104	0.650	401
4540	Employee Benefit Contr.	7,699	3,850	13.18	8.35	2,437.45	1,412	0.633	5,262
4570	Collection Losses	-	-	-	-	-	0	-	0
4580/90	Interest & Other General Expenses	-	-	-	-	-	0	-	0
TOTAL GENERAL EXPENSES		8,293	4,147	14.20	9.01	2,630.45	1,516	0.634	5,663
TOTAL OPERATING EXPENSES		34,205	17,103	58.57	47.61	13,903.00	3,200	0.813	20,302
NET INCOME (DEFICIT) BEFORE SUBSIDY and NON-ROUTINE EXPENSES		(605)	(303)	(1.04)	7.92	2,312.13	2,615	-7.643	(2,917)
NET INCOME (DEFICIT) before NON-ROUTINE, and INCLUDING SUBSIDY		964,587	482,294	1,651.69	1,660.64	484,908.13	2,615	1.005	479,679
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	965,192	482,596	1,652.73	1,652.73	482,596.00	0	1.000	482,596
TOTAL NONROUTINE EXPENSES		965,192	482,596	1,652.73	1,652.73	482,596.00	0	1.000	482,596
NET INCOME (DEFICIT) FROM OPERATIONS		(605)	(303)	(1.04)	7.92	2,312.13	2,615	-7.643	(2,917)
2700	Depreciation Expense	-	-	-	-	-	-	-	-
4541	Employee Benefits - GASB 45	-	-	-	-	-	-	-	-
4542	Pension Expense - GASB 68	-	-	-	-	-	-	-	-
NET CHANGE IN UNRESTRICTED NET ASSET:		(605)	(303)	(1.04)	7.92	2,312.13	2,615	(7.643)	(2,917)

See Accountants' Compilation Report



BY-LAWS OF THE SALEM HOUSING AUTHORITY

ARTICLE 1: NAME, SEAL, LOCATION, AND PURPOSE

Section 1: Name The name of the Authority shall be "Salem Housing Authority".

Section 2: Seal of Authority The seal of the Authority shall consist of a flat faced circular die with the name of the Authority, the word "Massachusetts" and the year of its organization (1948).

Section 3: Office of Authority The office of the Authority shall be in Salem, in the Commonwealth of Massachusetts, at such place as the Authority may from time to time designate by vote of the Authority.

Section 4: Purpose of the Authority The Salem Housing Authority (SHA) exists to provide stable, quality, safe, and affordable housing. They seek to empower residents to exercise choice, power and autonomy over their lives, while confronting the historical harms caused by structural racism and systems of oppression. SHA is committed to a housing justice model; forming productive partnerships to maximize social, economic, and educational opportunities for its residents and staff. This mission shall be accomplished in a fiscally responsible manner by a compassionate, ethical, and professional staff and Board of Commissioners ("Board"). The Salem Housing Authority and its Board are committed to the personal growth of board, staff, and tenants, excellence in public service, and being accountable and transparent to all of our stakeholders. The Housing Authority and its Board are committed to advocating for truly affordable housing and the interests of the tenants, as well as forming partnerships within the Salem Community in order to create and support quality affordable housing with dignity for residents of the city.

ARTICLE 11: OFFICERS

Section 1: Officers The officers of the Authority shall be a Chair, a Vice-Chair, a Second Vice-Chair, a Treasurer, and a Secretary.

Section 2: Chair The Chair shall preside at all meetings of the Authority. Except as otherwise authorized by vote of the Authority, the Chair shall sign all contracts, deeds, leases, and other instruments entered into by the Authority. At each meeting, the Chair shall submit such recommendations and information as they may consider proper concerning the business, affairs, and policies of the Authority.

Section 3: Vice-Chair The Vice Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and in the case of the resignation or death of the Chair, the Vice Chair shall perform such duties as are imposed on the Chair, until such time as the Authority shall appoint a new Chair.

Section 4: Second Vice Chair The Second Vice Chair shall perform the duties of the Vice Chair in the absence or incapacity of the Vice Chair; and in the case of the resignation or death of the Vice Chair, the Second Vice Chair shall perform such duties as are imposed on the Vice Chair, until such time as the Authority shall appoint a new Chair.

Section 5: Treasurer The Treasurer shall have the care and custody of all funds of the Authority in such bank or banks as the Authority may by vote designate. The Treasurer shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Authority. Except as otherwise authorized by votes of the Authority, all such orders and checks shall be countersigned by the Chair.

Section 6 : Secretary Upon the appointment of an Executive Director, they assume the role of Secretary and may delegate their duties. The Secretary shall keep the records of the Authority, shall act as clerk of the meetings of the Authority and record all votes, and shall keep records of the minutes of meetings of the Authority in a record book to be kept for such purposes, and shall perform all duties incident to this office. The Secretary shall keep in safe custody the seal of the Authority and shall have the power to affix such seal to all contracts and the instruments authorized to be executed by the Authority.

In the absence of the Secretary at any meeting, a temporary Secretary shall be chosen who shall record the proceedings of such meetings in the record book.

Section 7 : Executive Director The Authority may appoint an Executive Director who shall have general supervision over the administration of the business and affairs of the Authority and who shall be charged with the management of housing developments of the Authority, subject to the direction of the Authority.

Section 8 : Additional Duties The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority, or the bylaws, or rules and regulations of the Authority.

Section 9: Election or Appointment The Officers of the Authority shall be elected at the annual meeting from among the members of the Authority, and shall hold office for one year until their successors are elected and qualified.

Section 10 : Vacancies Upon a vacancy in any of the offices, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. Upon a vacancy in the office of Treasurer and if such person is not a member of the Authority, the Authority shall appoint a successor for such term as it shall determine, but not to exceed the term of one year.

Section 11: Additional Personnel The Authority may from time to time employ such personnel as it deems necessary to exercise its powers and perform its duties as set forth in the Housing Authority Law of the Commonwealth of Massachusetts, as amended, and all other provisions of law of the Commonwealth of Massachusetts applicable thereto.

Section 12: Chairperson Term Limit

The Chairperson shall not serve more than two (2) consecutive terms. A commissioner may serve more than two (2) terms as Chairperson if separated by at least two (2) years in another role on the Board.

ARTICLE III: MEETINGS

Section 1: Annual Meeting The annual meeting of the Authority shall be held at the regular meeting place of the Authority on the day and at the time appointed for the first regular meeting in February each year. If the annual meeting is omitted on the day herein provided therefore, a special meeting may be held in place thereof and any business transacted or elections held at such meeting shall have the same effect as if transacted or held at the annual meeting. The annual report of the Authority shall be considered and adopted at the annual meeting. The order of voting for roll-call votes shall be determined by the Board at the Annual Meeting.

Section 2: Regular Meetings Regular meetings shall be held on the second Wednesday of each month and must be publicly posted in compliance with the Open Meeting Law of the Commonwealth of Massachusetts (Chapter 30A 18-25).

Section 3: Special Meetings The Chair of the Authority may, when they deem it expedient, call a special meeting of the Authority for the purpose of transacting any business designated in the notice. The notice for a special meeting must be delivered to each member of the Authority and posted in compliance with the Open Meeting Law of the Commonwealth of Massachusetts (Chapter 30A 18-25). At such special meetings no business shall be considered other than as designated in the notice or any other business that may lawfully come before it.

Section 4: Quorum At all meetings of the Authority a majority of the members of the Authority shall constitute a quorum for the purpose of transacting business; provided that a smaller number may meet and adjourn to some other time or until a quorum is obtained.

Section 5: Order of Business At the regular meeting of the Authority, the following shall be the order of business:

- I. Call the Meeting to Order
- II. Roll Call
- III. Public Comment
- IV. Consent Agenda
- V. Acceptance of the minutes of Previous Meeting(s) Communications
- VI. Report of the Executive Director
- VII. Reports of the Committees
- VIII. Recommendations of the Chair
- IX. Report of the Treasurer
- X. Unfinished Business
- XI. New Business
- XII. Other Business/Late Communications
- XIII. Adjournment

ARTICLE IV: AMENDMENTS

Section 1: Amendments to By-Laws The by-laws of the Authority shall be amended only with the approval of a majority of the Authority at a regular or a special meeting, but no such amendment shall be adopted unless at least seven days' notice of such proposed amendment has been previously given to all of the members of the Authority.

Revised 2/28/78 (Added Assistant Treasurer)

Revised 3/29/94 ((Added Second Vice-Chair)

Revised 11/08/07 (Change meeting from fourth to third Tuesdays)

Revised 11/26/08 (Change meeting from third Tuesday to second Wednesday)

Reviewed by the Board 3/10/10 (No changes made)

Reviewed by the Board 2/09/11 (No changes made)

Revised by the Board 4/13/11 (housekeeping corrections)

Reviewed by the Board 3/21/12 (No changes made)

Reviewed by the Board 3/13/13 (No changes made)

Reviewed by the Board 3/12/14 (No changes made)

Reviewed by the Board 3/11/15 (No changes made)

Reviewed by the Board 3/09/16 (No changes made)

Reviewed by the Board 3/08/17 (No changes made)

Reviewed by the Board 3/20/18 (No changes made)

Reviewed by the Board 3/13/19 (No changes made)

Reviewed by the Board 3/25/20 (Change made at May 13, 2020 Special Board Meeting-adding Chairperson Term Limit)

Reviewed by the Board 3/10/2021 (No Changes made)

Reviewed by the Board 6/08/2022 (Pronoun changes made)

Reviewed by the Board (6/14/2023) (Deleted Chainman and added Chair)

Reviewed by the Board (11/15/23) Changes made: New Article I, Section 4. and revision to Article III, Section 5.

Reviewed by the Board (05/8/24) Changes made: Pronoun changes and revision to Article III, Section 2.

Reviewed by the Board (8/14/24) Changes made to Section 7 adding a new sentence and Section 8 deleting last sentence of Section 8.

