



Salisbury Housing Authority
23 Beach Rd.
Salisbury, MA 01952
Phone: 978 462 8600 Fax: 978 463 3512

**Minutes of the Regular meeting
January 9, 2025
5:00pm**

Pledge of Allegiance

Roll Call

Ralph Sweeney, Shirley Joubert, Monique Greulich, Donna Abdulla, Jane Purinton

Absent

N/A

Others Present

James Holt-Executive Director, Doug Batchelder- Director of Maintenance

Moment of Reflection

Chairman Sweeney asked if there had been any recent deaths or hospitalizations. Moment of reflection for all residents that are ill.

Bills

The Board was presented with bills through December 31, 2024.

Motion to approve the bills for December 2024 by Shirley Joubert. Second by Donna Abdulla. All in favor. Vote was 5-0.

Minutes of the Regular Meeting of December 12, 2024

Motion by Shirley Joubert to approve the minutes of December 12, 2024 with necessary changes. Second by Donna Abdulla . All in favor. Vote was 5-0.

Correspondence

N/A

Executive Director Report

Audit and Agreed Upon Procedures Services for FY2024-FY2028

ED Holt presented the Marcum/CBIZ Proposal for Audit and EOHLC Agreed Upon Procedures Services. Holt instructed the board to go to page 10 of the proposal which identifies the Scope of Service CBIZ will perform. They will perform the Annual audit for the SHA's fiscal year 2024-2028. CBIZ will prepare the federal single audit report, if required. They will prepare the Financial Data Schedule and electronic submission to HUD, submit the audit to HUD local Field Office, present the audit to the SHA Board of Commissioners, provide bound copies of the audit report, and prepare EOHLC's agreed-upon procedures report. Page 11 of the proposal explained the time line of the audit. The audit typically starts February 1st and runs through the final audit and AUP report August 15th. Page 15 of the proposal indicates the fee proposal.

The fees per fiscal year are as follows:

FY2024- \$24,000, FY2025- \$30,500, FY2026- \$28,000, FY2027- \$34,500, FY2028-\$32,000

ED Holt informed the Board that the higher price years is when the AUP is due, so there is an increased cost in those years. ED Holt also informed the Board that the reason that this audit service is required is because the SHA Administers the Federal Housing Choice Voucher Program. Holt had a conversation with Mike Guyder, Managing Director of CBIZ, regarding the option to let go of the HCV program. Holt stated hypothetically that the SHA could give the Ipswich Housing Authority its HCV Program and then the SHA would not have to incur this audit cost. Obviously there would be an approval process that the SHA would have to go through with HUD in order to complete this.

The audit cost is a considerable one to the SHA's annual budget. The board asked for a cost comparative between the cost of the audit and the profit of the HCV program. Holt is not recommending that the SHA give up the HCV program. He only wanted to let them know that was an option.

Motion to accept the CBIZ fee proposal for FY2024-FY2028 as presented by Shirley Joubert. Second by Monique Greilich. All in favor. Vote was 5-0.

State-Aided Property Insurance Renewal

The Board was presented with the State Aided Property Renewal for Property, Boiler and Machinery and Crime. The policy period is for 11/17/2024-11/17/2025. There is a 7.5% increase from last year. The rate for HHA elderly/congregate units is \$292. There is a \$9000.00 deductible. The total cost of the policy to the SHA was \$23,360.00. There have been zero insurance claims by the SHA in FY2024.

Maintenance Report

Maintenance Director Doug Batchelder presented the board with the December 2024 Maintenance Report.

- 259250- Exterior door project Moving forward
- 259049 Trim work- Prep work and repairs started. Painting will begin when the weather is warmer.
- 259047 Stairwell painting and flooring project awarded to North Lawrence Contracting.

Vacant units:

D12 - Ready.

B9 - Ready.

C14 - Ready.

D3 - Ready.

A16- Ready.

A4- Projected ready date: 1/8/2025- Final Cleaning Needed

A12 and D6. We are awaiting keys to the units.

New Business

N/A

GMVTO Report

Cindy McMillan was in attendance to present the GMVTO report. Cindy stated that bingo is going strong. The tenant's Christmas party went very well. Cindy thanked ED Holt for making an appearance at the Christmas party. She told the board that the tenant appreciated that very much.

Public Comment

N/A

Adjournment

Motion to adjourn at 5:48 pm by Shirley Joubert. Second by Donna Abdulla. All in favor. Vote was 5-0.

Documents/Exhibits Used at Meeting

- *SHA Vendor Accounting Check Register for Checks Dated 12/1/24 - 12-31-24*
- *SHA Minutes for December 12, 2024 Board meeting*
- *Audit and Agreed Upon Procedure Fee Proposal*
- *State Aided Property Insurance Invoice and Public Housing Notice*
- *SHA Maintenance/Vacancy Report*

Approved by BOC - 2/13/2025


Executive Director