SALEM HOUSING
AUTHORITY

Cathy Sheehan, Executive Director

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

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

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

MINUTES OF THE
REGULAR MEETING
WEDNESDAY, MAY 13, 2025
At 6:00 p.m.

I. Called the Meeting to Order at 6:01 p.m.

II. Roll Call

Present	Absent
Romell Kidd (Virtual)	Veronica Miranda
Patricia Morsillo	
Aaron Paternoster (Virtual)	
Emily Ullman	

Also Present: Cathy Sheehan, Executive Director, Anne Cameron, Executive Assistant, Gary Dean, Director of Operations, Maureen Thomas, Director of Public Housing, Jacqueline Guzman, Director of Leased Housing and Massiel Garcia, Finance Director, Luis Lopez, Director of Maintenance and Patric Bishop, Facilities Manager

III. Minutes of Previous Meeting(s)

Patricia Morsillo moved to approve the minutes of the Regular Board Meeting of April 8, 2026. Romell Kidd seconded the motion and the roll call vote was as follows:

Ayes	Nays
Romell Kidd (Virtual)	
Patricia Morsillo	
Aaron Paternoster (Virtual)	
Emily Ullman	

IV. Tenant/Public Engagement

Ann Friedgen – Bertram Terrace – A summary of Ann Friedgen's comments:

- **Aging Infrastructure:** Bertram Terrace is roughly 63 years old. Ann notes that the kitchen cabinets are far past their average 30-year lifespan and are actively crumbling (to the point where tenants mistook the debris for termite damage).

- **Delayed Maintenance:** Kitchen renovations were originally on the capital program around 2018 but were halted due to COVID-19. Since then, the project has been repeatedly delayed (previously scheduled for 2029) and is currently listed as "to-be-determined."

- **Perceived Disparity:** Bertram Terrace is overlooked compared to nearby complexes like Rainbow Terrace (which is larger, houses families, and receives more updates) and Pioneer Terrace.

- **Proposed Solution:** Ann requests that the Housing Authority **"unbundle" the kitchen and bathroom remodeling projects**. Because bathroom renovations are expensive and time-consuming—and haven't generated many complaints—Ann suggests prioritizing the kitchen cabinetry alone, as it can be done quickly (potentially in one day) and more cost-effectively.

- **The Request:** Acknowledging it is too late for the current budget cycle, Ann urges the Housing Authority to prioritize funding for Bertram Terrace's kitchen cabinets in the near future.

Gene Collins, Pioneer Terrace – Summary of Gene Collins comments:

- **Funding and Stipends:** Over the past four years, statewide public health/housing efforts have seen significant progress, including increasing the state budget from $72 million to $113 million and raising stipends from $5 to $25.
- **Eviction Mitigation:** Work is underway to implement "Turn underneath" protections for residents facing eviction, following a highly successful one-year pilot program backed by state workers.
- **Legislative Advocacy:** The organization brought 120 public housing tenants from across Massachusetts to the State House to advocate with legislators, successfully engaging the House Ways and Means Chairman and South Massachusetts senators.
- **Lack of Salem Participation:** While over 92 cities and towns were represented at the State House day, there were zero participants or tenants from Salem.

Issues with the Salem Annual Plan

- **Neglect of Regulations:** Gene charges that Salem has not taken its annual plan seriously for the last couple of years, rushing through the approval process (without proper review.
- **Missed Deadlines:** The Housing Authority is failing to follow established Massachusetts regulations, which mandate a strict timeline for meeting with Local

Tenant Organizations (LTOs) to gather input, review summaries, and respond to comments at the 4-month, 3-month, and 2-month marks before the new fiscal year.

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Tenant Engagement & Board Responsibilities

- **Exclusion from Key Decisions:** According to regulation 7060 CMR 6.09, housing authorities must involve residents in critical matters. Gene notes that tenants are currently being excluded from decisions regarding the hiring of executive directors and resident-facing staff, management agreements, mergers, waiver requests, and modernization projects.
- **Failure to Support LTOs:** Under the regulations, the local housing authority is legally required to encourage, assist, and support public housing residents in forming democratic LTOs to represent their rights and welfare.
- **Board Accountability and Staffing:** Gene Collins emphasizes that the Board is failing its core duties, which include setting policy, establishing budgets, and ensuring organizational integrity. They highlight a critical local deficit: a lack of licensed, trained staff (including the absence of a plumber) and a surplus of unqualified personnel holding titles without proper training.

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

There were no reports of the Committees.

VIII. Recommendations of the Chair

There were no reports of the Chair.

IX. Report of the Treasurer

Bills

Romell Kidd moved to acknowledge receipt of the bills for the period April 1, 2026 through April 30, 2026 as presented. Aaron Paternoster seconded the motion and the **roll call** vote is as follows:

Ayes	Nays
Romell Kidd (Virtual)	
Patricia Morsillo	
Aaron Paternoster (Virtual)	
Emily Ullman	

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

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 six (6) months ending March 31, 2026. Aaron Paternoster seconded the motion and the **roll call** vote was as follows:

Ayes	Nays
Romell Kidd (Virtual)	
Patricia Morsillo	
Aaron Paternoster (Virtual)	
Emily Ullman	

X. Unfinished Business

Salem Housing Authority By-Laws

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

Patricia Morsillo moves to amend the Salem Housing Authority By-Laws to change the Annual Meeting date to the second Wednesday in October of each year and to amend

Article III, Section 5. to add VII. Report of the Tenant Representative. Aaron Paternsoter seconded the motion and the roll call vote was as follows:

Ayes	Nays
Romell Kidd (Virtual)	
Patricia Morsillo	
Aaron Paternoster (Virtual)	
Emily Ullman	

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 presented the candidate of her choice.

