SALEM HOUSING
AUTHORITY

Cathy Hoog, Executive Director

2026 OCT 30 PM 12:35
CITY CLERK
SALEM, MASS

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

October 30, 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 **SPECIAL MEETING** of the **SALEM HOUSING AUTHORITY** to be held on **THURSDAY, NOVEMBER 5, 2026 at 4:00 p.m. is hereby posted. This meeting will be a virtual only meeting.**

Zoom Webinar Invite:

When: Nov 5, 2026 04:00 PM Eastern Time (US and Canada)
Topic: Salem Housing Authority Special Board Meeting - Thursday, November 4, 2026 at 4:00 p.m.

Join from PC, Mac, iPad, or Android:
https://us02web.zoom.us/j/82614226615?pwd=94y295Po3b2VagRI0uM1gWVhA6jOpW.1
Passcode:577946

Phone one-tap:
+16469313860,,82614226615#,,,,*577946# US
+13017158592,,82614226615#,,,,*577946# US (Washington DC)

Join via audio:
+1 646 931 3860 US
+1 301 715 8592 US (Washington DC)
+1 305 224 1968 US
+1 309 205 3325 US
+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)
+1 360 209 5623 US
+1 386 347 5053 US
+1 507 473 4847 US
+1 564 217 2000 US
+1 669 444 9171 US
+1 669 900 9128 US (San Jose)

This notice posted on "official Bulletin Board" City Hall, Salem, Mass. on Oct. 30, 26 at 12:35 pm in accordance with MGL Chap. 30A Sections 18-25.

+1 689 278 1000 US
+1 719 359 4580 US
+1 253 205 0468 US
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
Webinar ID: 826 1422 6615
Passcode: 577946
International numbers available: https://us02web.zoom.us/u/ker0sAwemg

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
SPECIAL BOARD OF DIRECTORS' MEETING
THURSDAY, NOVEMBER 5, 2026
4:00 p.m.

This meeting will take place virtual only.

I. Call Meeting to Order

II. Roll Call

III. New Business

Vote to authorize the Salem Housing Authority to enter into an Emergency, temporary management services agreement with the Newburyport Housing Authority.

IV. Adjournment

Very truly yours,

C Sheehan

Cathy Sheehan
Executive Director

Copy: SHA Board Members

0 de octubre de 2026

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

Estimada Sra. Simons:

De conformidad con el Capítulo 30A, Sección 20 de las Leyes Generales, según enmendadas, se publica el Aviso de REUNIÓN EXTRAORDINARIA de la Autoridad de Vivienda de Salem, que se llevará a cabo el JUEVES 5 DE NOVIEMBRE DE 2026 a las 4:00 p. m. Esta reunión será exclusivamente virtual.

Invitación al seminario web de Zoom:

Fecha: 5 de noviembre de 2026, 4:00 p. m. (Hora del Este de EE. UU. y Canadá)
Tema: Reunión Extraordinaria de la Junta Directiva de la Autoridad de Vivienda de Salem - Jueves 4 de noviembre de 2026 a las 4:00 p. m.

Únete desde PC, Mac, iPad o Android:
https://us02web.zoom.us/j/82614226615?pwd=94y295Po3b2VagRI0uM1gWVhA6jOpW.1
Código de acceso: 577946

Acceso telefónico con un toque:
+16469313860,,82614226615#,,,,*577946# EE. UU.
+13017158592,,82614226615#,,,,*577946# EE. UU. (Washington D. C.)

Únete por audio:
+1 646 931 3860 EE. UU.
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+1 305 224 1968 EE. UU.
+1 309 205 3325 EE. UU.
+1 312 626 6799 EE. UU. (Chicago)
+1 646 558 8656 EE. UU. (Nueva York)
+1 360 209 5623 EE. UU.
+1 386 347 5053 EE. UU.
+1 507 473 4847 EE. UU.
+1 564 217 2000 EE. UU.
+1 669 444 9171 EE. UU.
+1 669 900 9128 EE. UU. (San José)
+1 689 278 1000 EE. UU.
+1 719 359 4580 EE. UU.
+1 253 205 0468 EE. UU.
+1 253 215 8782 EE. UU. (Tacoma)
+1 346 248 7799 EE. UU. (Houston)
ID del seminario web: 826 1422 6615
Código de acceso: 577946
Números internacionales disponibles: https://us02web.zoom.us/u/ker0sAwemg

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 EXTRAORDINARIA DE LA JUNTA DIRECTIVA
JUEVES, 5 DE NOVIEMBRE DE 2026
16:00 h

Esta reunión se realizará únicamente de forma virtual.

I. Apertura de la reunión

II. Lista de asistencia

III. Asuntos nuevos

Votación para autorizar a la Autoridad de Vivienda de Salem a celebrar un acuerdo de servicios de gestión temporal de emergencia con la Autoridad de Vivienda de Newburyport.