Reviewed by the Board (04/09/25) Changes made: revision to order of business, removal of Assistant Treasurer, revision to Article I.

File: ac SHA Bylaws (Revised April 09, 2025)



Cathy Hoog, 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

EXTRACT FROM THE MINUTES OF THE
REGULAR MEETING OF THE BOARD MEMBERS OF THE
SALEM HOUSING AUTHORITY HELD ON
WEDNESDAY, APRIL 9, 2025 at 6:00 p.m.

The BOARD MEMBERS of the SALEM HOUSING AUTHORITY met in a REGULAR MEETING at the Pioneer Terrace Community Room, Pioneer Terrace, Salem, Massachusetts on WEDNESDAY, April 9, 2025, the place, hour, and date duly established for the holding of such meeting.

This meeting was a hybrid Meeting.

The meeting was called to order at 6:12 p.m. by Veronica Miranda, Chair and upon a roll call, the following answered present:

Present

Romell Kidd
Doneeca Thurston-Chavez
Veronica Miranda

Absent

Aaron Paternoster
Vacant Seat

Also Present: Cathy Hoog, Executive Director, Debra Tucker, Assistant Executive Director, Anne Cameron, Executive Assistant, Massiel Garcia, Finance Director, Jacqueline Guzman, Director of Leased Housing, Joshua Bocko, Assistant Director of Public Housing and Luis Lopez, Maintenance Facilities Manager

Some maintenance staff members of the Salem Housing Authority were also present at the meeting.

The Chair declared a quorum present.

MOTION

The following resolution was introduced by Veronica Miranda, Chair, read in full, and considered:

Veronica Miranda moved to make changes to the SHA By-Laws to wit: Removal of Assistant Treasurer, moving public comment before meeting minutes, adding consent agendas and some minor grammatical edits. Romell Kidd seconded the motion and the roll call vote was as follows:

Ayes

Romell Kidd
Doneeca Thurston-Chavez
Veronica Miranda

Nays

The Chair thereupon declared the motion carried.



PATRIC BISHOP

24 Rantoul St.
Beverly, MA 01915
978-483-1214
pjbish82@gmail.com

4/8/2026

Cathy Sheehan
Salem Housing Authority / Marblehead Housing Authority

Dear Cathy Sheehan,

I am writing to express my strong interest in the Facilities and Operations Manager position with the Salem and Marblehead Housing Authorities. As a dedicated public housing professional with over ten years of hands-on experience and a deep commitment to serving residents, I am excited about the opportunity to grow into a leadership role within the organization.

In my current role as a Maintenance Mechanic Tier 2 with the Salem Housing Authority, I have developed a strong foundation in facilities operations, emergency response, and unit rehabilitation. I regularly manage and prioritize work orders, respond to critical after-hours situations, and lead projects to completion while ensuring quality and efficiency. My experience has strengthened my ability to make sound decisions under pressure and to work collaboratively with team members to solve complex maintenance challenges.

I am especially passionate about public housing and the impact it has on the lives of residents—particularly elderly individuals and families who depend on safe, well-maintained housing. That passion drives my work ethic and my desire to continuously improve both my technical skills and my leadership abilities. I have earned my Massachusetts Maintenance Technician certification through MAHAMS and am currently enrolled in the Massachusetts Public Housing Administrator program, where I have completed coursework in legal, financial, and maintenance operations. I am also continuing to expand my knowledge through inspection training.

I am eager for the opportunity to contribute at a higher level by supporting operations, mentoring staff, and helping to ensure that facilities are maintained to the highest standards through annual inspections and work order driven data, and a human touch. I take pride in my work, my reliability, and my commitment to the mission of public housing.

Thank you for your time and consideration. I would welcome the opportunity to further discuss how my experience and dedication can contribute to your team.

Sincerely,

Patric Bishop

PATRIC BISHOP

24 Rantoul St. • Beverly, MA 01915
978-483-1214 • pjbish82@gmail.com

PROFESSIONAL SUMMARY

Dedicated public housing professional with 10+ years of progressive experience in maintenance operations, property upkeep, and resident-focused service. Currently serving as a Maintenance Mechanic Tier 2 with the Salem Housing Authority, with proven ability to lead projects, prioritize high-volume work orders, and respond to emergency situations. Certified Massachusetts Maintenance Technician (MAHAMS) and actively pursuing Massachusetts Public Housing Administrator (MPHA) certification. Passionate about serving elderly residents and families while advancing safe, efficient, and well-maintained communities.

CORE COMPETENCIES

- Facilities & Maintenance Operations - Public Housing Compliance & Training
 - Work Order Management & Prioritization – PHA-Web
 - Emergency Response & Damage Assessment
 - Unit Turnovers & Capital Improvements
 - Team Collaboration & Project Leadership
 - Plumbing, Electrical & Carpentry Repairs
 - Snow & Grounds Operations
 - Resident-Focused Service Delivery
-

PROFESSIONAL EXPERIENCE

Salem Housing Authority – Salem, MA

Maintenance Mechanic Tier 2 | January 2024 – Present

- Complete and prioritize daily work orders based on urgency and operational needs
- Respond to after-hours emergencies including fire, flood, heating, and plumbing issues
- Assess damage quickly and implement effective repair solutions under pressure
- Lead small-scale projects and ensure timely and quality completion
- Perform full vacant unit rehabilitations, including painting, kitchen upgrades, flooring, and bathroom remodels
- Collaborate with team members to troubleshoot and resolve maintenance challenges
- Perform snow removal operations including plowing, sanding, salting, and shoveling

Peabody Housing Authority – Peabody, MA
Maintenance Mechanic | Fall 2020 – January 2024

- Managed daily maintenance work orders and unit turnover projects
- Completed repairs across plumbing, electrical, and carpentry systems
- Conducted apartment renovations including flooring, painting, and fixture upgrades
- Supported seasonal operations including snow removal and property upkeep

Peabody Housing Authority – Peabody, MA
Landscape Laborer | November 2018 – Fall 2020

- Maintained grounds, performed seasonal cleanups, and managed landscaping tasks
- Assisted with vacant unit cleanouts and preparation for renovations
- Supported snow removal operations during winter months

Peabody School Department – Peabody, MA
Custodian | March 2015 – November 2018

- Maintained school facilities including classrooms and common areas
- Operated equipment such as floor machines, snow blowers, and power washers
- Supported event setup and breakdown for large-scale school functions
- Provided on-call emergency and snow removal support

Kings Lynne Apartments – Lynn, MA
Grounds Supervisor | 2010 – 2015

- Supervised grounds maintenance and landscaping operations
- Maintained irrigation systems and seasonal plantings (800+ annually)
- Assisted with unit turnovers and property upkeep
- Operated snow removal equipment and ensured safe access during winter

EDUCATION & CERTIFICATIONS

Certificate in Turf & Greens Management - University of Massachusetts, Amherst

Certifications & Professional Development:

- Massachusetts Maintenance Technician Certification (MAHAMS)
- Massachusetts Public Housing Administrator (MPHA) Program – *In Progress*
- Currently pursuing Inspection Training

Salem Housing Authority's Internal Control Policy

INTRODUCTION

Financial control is both the process of managing and reporting the financial position of the Salem Housing Authority (SHA) and the procedures for authorizing and expending funds that provide adequate oversight and safeguards to ensure the use of public funds in accordance with policy, regulation, and public trust. The SHA also has other applicable Policies and Procedures in place for proper control and delegation of authority.

The SHA will maintain its finances such that at the end of each fiscal year the Authority is reasonably within budget and finances are managed in a manner that is in compliance with this policy, the U.S. Department of Housing and Urban Development (HUD), the Executive Office of Housing and Livable Communities (EOHLC) and all other applicable financial management, procurement, and audit rules and regulations.

The Executive Director (ED) is responsible for the overall financial management of the Authority. As the Chief Procurement Officer and Contract Officer of the Authority, the Executive Director has access to all financial accounts. The ED and the Director of Finance in conjunction with the contracted fee accounting firm will develop annual budgets according to guidelines for state and federal programs. The Board of Directors will examine and approve the annual budget. The ED is authorized to expend funds in accordance with the annual budget.

The Director of Finance, Director of Leased Housing, and Director of Public Housing are responsible for the day-to-day accounting and cash management. The Executive Director, Director of Finance, and Fee Accountant are responsible for budgeting, financial forecasting, HUD reporting, report management, and financial processes. The Director of Finance through the Fee Accountant shall provide to the ED and the Board of Directors a monthly report on the annual budget which includes any variances. The Director of Finance is responsible for managing the finance department in compliance with all financial controls and policies. SHA staff will follow procedures to ensure proper recording of SHA financial transactions.

All authority account paper checks are stored in a locked cabinet in the Finance Office and in the Section 8 Office. Signature stamps are stored in a locked cabinet in the offices of the Executive Assistant and Assistant Director of Leased Housing.

A: VENDOR ACCOUNTING PAYMENT PROCESS

Purpose

To make payments to vendors, and other parties in an accurate, prompt and efficient manner.

Policy

The SHA will process payments timely, accurately, and in a manner consistent with Housing and Urban Development (HUD), Executive Office of Housing and Livable Communities (EOHLC), and Generally Accepted Accounting Principal (GAAP) standards.

Condition

The finance department must receive all invoices and check requests prior to the check run day(s). Check run days are normally weekly.

Procedures

Responsibility and Actions

All Departments

1. Should submit requisitions to the Finance Department for the issuance of a Purchase Order (PO). No payment will be made without a PO for routine goods and services. Signatures will acknowledge receipt of goods or services.
2. For some services (utilities, telephone, etc.) or non-routine payments, management staff may sign the invoice.
3. Mail is opened by the Receptionist. Invoices are given to the Finance Department for review and processing of payment.

