



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

**Minutes of the Regular meeting
April 10, 2025
5:00pm**

1. Pledge of Allegiance

2. Roll Call

Ralph Sweeney, Shirley Joubert, Donna Abdulla, Jane Purinton
Monique Greilich - via zoom

Absent

N/A

Others Present

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

3. Moment of Reflection

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

4. Bills

The Board was presented with bills through March 31, 2025. Board members questioned the high legal bill. Holt answered that the cost was necessary due to a tenant issue.

Motion to approve the bills for March 31, 2025 by Shirley Joubert. Second by Donna Abdulla. All in favor. Vote was 5-0.

5. Minutes of the Regular Meeting of February 13, 2025

Motion by Shirley Joubert to approve the minutes of February 13, 2025 as presented to the Board. Second by Donna Abdulla . All in favor. Vote was 5-0.

6. Correspondence

Monthly Financial statements for March 31, 2025. Holt stated that the reserves were currently 15.84%. The FY2025 Budget has not been approved. Paul Pavia stated that some of his other HA's got to 50% reserve levels when their budgets were approved.

7. Executive Director Report

Project #259047 Exterior Trim and Paint Change Order

Change Order #1 was presented to the Board for work needed in the Stairway flooring and Painting project. #259047 totalling \$3,602.36.

Motion by Donna Abdulla to approve the change order as presented to the Board. Second by Jane Purinton . All in favor. Vote was 5-0.

Comprehensive Modernization Application- 667-1 Development

ED Holt informed the Board that he would like to submit an application for funding made available through EOHLC Comprehensive Modernization grant. The grant will provide funding of up to \$200,000 per unit for capital projects that begin construction in FY26-27. Eligible developments are the 667, 705, and 200 programs with 20 or more units in them. SHA will submit for the 667 Development. Documents that are required to be submitted for the application are a narrative letter stating why the development would be a strong candidate for the funding which is to be signed by the ED and SHA Chair. A detailed estimated project budget in which Maintenance Director Batchelder put together. Batchelder identified Kitchens and Baths, Electrical panel upgrades, walkways and sidewalks, and ADA accessibility components such as ramps, grab bars, etc. EOHLC will be approving only a few projects under this grant so the SHA will be fortunate to be selected for the funding. ED Holt stated that he sent the scope to the Tenants Association for review and approval. He did receive their approval and will submit the required letter. Pictures of the development are also required. The application is due April 30, 2025. Board members identified errors in the letter. Requested that ED make required edits to the cover letter.

Motion by Donna Abdulla to approve the submission of the Comprehensive Modernization Application. Second by Jane Purinton. Vote was 5 to 0 in favor.

CFA (Contract for Financial Assistance) #10

ED presented the Board with CFA #10. The change in the CFA was for \$324,647.32. CFA award amounts included are:

\$15,480.00 for Vacant unit rehab-C16.

\$96,441.00 for asbestos removal needed during the Bathroom Renovation Project.

\$196,726.32 for FY28 Formula Funding Award.

\$16,000 for Aging In Place Award.

ED Holt explained that the Aging in Place award is compliance reserve funding from the executive Office of Housing and Livable Communities (EOHLC) to allow the SHA to invoice for the cost of specific items that are installed in any vacant 667 unit turnover.

Motion by Monique Greilich to approve CFA #10 in the amount of \$324,647.32. Second by Donna Abdulla. Vote was 5 to 0 in favor.

Fenton, Ewald, & Associates(FEA) Accounting Services Contract 2025

The Board was presented with the FY25 Fee Accountant Contract from Fenton, Ewald, & Associates. FEA provides all accounting services required by the EOHLC and HUD.

Motion by Donna Abdulla to approve the contract for Accounting Services as presented. Second by Jane Purinton. Vote was 5 to 0 in favor.

8. Maintenance Report

Maintenance Director Doug Batchelder presented the board with the March 2025 Maintenance Report.

-259250-Bids Due March 28, 2025

-259049 Trim work- Prep work and Fascia repairs started. Painting will start when weather permits.

-259047 Stairwell painting and flooring project began March 3, 2025.-North Lawrence Contracting. Estimated completion date- May 16, 2025

- Spring Cleanup

- Crabapple trees to be removed

- Lighthouse being repaired

Vacant units:

D12 - Ready.

C14 - Ready.

D3 - Ready.

A4 - Ready.

D16 - Ready.

D6- Vacated. Keys not returned.
A12- Awaiting Access to the unit.
C9- Vacant- Fair condition.
B15- Vacant. Fair condition.
A10- Vacant. Fair Condition
E15-Vacant. Fair Condition

Holt informed the board that IHA staff has made a better plan to lease all vacant units and hopes to see better results. Champ Administrator has been given time to concentrate on screening efforts. It will be a slow process. IHA's Agawam Village construction project has come to an end allowing more time to dedicate to SHA screening. That project took priority for leasing due to tax credit implications.

9. New Business

Chairman Sweeny introduced Project #259050 Common Entry Door Replacement bid. The low bid was from NENA Construction in the amount of \$191,000.00. This amount was the base bid amount. There were 3 alternate add ons for the project. NENA bid \$86,000.00 on each alternate 1-3. The total amount of the bid was \$449,000.00. Holt requested that the board vote to approve the low bid pending the results of the contractor reference checks. Nilsson & Siden Associates will conduct the reference check.

Motion by Jane Purinton to approve the Low bid for project #259050 in the amount of \$449,000.00. Second by Donna Abdullah. Vote was 5 to 0 in favor.

10. GMVTO Report

Cindy McMillan was in attendance to present the GMVTO report. Cindy stated that not much is happening. Bingo is still going strong.

11. Query Time

N/A

Adjournment

Motion to adjourn at 6:40 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 3/01/25 - 3/31/25*
- *March 31, 2025 Financial Statements*
- *SHA Minutes for February 13, 2025 Board meeting*
- *Comprehensive Modernization Documents*
- *CFA #15*
- *#259047 Stairway flooring replacement and painting Change Order #1*
- *Fee Accountant 2025 Contract for Services*
- *SHA Maintenance/Vacancy Report January 2025*

Approved by BOC-May 8, 2025.

James Holt

Executive Director