IV. Clausura

Atentamente,

CSheehan

Cathy Sheehan
Directora Ejecutiva

Copia: Miembros de la Junta Directiva de SHA

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Cathy Hoog, Executive Director

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DISCUSSIONS FOR THE
SPECIAL BOARD OF DIRECTORS' MEETING
THURSDAY, NOVEMBER 5, 2026
4:00 p.m.

I. Called Meeting to Order

II. Roll Call

III. New Business

Vote to Authorize the Salem Housing Authority to enter into an Emergency, temporary management services agreement with the Newburyport Housing Authority.

Cathy Sheehan will explain and discuss the emergency, temporary management services agreement with the Newburyport Housing Authority.

( ) moves to authorize the Salem Housing Authority to enter into an Emergency, temporary management services agreement for three months (with the option of two forty-five (45) day extensions) commencing as of the date and pursuant to the terms in said agreement as presented. ( ) seconded the motion and the roll call vote is as follows:

Ayes Nays

IV. Other Business /Late Communications

V. Adjournment

Short-Term Basic
MANAGEMENT SERVICES AGREEMENT
Between
NEWBURYPORT HOUSING AUTHORITY AND SALEM HOUSING AUTHORITY

This Agreement, made this _ day of _ 2026 , by and between the Newburyport Housing Authority (the "Owner") and Salem Housing Authority (the "Management Agent.")

The purpose of this Short-term Management Services Agreement, hereinafter called the "Agreement," is to set forth the terms and conditions of a contract under which the Management Agent will provide assistance to carry out the day-to-day operations of the Owner.

The Owner and the Management Agent hereby agree as follows:

Article 1. Scope of Work. The Management Agent shall perform all the routine functions required for the administration of the Owner including, but not limited to, the planning, coordinating and carrying out all responsibilities of the Owner's operations, such as the administration of programs and maintenance of properties of the Owner, and will be responsible for the assignment, direction and supervision of the Owner's existing staff (if any) and / or its own staff, in accordance with the attached staffing plan, in performing its responsibilities under this Agreement. The Management Agent will operate within the parameters of pertinent Massachusetts General Laws, Executive Office of Housing and Livable Communities ("EOHLC") regulations and guidelines, and other laws, rules and regulations applicable to the operations of the Owner.

Article 2. Owner Board Responsibilities. The Owner's Board will provide Management Agent access to the administration office(s) and other Owner property, and will provide access to any Owner records requested by the Management Agent. The Management Agent agrees that it shall hold any Personal Data of Owner tenants and applicants in accordance with the Fair Information Practices Act, G.L. c. 66A, and the EOHLC Privacy and Confidentiality regulation at 760 CMR 8.00 *et seq.*

Article 3. Term of Agreement. The Management Agent shall commence work under this Agreement on , 2026. This Agreement shall become effective upon approval by EOHLC and shall automatically terminate ,202, three (3) months from its effective date. As this is intended as a short-term management agreement, the parties agree that this agreement may be extended for a maximum of two (2) periods of 45 days each. In no event shall the total term of this Agreement be greater than six (6) months.

Article 4. Suspension and Termination. As this is intended as a short-term management agreement, the parties agree that this agreement may be terminated at any time by mutual agreement of the parties. This Agreement may be suspended or terminated without penalty and without cause by either party hereto as of the end of any calendar month, provided at least thirty (30) days advance written notice thereof is given to the other party and to EOHLC. Notices under this paragraph shall be sufficient if delivered in writing (including by email) to the following:

For Owner:

Housing Authority
Attn: Chairperson

For Management Agent:

Housing Authority
Attn: Chairperson

For EOHLC:

Executive Office of Housing
and Livable Communities
Attn: Director, Bureau of Housing Management
100 Cambridge St., Suite 300
Boston, MA 02114

Article 5. Agreement Sum. The Owner shall pay the Management Agent $ 46,338.00 in current funds for the performance of the work for three (3) months. Payments will be made on a monthly basis, prorated at the monthly rate of $ 15,446.00. Any extensions exercised shall be calculated on a prorated basis.

Article 6. Restoration to Pre-Agreement Levels. Any changes to salary, wage or employment status or any cost allocation changes between the Owner and the Management Agent made as a result of this Agreement will be fully restored to pre-Agreement levels immediately upon termination, suspension, or expiration of this Agreement.

Article 7. Reimbursements. Reimbursable expenses require prior Owner approval and shall be limited to actual and necessary expenditures of the Management Agent required for the complete performance of this Agreement. Items for which reimbursements may be sought must be in accordance with EOHLC Budget Guidelines. Any reimbursable expenses payable to the Management Agent by the Owner shall not, together with the Agreement Sum, exceed the Owner's approved Allowable Non-Utility Expense Level (the "ANUEL") for any fiscal year during the term of this Agreement. In the event that any such expenses exceed the Owner's ANUEL the Management Agent shall refund the Owner that same amount.