Finance Department

1. The Accounting Coordinator creates and edits information in the Vendor File in the accounting software system and it is verified by the Director of Finance.
2. The Accounting Coordinator receives approved invoices for processing, attaches prior requested purchase order and any supporting documentation, and enters the invoice data into the accounting software A/P system for payment.
3. For utility invoices, the Accounting Coordinator directly receives the invoices and enters consumption and amount information on Excel spreadsheet, then enters invoices into the accounting software A/P system and onto the EOHLC's required software.
4. Before each A/P run the Accounting Coordinator will generate a cover voucher listing the invoices in the run and give it to the Executive Director with the invoices to be paid for review and approval.
5. The Accounting Coordinator will then process the payments. Paper checks and/or ACH payments are then created in the accounting software system. A laser printer is used to print paper checks. The Accounting Coordinator processes payment. The paper checks are signed in accordance with the Check Signing and Security Policy.
6. The Accounting Coordinator matches paper check copy to invoices and purchase documentation, staples them together and files. The Accounting Coordinator puts paper checks into envelopes with remittance advice and mails them.
7. Any payments that need to be made over the phone or online for any reason as determined by the Executive Director or Director of Finance will be recorded with the invoice back-up and receipt of payment and included in all vendor payments listed each month.

Housing Choice Vouchers (HCV), DMH Program, & Other Payables

Condition – All paper checks and ACH payments are processed by the Section 8 Coordinator.

Procedures

Responsibility and Actions

The monthly process to pay Housing Assistance Payments (HAP) to Landlords and Utility Reimbursement Payments (URP) to tenants as well as payments for the Department of Mental Health (DMH) will be completed as follows:

HAP Payments

1. The payment runs are performed monthly.
2. Near the end of each month, a "HAP Accounting Monthly Recurring Transactions" listing is pulled from the accounting software and balanced against the monthly reconciliation report by the Assistant Director of Leased Housing.
3. The Section 8 Housing Coordinator processes payment through the software program where the ACH file and any checks are created.
4. Checks are printed and signed in accordance with the Employee Check Signing Policy.
5. The Director of Leased Housing reviews and uploads the ACH file to the bank for processing and payment.

DMH Payments

1. The payment runs are performed monthly.
2. Near the end of each month a tenant and landlord listing is pulled from the accounting software and balanced against the monthly reconciliation report by the Director of Public Housing.
3. Payment is processed through the software program where the ACH file
4. Checks are printed and signed in accordance with the Employee Check Signing Policy.
5. The Director of Public Housing reviews and uploads the ACH file to the bank for processing and payment.
6. In the absence the Director of Public Housing the Assistant Director of Public Housing will perform the tasks.

B. CAPITAL/FIXED ASSETS - EQUIPMENT

Purpose

To account for equipment capital/fixed asset items by program.

Policy

The Fee Accountant will capitalize all equipment assets whose individual items costs exceed \$5,000.00 and have a useful life greater than 1 year. SHA will account for all expenditures, disposals, and transfers of capital/fixed assets in accordance with GAAP, EOHLC, and HUD guidelines.

Condition

SHA does not use a fixed asset system but rather relies on an Excel based depreciation schedule to track and depreciate capital equipment over the \$5,000.00 threshold. Disposal of equipment will be handled in a manner that complies with the disposition policy.

Definitions

Real Property. Real property comprises all land and buildings and all fixtures permanently attached thereto or installed in a fixed position.

Personal Property. Personal property comprises all material and supplies, equipment, and fixtures not attached to the land or building and not installed in a fixed position. Personal property is divided into three classes:

1. Material and Supplies- defined as items of property which (a) can be used only once; (b) are spent in use; or (c) lose their identity or become integral part of other property when put into use. The term "materials and supplies" also includes items of small tools and equipment having a value of less than \$5,000.00.
2. Expendable Equipment- defined as items of equipment having a useful life of less than one year. The cost of such property will not be treated as a capital expenditure.
3. Non-expendable Equipment- defined as items of equipment having a useful life of more than one year and having a value of \$5,000.00 or more. The cost of such property shall be treated as a capital expenditure.

Procedures

Responsibility and Actions

Finance Department

1. Annually, as part of the year end process, the Fee Accountant will ensure all newly acquired capital equipment is accounted for and is included in the depreciation schedule. This will also be done with the year-end "hard/soft" costs analysis of the CFP program expenditures.
2. Annually, the Fee Accountant will research if any capital equipment items were disposed of during the fiscal year and adjust the depreciation schedules as needed.
3. Annually the Fee Accountant will reconcile capital/fixed asset listing and depreciation schedule to the G/L, enter applicable journal entries.
4. The SHA shall take a physical inventory and count of all non-expendable equipment at least every two years.

C. RENT RECEIPTS / PAYMENTS AND POSTING

Purpose

To receive and record payments by tenants and to update tenant accounts for payments in a timely and accurate manner.

Policy

SHA tenants of Low-Income Public Housing (LIPH) units are issued payment coupons for use as well as the ability to set up an online account with the SHA through a tenant portal in the SHA's

software program. Rent payments must be made either by mailing the payment in the form of a check or a money order to the lockbox address or by making the payment through the online portal system. Other payments received such as repayment agreements or maintenance charges will also be collected and recorded in this manner. Cash is not accepted.

Condition

The lock box company sends tenant payment information to the SHA for crediting to their accounts.

Procedures

Responsibility and Actions

Public Housing staff and Tenants

1. The lock box company sends an electronic file of payment information to the SHA.
2. The Housing Administrative Coordinator will post payments to tenants' accounts within 2 business days of receipt of payment.
3. The Director of Finance will act as back in the absence of the Housing Administrative Coordinator.

D. COLLECTION LOSS WRITE-OFF OF TARS

Purpose

To account for and write off tenant account receivable balances of tenants that have vacated the unit and left a balance past due and to keep SHA TARs (Tenant Accounts Receivable) in order.

Policy

The Director of Public Housing will write off vacated tenant accounts quarterly with proper Board of Directors' approval. The Fee Accountant will update the allowance for TAR balances on the general ledger.

Condition

A tenant moves out and terminates his/her lease or passes away, leaving an unpaid balance owed after all debits and credits have been entered to his/her account (charges for damages and other items, credits for unearned rent, etc.).

Procedures

Public Housing Managers

1. Mail the tenant a letter requesting payment of the amount owed to the last known address.

Director of Public Housing

1. On a quarterly basis any vacated accounts with balances will be placed on a list for the approval of the Board of Directors to write the account off of the books, at which time the account will then be sent to collections if the balance is over \$100.00.
2. A previous tenant who has not paid his/her account and who has had amounts charged off to Collection Losses by the SHA or any other housing authority as recorded on the housing authority software system, may make application for housing, but will not be declared eligible until the

amount written off has been paid in full. Program staff will then review the applicant's current status and determine his/her eligibility for housing.

Fee Accountant

1. The Fee Accountant will adjust the allowance TARs annually at the end of the fiscal year (September 30th).

E. CREDIT CARD

Purpose

The purpose of the Credit Card Policy is to facilitate the purchase of necessary goods or services where use of a credit card would expedite the transaction in an efficient manner. The purpose of the use of card(s) is "not" to override the procedures set forth in SHA's Procurement Policy, but to provide an alternative method of purchase for necessary goods and services.

Policy

SHA credit cards may be used for necessary purchases of goods and services when deemed for efficiency or emergency.

Condition

The Executive Director determines which staff are issued SHA credit cards or any vendor credit cards such as Home Depot. Staff that are authorized by the Executive Director to carry a credit card are listed with the Finance Department.

Procedures

Responsibility and Actions

Accounting Coordinator

1. Credit card users give receipts for purchases to the Accounting Coordinator/Director of Finance as they are incurred. All expenditures by credit card must have an accompanying purchase order for the purchase.
2. The Accounting Coordinator logs into the Bank and downloads each user's credit card detail for the current bill.
3. After receipts are matched to detail, the Accounting Coordinator processes credit card payments through the accounting software system and pays the current credit card bill each month in a timely manner.

F. PAYROLL

Purpose

To accurately record time worked and attendance and to pay employees their correct rate of pay.

Policy

The SHA will ensure that an employee's time and attendance is accounted for, and that the employee receives the correct amount of pay. Employees can access their payroll records and time accrued information through the online system.

Condition

The SHA uses a payroll service, currently Harpers Payroll Services. Employees will enter their time accurately and record their hours both worked and any paid time off used each week. Requests for pre-approved time off and overtime worked are entered into this system as well. Department Supervisors are responsible for reviewing and approving time records through this online system. Department Supervisors are responsible for reviewing and approving employee time through this online system.

The SHA will utilize a payroll service for employee data entry, approval of time off requests, approval of overtime requests, and to process payroll weekly. The online payroll service will provide the necessary reporting and carry out tax payment responsibilities on behalf of the SHA. The payroll service will also generate end of the year tax documents for employees and the SHA.

Procedure

1. Employees will enter their time worked and paid time off used in the employee portal and submit requests for time off and overtime.
2. At the end of the pay period, Department Heads will utilize the automated payroll system to approve the time of the employees they supervise. The Executive Director will approve the time off that Department Heads submitted through the automated payroll system.
3. The Accounting Coordinator will review the weekly payroll and provide to the Director of Finance for approval and then submit to the payroll company for processing.
4. The Accounting Coordinator will print the related payroll reports and review them for accuracy. These payroll reports will be used to process payroll related payments such as tax withholding, retirement, credit union, union dues, deferred compensation, etc.
5. The Accounting Coordinator will file and maintain the payroll records. The Director of Finance will perform any payroll functions in the absence of the Accounting Coordinator.

G. DAILY CASH AND MISCELLANEOUS RECEIPTS**Purpose**

To properly record and deposit the daily cash receipts and miscellaneous cash receipts to the appropriate accounts.

Policy

SHA will ensure that all receipts are appropriately accounted for and deposited into the correct account.

