



**Salisbury Housing Authority**

23 Beach Rd.

Salisbury, MA 01952

Phone: 978 462 8600 Fax: 978 463 3512

**Minutes of the Regular meeting  
August 14, 2025  
5:00pm**

**1. Pledge of Allegiance**

**2. Roll Call**

Ralph Sweeney, Donna Abdulla, Jane Purinton, Monique Greilich

**Absent**

Shirley Joubert

**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 from June and July, 2025.

Monique questioned the voided checks on the report. ED Holt informed her that finance erred in placing the checks in the printer. They then needed to be voided and reissued. Monique also questioned the column on the report that states "Cleared." Holt informed her that we don't reconcile the checks in the software, so the column will always read "no."

Chairman Sweeney asked if check #11506 in the amount of \$48,103.25 was for a construction project. ED Holt answered it was issued to the contractor of the Exterior trim project.

Motion to approve the bills for June, 2025 by Jane Purinton. Second by Donna Abdulla. All in favor. Vote was 4-0.

Motion to approve the bills for July, 2025 by Monique Greilich. Second by Donna Abdulla. All in favor. Vote was 4-0.

## **5. Minutes of the Regular Meeting of June 12, 2025**

Motion by Jane Purinton to approve the minutes of June 12, 2025 as presented to the Board. Second by Monique Greilich. All in favor. Vote was 4-0.

## **Minutes of the Special Meeting of August 4, 2025**

Motion by Jane Purinton to approve the minutes of August 4, 2025 as presented to the Board. Second by Monique Greilich. All in favor. Vote was 4-0.

## **6. Correspondence**

### **Monthly Financial statements for July 31, 2025.**

The Board reviewed the July 31, 2025 Financial statements. Reserves were at 33.15%. ED Holt informed the Board that the reserves decreased due to a large legal fee and also the pump replacement project. We will be getting a reimbursement from the state for the replacement of the failed pumps. Monique inquired about the shortfall that the HCV program is facing. She asked if we remain under a shortfall notice. ED Holt stated that we are still not leasing up any new vouchers or existing vouchers, and still taking measures to limit the expenses of the program until further notice. Holt informed them the Auditors will be present at the October meeting to review the FY24 Audit and will discuss funding of the HCV Program.

## **7. Executive Director Report**

### **SHA By-Laws Amendment**

The board reviewed the SHA By-laws Amendment draft presented. Holt stated that he made the appropriate changes to identify the annual meeting day in Article III. Section I. Annual Meeting. The annual meeting will be held on the second Thursday of March each year.

Section 5. Order of Business was also changed to reflect the new order of business on the meeting agenda. The only change was "public comment" will be placed #11 on the order.

Motion by Jane Purinton to approve the By-Laws as presented to the Board. Second by Monique Greilich. All in favor. Vote was 4-0.

## **Public Participation Policy Draft**

The Board reviewed a draft of the Salisbury Housing Authority's Public Participation Policy. Holt stated that he made the required changes to the policy at the Direction of the Boards last review of the draft at the June 12, 2025 meeting. Holt added language to the policy in #6. "Under most circumstances administrative channels are the proper and most efficient means for disposition of issues involving Authority personnel and maintenance issues." Chairman Sweeney wanted to see this language in the policy in hopes that the public would use admin channels to request work orders rather than requesting them at board meetings. Additional language added to the policy were #9 and #10. #9 details how the public would submit topics for discussion. The public should submit any topic to the Executive Director 10 days prior to the meeting and it would be reviewed to determine if it should be added to the meeting agenda for discussion. #10 details that the Chairman has the discretion to remove Public Comment from the agenda prior to the meetings.

Jane stated that there was an error on the Header of the policy. The policy header needs to be changed to Salisbury as it indicated the Ipswich Housing Authority Policy. Holt was working on the same policy for Ipswich and Hamilton. He will make the correction.

Motion by Jane Purinton to approve the Salisbury Public Comment Policy, with the appropriate corrections to be made. Second by Monique Greilich. All in favor. Vote was 4-0.