Emily Ullman moved 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. Romell Kidd seconded the motion and the **roll call** vote was as follows:

Ayes	Nays
Romell Kidd (Virtual)	
Patricia Morsillo	
Aaron Paternoster (Virtual)	
Emily Ullman	

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

Cathy Sheehan discussed and requesedt 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.)

Patricia Morsillo moved 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. Romell Kidd seconded the motion and the roll call vote was as follows:

Ayes	Nays
Romell Kidd (Virtual)	
Patricia Morsillo	
Aaron Paternoster (Virtual)	
Emily Ullman	

Draft Internal Controls Policy

Cathy Sheehan discussed with the Board and explained to them the draft Internal Controls Policy. The Internal Controls Policy will be presented at the next regularly scheduled Board of Directors Meeting for a board vote.

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

Cathy Sheehan presented to the Board Amendment #1Contract 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

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

Patricia Morsillo Amendment #1Contract 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. Emily Ullman seconded the motion and the roll call vote was as follows:

Ayes	Nays
Romell Kidd (Virtual)	
Patricia Morsillo	
Aaron Paternoster (Virtual)	
Emily Ullman	

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

Cathy presented 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.

Patricia Morsillo moved 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. Aaron Paternoster seconded the motion and the **roll call** vote was as follows:

Ayes	Nays
Romell Kidd (Virtual)	
Patricia Morsillo	
Aaron Paternoster (Virtual)	
Emily Ullman	

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

Cathy Sheehan presented and discussed 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.

Patricia Morsillo moved 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. Emily Ullman seconded the motion and the **roll call** vote was as follows:

Ayes	Nays
Romell Kidd (Virtual)	
Patricia Morsillo	
Aaron Paternoster (Virtual)	
Emily Ullman	

Draft Federal Annual Plan for Fiscal Year beginning October 2026

This Federal Annual Plan for Fiscal Year beginning October 2026 will be presented for a Board vote 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.

Patricia Morsillo moved 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. Emily Ullman seconded the motion and the **roll call** vote was as follows:

Ayes	Nays
Romell Kidd (Virtual)	
Patricia Morsillo	
Aaron Paternoster (Virtual)	
Emily Ullman	

XII. Other Business/Late Communications

See Summary attached.

XIII. Adjournment

Patricia Morsillo moved that the Board adjourn the Regular Meeting of Wednesday, May 13, 2026 at 7:40 p.m. Emily Ullman seconded the motion and the vote was as follows:

Ayes	Nays
Romell Kidd (Virtual)	
Patricia Morsillo	
Aaron Paternoster (Virtual)	
Emily Ullman	

SUMMARY OF ARTICLE IV THROUGH XII OF THE MINUTES OF THE SPECIAL MEETING OF THE SALEM HOUSING AUTHORITY BOARD OF DIRECTORS OF WEDNESDAY, APRIL 29, 2026 AT 6:00 P.M.

Housing Programs and Initiatives Update

Cathy Sheehan provided an extensive update on various housing programs and initiatives. She reported that the federal public housing program closure continues to be delayed due to HUD's overwhelmed legal department.

The 2026 budget was approved by the state.

Twelve modernization projects are currently in progress.

Cathy highlighted several program updates, including the processing of 100 CHAMP applications and 5 new public housing admissions.

She also mentioned the success of the FSS program serving 31 voucher holders and the Housing Now program's second cohort with 3 new families accepted.

Cathy announced a upcoming 250th Celebration of America event on June 18th at Pioneer Terrace.

She mentioned a new grant application submitted for approximately $500,000 to provide additional digital access equipment and training for residents.

The discussion concluded with an update on the LeeFort Terrace project, where approximately 6-8 residents have moved in.

Cathy also mentioned the review of an MOU from Beacon Communities for a first street property project.

The meeting covered updates on resident engagement and service coordination. Cathy Sheehan explained how the Housing Authority engages residents without LTOs through on-site staff, website updates, robocalls, and newsletters. The discussion included details about service coordinators (RSCs), with five positions currently serving Salem and Marblehead, though all are grant-funded, creating a need for ongoing advocacy.

The meeting also addressed the Treasurer's report, including balance sheet corrections and bills for April 30th, 2026, which were approved by the board.

The group also addressed concerns about open meeting law violations and considered adding language to the Code of Conduct regarding individual board members' interactions with external parties.

The board discussed proposed amendments to the agenda and bylaws. They agreed to add a tenant representative report as a standing agenda item and to hold officer elections in August or October Patricia Morsillo made a motion to move the annual meeting to October and to add a Tenant Representative Report to the standing agenda item, which the board supported.

They also approved a conditional offer of employment for Patrick Bishop as Facilities Operations Manager at a salary of $91,132 with a TBD start date.

The board discussed considering a one-time bonus for Maureen Thomas, the Director of Public Housing, based on a formula involving two months of admin fees from the DMH voucher program, which currently serves 45 vouchers and counting.

The board discussed several key items including a housing voucher program where Cathy Sheehand explained the determination process based on fair market rent and payment standards. The board authorized a $4,950 bonus for the Director of Public Housing for the Department of Mental Health Program.

They reviewed a draft internal controls policy, with Aaron Paternoster expressing concerns about the technical nature of the procedures and requesting clarification between policy and procedural requirements.

The board approved three contract amendments: an $1,180,000 oil-to-heat pump conversion project, an $87,000 roof replacement at the Ruane Building, and a $126,900 elevator maintenance contract with Delta Beckwith Elevator Company.

They also discussed replenishing the pre-2004 Section 8 reserve fund from $5,000 to $10,000, with Romell Kidd requesting quarterly reports on fund expenditures.

The board conversation ended with Aaron Paternoster noting that the Open Meeting Law discussion would be postponed to the next meeting to include Veronica Miranda.