Condition

On a regular basis the SHA receives ACH deposits from HUD, EOHLC, and other sources for various SHA programs. The SHA also receives Housing Choice Vouchers, Department of Mental

Health Vouchers, and public housing repayments and other 'miscellaneous receipts' each month in the form of checks or money orders.

Procedures

Responsibility and Actions

Accounting Coordinator

1. The Accounting Coordinator logs into the appropriate Massachusetts vendorweb accounting portals/bank accounts daily, prints out deposits made, and disseminates them to the ED, Assistant Executive Director, Director of Finance, and appropriate department heads.
2. The Accounting Coordinator researches and verifies each deposit amount and identifies the nature of the cash (PH operating subsidy, HCV or Mod/Rehab subsidy, CFP draws ...etc.).
3. The Accounting Coordinator sends this information to the appropriate departments as well as the Fee Accountant. The Fee Accountant will review the journal entry and post it to the G/L.
4. The Accounting Coordinator saves a copy of all the daily journal entries with backup for later review and for audit purposes.

Miscellaneous Receipts:

1. The Accounting Coordinator, Director of Public Housing, or Assistant Director of Leased Housing may receive miscellaneous checks and program repayments on a daily basis and determine the what, who, and why of the receipt to provide the information to the appropriate employee/department for recording and processing.
2. All checks will be recorded and deposited within 2 business days. Copies of the checks and any relevant correspondence should be made for backup purposes.

H. BANK RECONCILIATION

Purpose

To ensure that the G/L accounts are properly reflecting current banking information for all bank accounts.

Policy

The appropriate SHA staff, Director of Finance and Director of Leased Housing, will reconcile bank statements within 30 days after the end of the month. This information is provided to the Fee Accountant.

Condition

All bank statements will be reconciled monthly by the appropriate SHA staff. Completed bank reconciliations will be reviewed and approved by the Fee Accountant and then filed for review by Auditor or other parties.

Procedures

Responsibility and Actions

Appropriate Staff

1. Monthly bank statements shall be retrieved from the banking systems by the appropriate staff after the end of each month and reconciled. This information will then be submitted to the Fee Accountant.
2. Bank accounts that carry balances in excess of FDIC insured limit must be fully collateralized.

I. JOURNAL ENTRIES

Purpose

To ensure that journal entries are prepared and entered in an accurate and timely manner.

Policy

The SHA Fee Accountant will prepare journal entries based on a standard format to be entered into the Authority's G/L. Only the Fee Accountant is authorized to post journal entries in the accounting software system.

Condition

SHA will follow standard procedures for the preparation, review, approval and posting of all entries.

Procedures

Responsibility and Actions

Finance Department Staff and Fee Accountant

1. Will prepare and set up all information for Journal Entries into the system using the Authority's standard entries and provide clear concise explanations and descriptions for all entries based on available data.
2. Will prepare all supporting documentation for all entries prepared
3. The Fee Accountant will interface and post all subsidiary financial systems into the G/L.

J. FINANCIAL STATEMENTS AND BOARD REPORT PREPARATION

Purpose

To provide Management and the Board of Directors with timely and accurate financial operating results.

The SHA's Fee Accountant will prepare and present monthly, quarterly, and annual financial statements to the Executive Director for dissemination to the Board Members.

Condition

The Fee Accountant is responsible for board financial report preparation and any presentations requested on a monthly, quarterly, and annual basis.

The Director of Finance is responsible for the monthly listing of bills paid for Board review and approval. The Director of Finance will submit this report to the Executive Director for review and dissemination to the Board Members.

Procedures

Responsibility and Actions

Fee Accountant

1. The Fee Accountant will create financial reports for the various housing programs. This report contains all income and expense accounts for all funds and programs. The report is distributed to the Executive Director for review and approval. The Executive Director will then present the information to the Board of Directors at the monthly Board Meetings.

K. BUDGETS

Purpose

To ensure that the SHA submits accurate budgets to the Board of Directors and/or HUD, EOHLC, and other funding sources in a timely manner.

The Executive Director in conjunction with the Fee Accountant will prepare budgets annually as prescribed by HUD and EOHLC and any other required agency.

Condition

Budgets/subsidy submission will be created and submitted by the established deadlines or the suggested timelines if no hard deadline is required. The SHA's fiscal year ends September 30th.

Procedures

1. The Executive Director, Director of Finance, Director of Maintenance, the Director of Leased Housing, Director of Public Housing, and others will compile and provide the required budget data necessary to prepare budgets to the Fee Accountants. Information is gathered from Department Heads as necessary. This information includes rent rolls, occupancy reports, HUD's inflation factor, utility consumption, utility rates, units offline, VMS reports, program reserves, etc.
2. The Operating Budgets for all programs will be established and once approved by the Executive Director will be submitted to the Board of Directors for approval.
3. The Board of Directors will review and approve the budgets as appropriate and sign all related documents required for submission.

L. CAPITAL FUND GRANT USE AND REPORTING

Purpose

The purpose is to distinguish the proper expenditure of the Capital Funds and to report grant activity to HUD and EOHLC in an accurate and timely manner in accordance with HUD and EOHLC requirements and deadlines.

Policy

SHA is allotted funds for property improvements and operational support to Public Housing Properties. The funds are contracted and confirmed through a Consolidated Annual Contributions Contract (ACC) and Contract for Financial Assistance (CFA). The SHA is responsible for the obligation and expenditures of these funds and to the proper PH Asset Management Projects (AMPS) and CAPHUB software systems. Under no circumstance will the Capital funds be used for any other purpose. The SHA will maintain source documentation for all grant receipts and expenditures by grant number and award date.

Condition

Grant receipts and expenditures will be reconciled on a monthly basis by the Fee Accountant. The responsibility for federal grant draws and the grant accounting process is assigned to the Executive Director or his/her designee.

Procedures

Responsibility and Actions

The SHA manages the Capital Fund Programs and all required reporting is performed by the Fee Accountant and other appropriate staff.

Finance Department staff

1. The Executive Director calculates amount to draw. Federal drawdowns are executed in the HUD E-LOCCs system by the Executive Director or his/her designee to ensure a segregation of duties. State requisitions are submitted and managed by the Executive Director and Assistant Executive Director.
2. The Executive Director and the Director of Leased Housing reconcile each grant E-LOCCs income and expense line item and report the information to the Fee Accountant to update the G/L each month.
3. The Fee Accountant ensures expenditures are posted to the grant G/L according to the budget detail of the grant.
4. The Fee Accountant ensures the close out information is sent by the Executive Director to the HUD Local office or EOHLIC in a timely manner.

M. PETTY CASH POLICY

Purpose

SHA has a fiduciary duty to safeguard the assets of the Authority. Cash is a primary asset and therefore a petty cash procedure is in existence.

Policy

Petty cash disbursements are limited to a reasonable amount as determined by the Executive Director.

Condition

SHA has only one petty cash fund that is in existence and the custodian is Director of Finance. The amount kept available is \$100.00.

Procedures

Responsibilities and Actions

Accounting Coordinator

1. The Executive Director will preapprove expenditures from Petty Cash. Employee will give the Accounting Coordinator an original receipt and a Petty Cash slip which has been approved by the Executive Director.
2. The Accounting Coordinator will give Petty Cash to the employee and record the transaction on the appropriate form.
3. Periodically, the Director of Finance will replenish Petty Cash to \$100.00 by entering an expense entry, having the Executive Director approve, and giving the Petty Cash slip to the Accounting Coordinator for a replenishment check to be issued.
4. The Accounting Coordinator will cash the check at the bank, put the cash in Petty Cash box, and record the transaction on the expense form.

N. YEAR-END CLOSING

Purpose

To ensure that the SHA submits timely and accurate year-end financial statements to HUD, EOHLC, and as required by any other regulatory agencies.

Policy

SHA will close its books of accounts in a timely and efficient manner.

Condition

The Fee Accountant will ensure that the books of accounts are closed on a timely and accurate schedule. The Authority's fiscal year ends on September 30th.

Procedures

Responsibility and Actions

Accounting Coordinator

1. Accrue all payables (salaries, employee benefits, utility expenses, vendors & contractors, Section 8 HAP payments).
Create Vendor payable list from system as of September 30th. Print payroll report of period salaries will be accrued (if any). Determine if any utility invoices need to be accrued. Post any entries and have Fee Accountant approve and post to G/L.
2. Make copy of all quarterly 941 reports and pension payments made during year.
3. Compute compensated absences for employees for Fee Accountant posting.

Fee Accountant

1. Adjust tenant receivable G/L balances to agree to accounting software LIPH system detailed tenant balance report for 9/30.
2. Calculate allowance for write-off resident accounts and make adjustments.
3. Record pre-paid rent as of 9/30 for all programs (deferred revenue).
4. Reconcile FSS accounts for ensuring the FSS detail ledgers agree to the liability accounts and the investments accounts agree to the bank accounts and the bank accounts are fully funded.
5. Verify that the insurance register pre-paid at the end of the year is correct and agree to the G/L.
6. Reconcile all bank accounts as of September 30th and record all adjustments.
7. Update the property depreciation schedules ensuring it agrees to the asset accounts, for additions as well as dispositions. Enter depreciation entry and post.
8. Ensure all ledgers and the inter-fund accounts are in balance.
9. Complete analysis of grant expense versus grant income requested through LOCCS, and accrues income receivable due from HUD.
10. Request operating departments to send unit months leased and unit months available for the fiscal year.
11. Reconcile management, bookkeeping, and asset management fees to final unit month numbers.
12. Make entries to record receivables/payables due to/from HUD for HCV and other Section 8 programs and post to G/L.
13. Complete other Section 8 year-end settlement reports (HUD 52681) and record related adjustments.
16. Accrue all receivables (interest on investments, Section 8 portables, and any other income receivables).
17. Reconcile all receivables and payables and prepare detailed analysis of any balances
18. Accrue contract retention expense per contract register.
19. Close the income and expense accounts out for the year that is reconciled to final audited FDS submission.
20. Prepare a GAAP trial balance report and a Financial Data Schedule (FDS).
21. Transmit FDS to the Real Estate Assessment Center (REAC) prior to HUD's deadline including the 15 day grace period. (Before September 15th)

O. UPDATING CHART OF ACCOUNTS

Purpose

To account for all transactions in a manner suggested by the Department of Housing and Urban Development (HUD) and the Executive Office of Housing and Livable Communities (EOHLC).