## **Exterior Trim and Painting Project Certificate of Final Completion**

The board reviewed The exterior Trim Painting Projects Certificate of Final completion. The final payment is in the amount of \$2,531.75.

Motion by Jane Purinton to approve the By-Laws as presented to the Board. Second by Donna Abdulla. All in favor. Vote was 4-0.

## **12/31/2024 Section Eight Management Assessment Program (SEMAP) Designation**

ED Holt informed the Board that the SHA scored a 96% on its FY24 SEMAP performance rating. This score designates the SHA as a high performer. ED Holt complimented Crystal Galicki on this rating as she handles the day to day administration of the HCV program. There was one deficiency noted in the rating. The SHA will need to correct deficiency noted in indicator #8. The SHA must approve payment standards for voucher holders living outside SHA's FMR area. The SHA has voucher holders residing in the Lawrence FMR area.

## **Approval of FY 2025 Payment Standards for vouchers residing in additional FMR areas**

ED Holt is requesting the approval of payment standards for FMR areas that the SHA has voucher holders residing in. This was noted as a deficiency on its SEMAP rating. It is required that if a housing authority has vouchers residing in areas outside of its FMR area, the SHA must

adopt payment standards for those areas. In the case of SHA, it has vouchers in Lawrence, Andover, and Haverhill. The SHA currently uses payment standards for those areas already adopted by those individual housing authorities. Holt will be sure to add these payment standards, and any others, into the next SEMAP submission.

The payment standards, with applicable bedroom size, for each housing authority are:

**Lawrence Housing Authority: 0br-\$1346, 1br- \$1498, 2br- \$1963, 3br- \$2365, 4br- \$2603**

Motion by Monique Greulich to approve the Lawrence HA Payment Standards as presented to the Board. Second by Jane Purinton. All in favor. Vote was 4-0.

**Andover Housing Authority : 1br- \$1648, 2bdr \$2159, 3br- \$2601, 4br- \$2863**

Motion by Monique Greulich to approve the Andover HA Payment Standards as presented to the Board. Second by Jane Purinton. All in favor. Vote was 4-0.

**Haverhill Housing Authority: 0br-\$1346, 1br- \$1572, 2br- \$2061, 3br- \$2365, 4br- \$2603, 5br- \$2993**

Motion by Monique Greulich to approve the Haverhill HA Payment Standards as presented to the Board. Second by Jane Purinton. All in favor. Vote was 4-0.

## **8. Maintenance Report**

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

- 259250-Bid accepted- Start Date TBD.
- 259049 Trim work project is complete.
- 259047 Stairwell painting and flooring project - Punchlist completed.
- SHA will receive \$65,000 from Green Harbor Energy for minisplit cleaning.
- Annual Inspections scheduled for September.
- Picnic Tables to be replaced.

### **Vacant units:**

A10- Leased

D6- Vacated. Paint and Flooring needed.

E15-Ready

B6-Vacant- Paint and Floor needed.

The Board expressed their pleasure in seeing vacant units decreasing. Holt informed the board that leasing will continue for the remainder of those vacant units.

## **9. New Business**

N/A

## **10. GMVTO Report**

N/A

## **11. Public Comment**

N/A

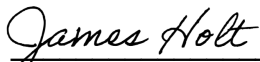
## **12. Adjournment**

Motion to adjourn at 5:56 pm by Monique Greilich. Second by Jane Purinton. All in favor. Vote was 4-0.

### *Documents/Exhibits Used at Meeting*

- *SHA Vendor Accounting Check Register Dated 6/1/25-6/30/25 & 7/1/2025-7/31/2025*
- *July 31, 2025 Financial Statements*
- *SHA Minutes for June 12, 2025 Board meeting*
- *SHA By-Laws Amendment*
- *Public Participation Policy Draft*
- *Certificate of Final Completion-#259049*
- *SEMAP designation form*
- *HCV Payment Standards*
- *SHA Maintenance/Vacancy Report July 2025*

Approved by BOC - September 11, 2025



Executive Director