Article 8. Conflicts of Interest. The Management Agent covenants that: (1) presently, there is no financial interest and shall not acquire any such interest, direct or indirect, that would conflict in any manner or degree with the performance of services required to be performed under this Agreement or which would violate M.G.L. c.268A, as amended, or violate the federal conflict of interest provisions at 24 CFR 570.489 and the federal Hatch Act, 5 U.S.C. §§ 1501 *et seq*; (2) in the performance of this Agreement, no person having any such interest shall be employed by the Management Agent; and (3) no member or employee of the Management Agent is related by blood or marriage to any Board Member or employee of the Owner.

Article 9. Non-Discrimination and Equal Opportunity. The Management Agent shall not discriminate against any person on the basis of race, color, religious creed, national origin, sex, sexual orientation, gender identity, genetic information, age, ancestry, disability, marital status, veteran status, membership in the armed forces, presence of children, political beliefs, or receipt of public assistance, rental assistance, or housing subsidy, or any other basis prohibited by law. The Management Agent

will use best efforts to employ qualified tenants of the Owner for any positions that are open at the time the Agreement is awarded or which become open during the term of the Agreement.

Article 10. Modification. This Agreement constitutes the entire understanding and agreement between the parties hereto with regard to the subject matter hereof and supersedes all prior understandings and agreements. This Agreement may not be revised, supplemented, or otherwise modified except by an amendment in writing signed by the parties hereto and approved by EOHLC.

Article 11. Governing Law and Agreement Validation. This Agreement shall be governed by the laws of the Commonwealth of Massachusetts. This Agreement will not be valid until signed by the Secretary of EOHLC or his/her designee.

Article 12. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument, and in pleading or proving any provision of the agreement it shall not be necessary to produce more than one such counterpart. No counterpart shall be effective until each party has executed at least one counterpart. For the convenience of the parties, facsimile and pdf signatures shall be accepted as originals.

In Witness whereof, the parties hereto cause this instrument to be executed under Seal.

MANAGEMENT AGENT

(Salem Housing Authority)

By:
(Name & Title)

_____

Witness: _____

OWNER

(Newburyport Housing Authority)

By:
(Name & Title)

_____

Attest: _____

APPROVED:

Executive Office of Housing and Livable Communities

_____
Secretary

_____
(Date)

ATTACHMENT E
MANAGEMENT FEE CALCULATION WORKSHEET
(For Agreements with Small LHA Owners with 1-199 units)

Use this worksheet to calculate the Maximum Management Fee and Executive Director Salary from Fee.

Owner LHA: **Newburyport**
Management Agent: **Salem**

Step 1. Calculate the Maximum Management Fee

Enter Owner's LHA Calculated Salary Maximum:	=	$148,280	(a)
Multiply (a) by 1.25	=	$37,070	(b)
Enter (b)	=	$185,350	**1**

This is the Maximum Management Fee (annual).
(For the purpose of the NHA calculation, we have included the ED salary from the WNHA Management fee ($15,995) and "Other" programs $16,568)

This management agreement is for 3 months with two 45 day Renewals. The monthly fee is $15,446

Step 2. Enter the Negotiated Management Fee

Enter the negotiated Management Fee (annual)	=		**2**

This amount can be less than, but must not exceed (1) above.

Step 3. Calculate the Maximum Executive Director Salary from Fee

Enter Percent based on Size of Management Agent	=	20%	(a)

If Management Agent has 1 - 199 Units, enter 40%
If Management Agent has 200 - 499 Units, enter 30%
If Management Agent has 500 - 999 Units, enter 20%

Enter (2) from above	=	$185,350	(b)
Multiply (a) and (b)	=	$37,070	**3**

This is the Maximum Executive Director Salary from Fee (annual).
This management agreement is for 3 months with two 45 day renewals – ED monthly

salary from fee is: $3,089

Step 4. Enter the Board-Approved Executive Director Salary from Fee

Board-Approved Executive Director salary from Fee = $ [ ] **4**
This amount can be less than, but must not exceed (3) above.

Step 5. Amendment to Management Fee
(complete only if amending an existing, EOHLC-Approved Management Services Agreement)

Enter the Approved Management Fee = $ [ ] **5**

Enter Increase (Decrease) in Fee = $ [ ] **6**

Amended Management Fee = $ [ ] **7**
This amount may not exceed the total of (1) above plus the % increase in ANUEL for the Owner's budget year.

Step 6. Amended Board-Approved Executive Director Salary from Management Fee

Enter Percent based on Size of Management Agent = [ ] % (a)
If Management Agent has 1 - 199 Units, enter 40%
If Management Agent has 200 - 499 Units, enter 30%
If Management Agent has 500 - 999 Units, enter 20%

Enter (7) from above = $ [ ] (b)

Multiply (a) and (b) = $ [ ] **8**
This is the Maximum Executive Director Salary from Fee (annual).

Amended Board-Approved Salary from Management Fee = $ [ ] **9**
This amount can be less than, but must not exceed (8) above.