Policy

The SHA will account for all transactions in accordance with GAAP and the applicability of GASB regulations and all other applicable regulatory requirements. The SHA uses the chart of account coding system as the G/L chart of accounts.

Procedures

Responsibility and Actions

Fee Accountant

1. Must take necessary action to ensure that accounting classifications used throughout SHA is in accordance with OMB A-87 and REAC guidelines.
2. Add accounts as necessary. For internal control purposes, only the Accountant is authorized to edit the GL chart of accounts.
3. When accounts are added to the GL chart of accounts, the account may need to be added to any customized financial reports.

P. COST ALLOCATION PLAN

Purpose

Cost of salaries, services, and goods should be charged to the proper federal or non-federal program.

Policy

All costs that have a direct correlation to a program or programs are allocated directly to those programs. These costs could include: Maintenance, Capital Improvements, and Administrative expenses. Costs that pertain to Public Housing are allocated on a per unit basis for all Authority Units. In the HCV and other Section 8 programs as well as the MRVP program, vouchers per program are used. For costs that need to be allocated across multiple programs one of the following guidelines should be used for allocation.

Procedures

Responsibility and Actions

Finance Department

Invoices are reviewed by the Accounting Coordinator to decide what type of allocation should be used or if a direct allocation is needed. If the Accounting Coordinator is not sure which allocation should be used or if it is a direct cost, the Fee Accountant will be consulted and make the final decision. The allocation methods can be altered where necessary. As the Authority's structure changes the cost allocation methods will either be changed or new allocations will be added. The allocation methods of choice will be in accordance to OMB A-87.

Q. CENTRAL OFFICE COST CENTER (COCC) FEE FOR SERVICE MONTHLY BILLINGS

Purpose

To ensure that the COCC Billings to Public Housing, HCV, and other programs are for the maximum supportable amounts that are consistent with HUD policies and regulations.

Policy

The Finance department shall bill the Public Housing, HCV and other programs on a monthly basis and record such billings in the G/L.

Condition

Monthly spreadsheets are kept in by the Accountant to track amounts billed by the COCC.

Procedures

1. The Fee Accountant will update the Section 8, Public Housing billings monthly for units occupied from information in the accounting software system and with confirmation from the appropriate Department Heads.
2. The Fee Accountant will prepare a journal entry and key the entry into the G/L
3. The Fee Accountant will post the journal entry to the G/L.

R. FINANCIAL DATA SCHEDULE (FDS)

The Unaudited Financial Data Schedule is due 2 months after the fiscal year end with a 15 day grace period. This form is electronically submitted to the Real Estate Assessment Center.

The Audited Financial Data Schedule is due 9 months after the fiscal year end, (there is no grace period). This form is electronically submitted to the Real Estate Assessment Center, after the auditor has performed the attestation function.

S. HOUSING CHOICE VOUCHER PORTABILITY-IN and PORTABILITY-OUT

Purpose

To properly record Portability-In and Portability-Out transactions.

Policy

The Fee Accountant will ensure transactions are recorded into the G/L and operational reports reconcile to the G/L.

Procedures

Port In's are voucher holders from another PHA that request to transfer their voucher to SHA. This voucher can be either absorbed into the SHA HCV Program or it can be administered on behalf of the initial PHA.

1. If it is determined that SHA will absorb the voucher, then SHA takes full control of the voucher.
2. If the SHA administers the voucher, it would be the same as absorbed with the exception that SHA must notify the initial PHA with every change.
3. Monthly, the initial PHA will reimburse SHA 100% for the voucher and 80% of the initial PHA's administrative fee for the voucher. Director of Leased Housing posts the payment from the initial PHA into the accounting software and makes the deposit of the check.

Port Outs are voucher holders that request a transfer to another PHA jurisdiction.

1. The voucher can either be absorbed by the receiving PHA or the receiving PHA will administer the voucher on behalf of SHA. The SHA receives notification (HUD Form 50058) from the administering PHA of the HAP amount paid on behalf of the voucher holder and will reimburse them 100% for the voucher and 80% of the initial PHA's administrative fee for the voucher.
2. The Section 8 Housing Coordinator processes payment through the software program where the ACH file and any checks are created.
3. Paper checks are printed and signed in accordance with the Employee Check Signing Policy.
4. The Director of Leased Housing reviews and uploads the ACH file to the bank for processing and payment.

T. FRAUD RECOVERY

Purpose

To record payments received for Tenant Repayment Agreements which reimburse the PHA for a voucher holder or public housing tenant's failure to report income or not fully report income.

Policy

The SHA will ensure transactions are recorded properly and update the accounting software program accounts. In accordance with state and federal regulations, Section 8 program the SHA keeps 50% and 50% offsets against HAP landlord payments, Federal Public Housing the SHA keeps 100%, and State Public Housing 2/3rds are retained by the SHA and 1/3rd is offset against subsidy due from EOHLIC.

Procedures

1. Appropriate housing staff will set up Tenant Repayment Agreements in the tenant data base once signed by the tenant.
2. Appropriate housing staff receives and posts payments received in the tenant accounting software system.
3. Appropriate housing staff reconciles the monthly receipts for the repayment report and forwards the information to the Fee Accountant.
4. Fee accountant records, allocates, and reports the calculation of the fraud revenue.

U. FAMILY SELF SUFFICIENCY (FSS) PROGRAM

Purpose

To ensure proper financial management of the FSS program and track escrow proceeds and disbursements. SHA is required to deposit all escrowed funds into a single depository account for FSS participants.

Policy

The Director of Leased Housing will track escrow proceeds and disbursements from reports received from the software program from information input by the Section 8 Housing Coordinators. The Director of Leased Housing reviews operational reports and FSS bank

accounts. The FSS Coordinator approves and authorizes disbursement to any FSS participant from their escrow account.

Procedures

1. A report delineating escrows to be deposited into each FSS participant's bank account is generated by the SHA software and processed by Section 8 Housing Coordinator.
2. Director of Leased Housing tracks the information and records and reports interest income earned annually.

V. VOUCHER MANAGEMENT SYSTEM (VMS)

Purpose

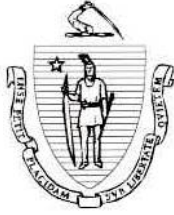
To report monthly HAP expense, leased units, administrative expenses, UNP, and NRP into the REAC system for all HCV Programs. Primary purpose of the VMS is for HUD to monitor PHA use of vouchers and to provide data to HUD to fund, obligate and disburse funds to PHA based on actual voucher use.

Policy

To submit monthly reports on leasing and expense information to the HUD REAC system for the prior month, to reconcile VMS to the G/L and ensure VMS submissions are accurate.

Procedures

1. The Director of Leased Housing providing VMS entries documentation and reports to the Fee Accountant monthly.
2. The Fee Accountant downloads information from the accounting software VMS module including units leased and HAP dollars.
3. The Fee Accountant calculates NPR, UNP and cash balance from the G/L. Reviews entries in the VMS module to record any HAP adjustments and HAP retro payments.
4. The Fee Accountant enters information into REAC – VMS submission link.
5. The Fee Accountant reconciles VMS to the G/L and identifies retroactive lease and HAP expenses.
6. The Fee Accountant enters retro-active corrections into HUD REAC system to update lease and HAP expense.



Commonwealth of Massachusetts Executive Office of Housing & Livable Communities

Maura T. Healey, Governor ♦ Kimberly Driscoll, Lt. Governor ♦ Ed Augustus, Secretary

April 1, 2026

Cathy Sheehan
Salem Housing Authority
27 CHARTER STREET
SALEM, MA 01970

Dear Director Sheehan:

Attached please find Amendment #1 to the Contract for Financial Assistance (CFA) **5010** in the amount of **\$1,180,000.00**. Included for signature is the Commonwealth of Massachusetts – Standard Contract Form and Attachment A – Additional Terms and Conditions and CFA Amendment (“Amendment”). This amendment funds the following and extends the contract dates of service from June 30, 2035 to June 30, 2035.

Scope	Award Amount
258171 Oil to Heat Pump Conversion	\$1,180,000.00

CFA	Current CFA	Revised CFA	Change
5010	\$892,813.00	\$2,072,813.00	+\$1,180,000.00

Please be sure to place this CFA on your next Agenda and **execute in Docusign within 8 weeks as outlined in Public Housing Notice 2023 – 09, “Updates to Performance Management Review (PMR) for 2023 Cycle”** [download \(mass.gov\)](https://www.mass.gov). Executed CFAs will only be accepted in DocuSign.

Please have your Chairperson or designated Signatory execute Page 1 of the Standard Contract Form on or after the Board meeting. A certified copy of the Extracts of the Minutes of the Meeting should be emailed after execution to EOHLCCapitalFinance@mass.gov. All future Capital Improvement Reports must be adjusted to reflect this change. A fully executed CFA will be available in DocuSign after encumbrance for your file. Please feel free to contact me at colleen.votour@mass.gov or Steven.Garuti@mass.gov if you have any questions.

Sincerely,

Colleen Votour

Colleen Votour, Senior Accountant
Bureau of Housing Development and Construction



COMMONWEALTH OF MASSACHUSETTS | STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller, the Executive Office for Administration and Finance, and the Operational Services Division as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the [Standard Contract Form Instructions and Contractor Certifications](#), the [Commonwealth Terms and Conditions](#), the [Commonwealth Terms and Conditions for Human and Social Services](#), or the [Commonwealth IT Terms and Conditions](#) which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access forms at macomptroller.org/forms or mass.gov/lists/osd-forms.

CONTRACTOR INFORMATION		COMMONWEALTH INFORMATION	
Contractor Legal Name Salem Housing Authority		Department Executive Office of Housing & Livable Communities	Mosaic Department Code OCD
d/b/a		Contract Manager Name Fatima Razzaq	
Legal Address As entered on Form W-9 or Form W-4 27 CHARTER STREET, SALEM, MA 01970		Business Mailing Address 100 Cambridge Street, Suite 300, Boston MA 02114	
Contract Manager Name Cathy Sheehan		Billing Address If Different	
Phone 978-744-4432	Fax 978-744-9614	Phone 617-573-1100	Fax 617-573-1345
Email choog@salemha.org		Email Fatima.Razzaq@mass.gov	
Vendor Code VC6000192206		Mosaic Transaction ID(s) CCOCD252025400540000	
Vendor Code Address ID e.g. "AD001". AD001		RFR/Procurement or Other ID Number MGL121B-23BSEC3	
Note: The Address ID must be set up for Electronic Funds Transfer (EFT) payments.			

<input type="radio"/> NEW CONTRACT	<input checked="" type="radio"/> CONTRACT AMENDMENT	
Procurement or Exception Type (Check one option only) <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated department.) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, and budget.) <input type="checkbox"/> Department Procurement - Includes all Grants 815 CMR 2.00 . (Attach Solicitation Notice or RFR, and Response or other procurement supporting documentation.) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, and budget.) <input type="checkbox"/> Contract Employee (Attach Employee Status Form, scope, and budget.) <input type="checkbox"/> Interim Contract with new Contractor (Attach justification for Interim Contract and updated scope/budget.) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope, and budget.)	Current Contract End Date PRIOR to Amendment June 30, 2028	Amendment Amount Or Enter "No Change" +\$1,180,000.00
	Amendment Type Check one option only. Attach details of amendment changes.	
	<input checked="" type="checkbox"/> Amendment to Date, Scope, or Budget (Attach updated scope and budget.)	
	<input type="checkbox"/> Interim Contract with Current Contractor (Attach justification for Interim Contract and updated scope/budget.)	
	<input type="checkbox"/> Contract Employee (Attach any updates to scope or budget.)	
	<input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope/budget.)	

TERMS AND CONDITIONS

The Standard Contract Form Instructions and Contractor Certifications and the following document are incorporated by reference into this Contract and are legally binding.
 Check ONE option:

[Commonwealth Terms and Conditions](#)

 [Commonwealth Terms and Conditions for Human and Social Services](#)

 [Commonwealth IT Terms and Conditions](#)

COMPENSATION

Check ONE option.

The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under [815 CMR 9.00](#).

Rate Contract (No Maximum Obligation). (Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)

Maximum Obligation Contract. Total maximum obligation for total duration of this contract (or new total if contract is being amended): **\$2,072,813.00**

PROMPT PAYMENT DISCOUNTS (PPD)

Commonwealth payments are issued through Electronic Funds Transfer (EFT) 45 days from invoice receipt! See [Prompt Pay Discounts Policy](#).

Contractors requesting accelerated payments must identify a PPD as follows:

Payment issued within: **10 days** % PPD.
15 days % PPD.
20 days % PPD.
30 days % PPD.

If PPD percentages are left blank, identify reason:

Statutory/legal Ready Payments ([M.G.L. c. 29 § 23A](#)) Agree to standard 45-day cycle Only initial payment

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT

Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment.

Attach all supporting documentation and justifications.

Amendment #1, Contract for Financial Assistance 258025010: 258171 Oil to Heat Pump Conversion as specified in the Contract for Capital Improvement Work Plan/Approved Budget (Exhibit 1) and Timetable for Completion of the Work (Exhibit 2). All such work shall be subject to the requirements set out in the Commonwealth Terms and Conditions in Attachment A.

SUPPLIER DIVERSITY PROGRAM (SDP) PLAN

Does the Supplier Diversity Program apply?

YES If YES, the Contractor's annual SDP commitment for this Contract is
 NO If NO, and the department is an Executive Department, enter the appropriate exemption: Grants

ANTICIPATED START DATE (Complete ONE option only.)

The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.
 2. may be incurred as of **20** a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.
 3. were incurred as of **20** a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE

Contract performance shall terminate as of **June 30, 2035** with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS

Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in [801 CMR 21.07](#), incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR

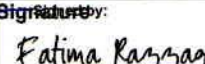
Signature and date must be captured at time of signature.

Signature:  Date: 4/9/2026

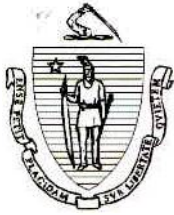
Print Name: Aaron Paternoster Print Title: Chair

AUTHORIZING SIGNATURE FOR THE DEPARTMENT

Signature and date must be captured at time of signature.

Signature:  Date: 4/28/2026

Print Name: Fatima Razzaq Print Title: BHD&C Director



Commonwealth of Massachusetts Executive Office of Housing & Livable Communities

Maura T. Healey, Governor ♦ Kimberly Driscoll, Lt. Governor ♦ Ed Augustus, Secretary

Certification of Grant Plan

Executive Office of Housing and Livable Communities Public Housing Capital Improvement/Development Grant

MMARS Doc ID: **CCOCD252025400540000**

Grant- MGL 23B and 121B allow the Executive Office of Housing and Livable Communities (EOHLC) to fund Local Housing Authorities (LHAs). **The funds are considered non-discretionary** (designated) and are made to recipients identified in the department’s Legislative authorization in accordance with 815 CMR 2.04(6). EOHLC grants awards to LHAs through a formula funding process and/or through emergency submissions and special projects, such as sustainability, mixed finance, and others. The funding was authorized in Chapter 129 of the Acts of 2013, Chapter 99 of the Acts of 2018, Section 16 of Chapter 76 of the Acts of 2021 (ARPA) and in previous acts. The acts directed EOHLC to “establish a program to provide predictable funds to be used flexibly by housing authorities for capital improvements to extend the useful life of state-assisted public housing”. Chapter 119 also provides that our “projects may include, but shall not be limited to, projects providing for renovation, remodeling, reconstruction, redevelopment and hazardous material abatement.” As a result of these acts, EOHLC created a system called the Capital Planning System (CPS) with the aid of a consultant, Diversified Intelligence, to assist the LHAs in their capital planning needs assessment. EOHLC awards were made to LHAs based upon this state-wide database of building component conditions. The LHAs must develop, and regularly update, a three-year capital improvement plan (CIP) outlining the projects. EOHLC reviews and approves the plans on an annual basis. The CIP and all relevant back-up documentation are on file at the Executive Office of Housing and Livable Communities (EOHLC).

Attached:

- Vendor’s Project Budget and Project Schedule
- Commonwealth of Massachusetts – Standard Contract Form (SCF)

CERTIFICATION:

“OCD certifies that the Capital Improvement Plan is on file at the Executive Office of Housing and Livable Communities along with all relevant back-up documentation.”

Authorized Department Signatory: Signed by:
Fatima Razzaq
BA0B1118FC1A423... Date: 4/28/2026

Print Name: **Fatima Razzaq**

Print Title: **Director, Bureau of Housing Development and Construction**



ATTACHMENT A/Scope of Services

ADDITIONAL TERMS AND CONDITIONS and CFA AMENDMENT

This Attachment A is part of the contract by and between the Commonwealth of Massachusetts (hereinafter called the "Commonwealth") acting by and through the Executive Office of Housing and Livable Communities (the "Department"), and the **Salem Housing Authority** (the "Authority"), a public body, politic and corporate, duly organized and existing pursuant to Section 3 of Chapter 121B of the General Laws. This Attachment A also amends and modifies the Contract(s) for Financial Assistance ("CFA") for all of the developments listed below by extending the term of each CFA for forty (40) years as herein provided. Such an amendment and modification is a part of the CFA as well as a part of the above-described contract. It may be enforced as part of the CFA or as part of the above-described contract.

Background.

The Authority proposes to modernize and improve the following existing State-Aided housing development(s) as more fully described in an application for capital improvement grant, submitted by the Authority. The Department has approved the application, or portion of the application, and shall provide state financial assistance in the form of a grant of capital improvement funds as provided herein.

Name of Developments: **Contract for Financial Assistance 5010, All developments, included but not limited to 200-01,200-02,667-01,667-1A,667-02,667-3B,667-04,667-05,667-06,667-7A,667-7B,705-05,705-2A,705-2B,705-03,667-3A**

Date of Application: **8/31/2022**

1. The Work Plan/Approved Budget. Subject to the terms and conditions hereinafter set forth, the Commonwealth shall provide state financial assistance in the form of a grant(s) to make capital improvements. The scope of work and budget is defined in the Capital Improvement Work Plan/Approved Budget attached to this contract as "Exhibit 1" and incorporated herein. The Work Plan/Approved Budget may be amended by the Department. A timetable for completion of the work is attached as "Exhibit 2" and is incorporated herein.

The provision of such financial assistance is expressly contingent upon the authorization of the sale of the bonds necessary to raise the funds required herein by the General Court and the release of such funds by the Executive Office for Administration and Finance and the Office of the Comptroller.

2. Approved Work Items. The Authority agrees to undertake only work items authorized in the Work Plan/Approved Budget, and to complete said items at the lowest practicable cost not to exceed the budget. This grant of capital improvement funds is limited by either the grant amount, or by the cost of completing approved work items, whichever is lower. The Department reserves the right to amend the grant amount, the budget and/or the work items in the Work Plan/Approved Budget at its sole discretion.

3. Modernization, Continued Use, and Amendment of CFA. The Authority agrees to undertake and maintain the development(s) modernized or reconstructed as a housing project providing low rent housing, and to comply with Chapter 121B of the General Laws, the Departments Regulations, and the written directives of the Department as they may be in effect from time to time.

In consideration of the funds granted pursuant to this contract and for other good and valuable consideration, the Department, and the Authority agree that the (CFA) for the development(s) described herein as it may have been heretofore amended, shall be extended for an additional period of forty (40) years provided that the extended period, when combined with the unexpired term(s) of the existing CFA(s) and amendment(s) thereto, shall not exceed forty (40) years from the completion of the Capital Improvement Work funded under this contract. During such extension period the Authority agrees to use the development(s) as a housing project providing low rent housing as provided by the terms of the CFA(s) and of any amendment(s) thereto, Chapter 121B, the Departments regulations and the written directives of the Department as they may be in effect from time to time. This paragraph amends the said CFA(s) and shall continue in full force and effect for the term(s) of the extensions(s) specified herein. This paragraph has legal effect as part of the CFA with respect to such extensions(s) and shall not be subject to further amendment except as part of the CFA as therein provided.

4. Approval of Contracts, Expenditures and Settlements. The Authority agrees, that with respect to implementation of the Work Plan/Approved Budget, it shall submit all bid documents, including plans and specifications, to the Department for its approval. The Authority further agrees that it shall not without prior written approval of the Department:

(a) enter into any contract for services or for the purchase of material or equipment pursuant to the Work Plan/Approved Budget.

(b) issue any change order in connection with any contract;

(c) make any expenditure for capital improvement not specifically authorized in the Work Plan/Approved Budget approved by the Department;

(d) release any sums retained pending final inspection and certification of satisfactory completion pursuant to any contract under (a) above; or

(e) approve any settlement of any matter in litigation.

5. Compliance With Bidding Requirements. The Authority shall comply with the requirements of all applicable statutes and regulations, governing competitive bidding procedures, prior to the award of any contract pursuant to the Work Plan/Approved Budget.

6. Bonding and Insurance Requirements. The Authority shall require its contractors to provide such security for the full and faithful performance of any contract or subcontract by way of a surety company licensed to do business in the Commonwealth, as the Department may prescribe. The Authority shall require from its contractor(s) and shall itself maintain insurance of such kinds and in such amounts as the Department may prescribe.

7. Supervision, Inspection and Review. The Authority agrees that it shall diligently enforce the terms of its contract(s) with contractor(s) performing work hereunder, and shall carry out the supervision and inspection of each contractor's work to ensure that it is completed in accordance with applicable specifications. The Authority shall conduct such supervision in a professional manner and to the satisfaction of the Department. The Authority shall permit the Department and authorized representatives to review all work and supervision of work by the Authority, materials, payrolls, records of personnel, conditions of employment, invoices of materials, books of account and other data and records in connection with the execution of the Work Plan/Approved Budget which the Department shall require, and shall require each contractor to allow such access to the contractor's relevant records by the Department.

8. Reports. The Authority shall provide reports in such form and with such frequency as the Department shall require from time to time regarding all aspects of the modernization of the development. These reports shall include: (a) the progress of the work; (b) the actual capital improvement cost incurred by the Work Plan/Approved Budget, breaking out all costs in such manner as the Department may prescribe; (c) certification by appropriate authorities as specified by the Department that the Work Plan/Approved Budget has been completed free from defects or inadequacies; and (d) that the Authority has been discharged from all liability in connection with the modernization of the development(s) through the payment or setting aside of monies and that the development(s) is/are free from any claims or obligations under sections 28 and 29 of Chapter 149 of the General Laws.

9. Separate Accounts; Rights of Commonwealth with Respect to Bank Accounts of Authority. The Authority shall at all times conduct its business and affairs in such manner that any bank accounts relative to modernization of the development under this contract will be separate and distinct from any account of the Authority relative to any other enterprise developed, administered, or engaged in by the Authority. The Authority shall, at the time of opening any account with any bank, obtain an agreement with such bank that (1) upon the receipt of any direction from the Department, no further withdrawal by the Authority shall take place; (2) that such bank shall agree with the Department that the bank shall forthwith comply with such direction unless and until revoked by the Department; and (3) that a withdrawal of the funds duly authorized and signed by the Department will be honored by such bank.

The Authority agrees that if either one or both of the following events occur and is not corrected or remedied to the satisfaction of the Department, the Department shall have the right to direct any bank with which the Authority maintains an account in which funds for the modernization of the development(s) are deposited or held, to refuse to permit any withdrawals from such account until further notice from the Department: (a) the Authority shall have defaulted in the observance or performance of any one or more of the terms, covenants or conditions of this contract; (b) the Authority shall have made any misrepresentation of material fact in any of the certificates, reports, statements or other documents or dates required to be submitted pursuant to this contract. Additionally, upon the occurrence of one or more such events, the Department may withdraw funds from such account when necessary to make any expenditure properly chargeable to the Work Plan. Such funds shall be applied by the Department in accordance with the applicable provisions and requirements of this contract.

10. Accounts, Records, Books and Audits. The Authority agrees that it shall (a) maintain such accounts, records, and books in accordance with any specifications which the Department may prescribe as to the manner and form of record-keeping and as to the contents of the records; (b) grant to the employees or representatives of the Department at all times during normal business hours and as often as the Department may require, full and free access to its accounts, records and books; (c) permit the Department or any accountants or auditors approved by the Department and the authorized representatives of the State Auditor's Office to make periodic audits, excerpts or transcripts of the accounts, financial records and books of the Authority; (d) furnish to the Department such financial, operating, statistical and other reports, records, statements, and documents in such manner and form as may be required by the Department; and (e) furnish copies of contracts of the Authority and other documents in the possession of the Authority as the Department may require from time to time.

11. Notices and Demands. Any notice or demand permitted or required under this contract to be given or served by either of the parties hereto upon the other party hereto shall be in writing and shall be signed in the name of the party giving or serving the same. Such notice or demand shall be mailed by certified mail, postage and certified charges prepaid, or personally served on the Department or the Executive Director of the Authority. For purposes of this section, the Department shall be notified at the Bureau of Housing Development and Construction, Executive Office of Housing and Livable Communities, 100 Cambridge Street, Boston, Massachusetts 02114, or such other place as the Department may designate by written notice to the Authority.

12. Termination or Suspension of Contract. The Department may suspend or terminate all or part of this contract at any time if it, in its sole discretion, determines that suspension or termination is warranted because of the violation by the Authority of any provisions of this contract or of the regulations of the Department or applicable law. The Department may terminate or suspend all or part of this contract in order to correct misuse or misapplication of funds by the Authority. Failure to implement the Work Plan/Approved Budget in accordance with the dates set forth in Exhibit 1 shall constitute grounds for the immediate termination or suspension of this contract. In any case of termination or suspension, notice in writing of the action shall be given to the Authority. The Department may also terminate or suspend this contract at any time due to the unavailability of the required funds as described in Section 1 of this Attachment.

13. Severability of Provisions. If any provision of this contract is held invalid, the remainder thereof shall not be affected thereby; and all other parts thereof shall remain in full force and effect.

14. Enforcement of Contract. The Department may enforce any of its orders, rules or regulations or the provisions of this contract, or remedy any breach of this contract, by filing an action in the Superior Court or other court of competent jurisdiction.

15. Interest of Member or Employee of Authority. No member or employee of the Authority shall participate in any decision relating to the Work Plan/Approved Budget affecting his or her personal interests or the interest of any corporation, partnership, proprietorship in which he or she is directly or indirectly interested. No member, officer, agent, servant or employee of the Authority or of the city or town in which the development is located, shall have any interest, direct or indirect, in any contract for property, materials, or services to be acquired by the Authority or furnished for use in connection with the Work Plan/Approved Budget.

No member of the Authority shall be paid for his or her services or receive compensation as such member out of the proceeds of funds received in connection with the Work Plan/Approved Budget.

16. Member of Authority not Individually Liable. No member or officer of the Authority shall be individually liable on any obligation assumed by the Authority hereunder, except that this provision shall not be deemed to relieve such officer or member from any liability incurred for his or her fraud or other intentional misconduct.

17. Equal Employment Opportunity. In its implementation of the Work Plan/Approved Budget, as set out in Section 10 of the Commonwealth Terms and Conditions, the Authority shall not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, sexual orientation, age, or disability. The Authority shall take affirmative action to encourage applications from minorities, individuals with disabilities, and women and to ensure that applicants are employed and that employees are treated during employment, without regard to their race, creed, color, national origin, sex, sexual orientation, age or disability.

The Authority shall in all solicitations or advertisements for employees placed by, or on behalf of the Authority, state that all qualified applicants shall receive consideration for employment without regard to race, creed, color, national origin, sex, sexual orientation, age, or disability. Except as required in the following paragraph, the Authority shall incorporate the foregoing requirements in all of its contracts for work items under the Work Plan/Approved Budget and shall require its contractors to place such terms in all subcontracts.

The Authority shall incorporate into bid specifications and contracts for state-aided modernization and reconstruction work, as directed by the Department, provisions for the award of contracts to Minority and Women Business Enterprises as certified by the State Office of Minority, Women Business Assistance, (SOMWBA).

18. Non-Exclusivity of Remedies. Termination for cause in the event of breach of this contract by Contractor is a non-exclusive remedy available to the Department.

19. Disbursement of Grants. Grants by the Commonwealth hereunder shall be disbursed periodically upon request by the Authority and approval by the Department. Approval by the Department shall be in accordance with the budget in the Work Plan/Approved Budget (Exhibit hereto).

Prior to the disbursement of any portion of the maximum obligation, the Department may review compliance by the Authority with the approved Work Plan/Approved Budget. If the Department finds, in its sole discretion, that the actual cost will exceed the budget, or that the Work Plan/Approved Budget is not being adhered to, it may withhold disbursement of payment until it is satisfied that the Work Plan/Approved Budget will be followed. The Department may in its discretion adjust the scope of the work item(s) and the budget as a condition of any subsequent approval of a request for a grant.

Interest earned on funds granted shall be used by the Authority to pay the cost of the approved work items or at the option of the Department shall be returned to the Department.

Executed as an instrument under seal.

EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES
258025010, CFA Number 258025010, Amendment 1
Summary of LHA Capital Project Budget/Changes

Line Number	Description	Prior Budget	Change +/-	Revised Budget
Construction				
1450.01	Original Construction Contract	892,813.00	1,180,000.00	2,072,813.00
1450.02	Change Order Contingency	0.00	0.00	0.00
1450.03	Permit Fees	0.00	0.00	0.00
SubTotal Construction		892,813.00	1,180,000.00	2,072,813.00
CFA TOTAL:		892,813.00	1,180,000.00	2,072,813.00

Executive Office of Housing and Livable Communities

Project: **Salem 5010**

Description: Sustainability

LINE ID	OUTLINE	PROJECT PHASE /TASK	DURATION DAYS	SCH START	SCH FIN
1	1		9635	6/10/2010	6/30/2035
2	1.1	STUDY	30	8/6/2010	12/15/2016
3	1.1.1	EOH&LC approves funding/award	200	1/14/2017	8/2/2017
4	1.2	PLANNING	200	8/2/2017	2/18/2018
5	1.2.1	Assign in-house A/E	5	2/18/2018	2/23/2018
6	1.2.2	EOH&LC approves RFS/WO	20	2/18/2018	3/10/2018
7	1.3	DESIGNER SELECTION	20	2/28/2018	3/20/2018
8	1.3.1	EOH&LC approves A/E contract	20	2/28/2018	3/20/2018
9	1.4	CONCEPTS	20	2/28/2018	3/20/2018
10	1.4.1	EOH&LC approves concepts	20	2/28/2018	3/20/2018
11	1.5	SCHEMATICS	60	3/20/2018	5/19/2018
12	1.5.1	EOH&LC approves schematics	60	3/20/2018	5/19/2018
13	1.6	DESIGN DEVELOPMENT	20	5/19/2018	5/19/2018
14	1.6.1	EOH&LC approves DD	20	5/19/2018	6/8/2018
15	1.7	CONSTRUCTION DOCS.	20	6/8/2018	6/28/2018
16	1.7.1	EOH&LC approval to bid	10	6/28/2018	7/8/2018
17	1.8	BIDDING	30	7/8/2018	8/7/2018
18	1.8.1	General bids opened	30	7/8/2018	8/7/2018
19	1.8.2	EOH&LC approves GC contract	10	8/7/2018	8/17/2018
20	1.9	CONSTRUCTION	2095	10/6/2018	7/1/2024
21	1.9.1	NTP Issued	50	8/17/2018	10/6/2018
22	1.9.2	Contract time for completion	1095	10/6/2018	10/5/2021
23	1.9.3	Amended time for completion	1000	10/5/2021	7/1/2024
24	1.9.4	Forecasted construction period	2095	1/3/2017	9/29/2022
25	1.9.5	EOH&LC approves CSC	10	9/19/2022	9/29/2022
26	1.10	CLOSE-OUT	5	9/29/2022	10/4/2022
27	1.10.1	EOH&LC approves CFC	5	9/29/2022	10/4/2022
28	1.11	WARRANTY	1425	10/4/2022	6/30/2024
29	1.11.1	9 month warranty inspection	635	10/4/2022	6/30/2024
30	1.11.2	End of warranty period	425	5/1/2024	6/30/2035

Exhibit 2 - Projected Timetable for Completion of Work

BDO Project B25-QZLW
 Salem Housing Authority
 Roof Replacement, 667-7A
 Client Project #258199

General Bid Log

Date: 04/22/2026 at 3:12PM EDT

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Bidder	Info	Base Bid	Alternates	Final Bid	Status
NSI 70 Maple drive Middletown, NY 10941		\$83,000.00	Alternate 1: \$4,000.00	\$87,000.00	Anticipated Contract Award
COASTAL CONSTRCTION & MANAGEMENT CO 37 Belmont st P.O.BOX 2271 Brockton, MA 02301		\$87,500.44	Alternate 1: \$2,000.00	\$89,500.44	—
alfa design build inc. 5 barnardhill rd Boylston, MA 01505		\$108,850.00	Alternate 1: \$2,000.00	\$110,850.00	—
OAKRIDGE CONSTRUCTION, Inc 12, Westgate Drive, box 105 Woburn, MA 01801		\$107,900.00	Alternate 1: \$6,900.00	\$114,800.00	—
EC INTERIORS LLC 818 REED RD North Dartmouth, MA 02747		\$115,570.00	Alternate 1: \$7,500.00	\$123,070.00	—

General Bid Log

Date: 04/22/2026 at 3:12PM EDT

Bidder	Info	Base Bid	Alternates	Final Bid	Status
Makeover and Finishes Group Inc. 289 Great Rd Suite 302 Acton, MA 01720		\$125,120.00	Alternate 1: \$15,000.00	\$140,120.00	—
MJS Construction Inc 50 Rundlett Way Middleton, MA 01949		\$126,420.00	Alternate 1: \$22,000.00	\$148,420.00	—
C&K Roofing Inc 15 Cypress Suite 204 Newton Center, MA 02459		\$145,250.00	Alternate 1: \$10,420.00	\$155,670.00	—
NORTSHORE EXTERIOR EXPERTS INC 199 ROSEWOOD DR. - STE 225 Danvers, MA 01923		\$159,600.00	Alternate 1: \$12,500.00	\$172,100.00	—
Advanced Building Components 25 Wareham Street Unit 2-27 Middleboro, MA 02346		\$181,101.00	Alternate 1: \$22,650.40	\$203,751.40	—

BDO Project B25-QZLW
Salem Housing Authority
Roof Replacement, 667-7A
Client Project #258199

General Bid Log

Date: 04/22/2026 at 3:12PM EDT

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Bidder	Info	Base Bid	Alternates	Final Bid	Status
Larochelle Construction, Inc. 29 College St., Suite 2 South Hadley, MA 01075		\$199,000.00	Alternate 1: \$15,800.00	\$214,800.00	—



Cathy Sheehan, Executive Director

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

Section 8 Department
136 Canal Street, Suite 2, Salem, MA 01970

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

Sealed Bid Tabulation For Elevator Maintenance & Repair Service Contract

Date: 4-28-26
Time: 10:00 a.m.
Present: See attached.

<u>Bidder</u>	<u>3 year Price</u>	<u>Bid Deposit</u>	<u>References</u>	<u>DCAMM Cert</u>	<u>DCAMM Update</u>
1. Delta Beckwith Elevator Co.	\$126,900.00	Yes	Yes	Yes	Yes
2. Specialized Elevator Corp. d/b/a 3Phase Elevator	\$162,972.00	Yes	Yes	Yes	Yes
3. United Elevator Company Inc.	\$180,144.00	Yes	Yes	Yes	Yes

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

Witnesses:

Signature

4-28-2026
Date

Signature

4/28/2026
Date

file: dt bid tabulation



Equal Opportunity Employer



Sign in Sheet for Bid Opening
Elevator Maintenance & Repairs

Date: 4-28-26

Time: 10:00 a.m.

SHA Staff Present:

Debra Tucker + Josh Becko

Bidders and others present:

Name Ben Tufuro
Company Delta Beckwith Elevator Company
Address 115 Shawmut Road
Canton, MA, 02021
Telephone (781) 856-8911

Name _____
Company _____
Address _____
Telephone _____

Name _____
Company _____
Address _____
Telephone _____

Name _____
Company _____
Address _____
Telephone _____

Name _____
Company _____
Address _____
Telephone _____

Bid Register

Bids Received for Elevator Maintenance & Repair Services

	<u>Date</u>	<u>Time</u>	<u>Bidder</u>
1.	<u>4-28-26</u>	<u>8:54 am</u>	<u>United Elevator Co.</u>
2.	<u>4-28-26</u>	<u>9:41 am</u>	<u>3Phase</u>
3.	<u>4-28-26</u>	<u>9:43 am</u>	<u>Delta Beckwith</u>
4.	<u> </u>	<u> </u>	<u> </u>
5.	<u> </u>	<u> </u>	<u> </u>
6.	<u> </u>	<u> </u>	<u> </u>
7.	<u> </u>	<u> </u>	<u> </u>
8.	<u> </u>	<u> </u>	<u> </u>
9.	<u> </u>	<u> </u>	<u> </u>
10.	<u> </u>	<u> </u>	<u> </u>
11.	<u> </u>	<u> </u>	<u> </u>
12.	<u> </u>	<u> </u>	<u> </u>
13.	<u> </u>	<u> </u>	<u> </u>
14.	<u> </u>	<u> </u>	<u> </u>
15.	<u> </u>	<u> </u>	<u> </u>

12/10/2025	Board voted to replenish back to \$5,000				\$5,000.00
12/12/2025	Employee Holiday Gathering		\$500.00	\$500.00	\$4,500.00
12/18/2025	Employee Luncheon		\$203.99	\$203.99	\$4,296.01
12/17/2025	Employee Mtg Refreshments		\$56.71	\$56.71	\$4,239.30
12/18/2025	Employee Holiday Gathering		\$2,284.70	\$2,284.70	\$1,968.60
3/10/2026	Retirement Luncheon		\$132.81	\$132.81	\$1,835.79
3/10/2026	Employee Lunch		\$658.56	\$658.56	\$1,177.23
3/27/2026	R. Strom/Morency/ Resident Gathering St. Patrick's Day		\$100.00	\$100.00	\$1,077.23