



Salisbury Housing Authority

23 Beach Rd.

Salisbury, MA 01952

Phone: 978 462 8600 Fax: 978 463 3512

**Minutes of the Regular meeting
September 11, 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 August, 2025.

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

5. Minutes of the Regular Meeting of August 14, 2025

Motion by Monique Greilich to approve the minutes of August 14, 2025 as presented to the Board. Second by Donna Abdulla . All in favor. Vote was 4-0.

6. Correspondence

Monthly Financial statements for August 31, 2025.

The Board reviewed the August 31, 2025 Financial statements.

7. Executive Director Report

Resident Advisory Board

Jim informed the Board that he sent an invitation to all Salisbury Housing Choice Voucher participants encouraging them to join our resident advisory board (RAB). That invitation was sent out back in March, 2025. Holt explained that the RAB would provide input and recommendation to SHA's Annual and 5 Year plans. RAB would also have the opportunity to review the plans and offer feedback that would influence housing policies, programs, and procedures that impact HCV participants.

As of the date of this meeting, Holt has not received any interest from all those invited.

Since there is no Resident Advisory Board currently, SHA's procedure when it comes to the Annual plans is to send out correspondence to all HCV participants notifying them of any meetings that would be held, inviting them to send comments and attend the meetings. We would continue to follow that procedure if the Board votes to approve all HCV participants to serve on the Resident Advisory Board.

Motion by Monique Greulich to approve all HCV Participants to serve as members of the Resident Advisory Board. Second by Jane Purinton . All in favor. Vote was 4-0.

8. Maintenance Report

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

- 259250-Project started. NTP issued for 9/3/2025. Estimated completion date 1/2026
- 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. Will wait until spring time.

Vacant units:

D6- Ready

E15-Ready
B6-Vacant- Paint and Floor needed.

9. New Business

At 5:23pm, Chairman Sweeney made a motion to suspend the regular meeting and open the State Annual Plan Hearing. Roll Call. Ralph Sweeney, Monique Greilich, Jane Purinton, Donna Abdulla

FY26 State Annual Plan

E.D. Jim Holt presented the Salisbury Housing Authority's FY 2026 Annual Plan. Incorporated in the plan is the SHA Capital Plan. Jim explained that the current open projects are the Replacement of Common Area Doors project. The SHA has planned projects of bathroom upgrades phase 2, Kitchen upgrade Mod Phase 1, Mailbox replacement, and additional parking lot and interior lighting projects. Those projects depend on the amount of CIP funds. Jim explained that there are several components in the Annual plan such as the Annual Budget, Maintenance Plan, HHA approved policies, the Performance Management Review (PMR) results, CHAMP PMR, and the tenant satisfaction survey. Jim gave a brief review of all the components in the plan. He reported that he met with the Tenants Association representative, Cindy McMillan to review and approve the plan on 7/29/2025.

The Board thanked Jim for the presentation and had no concerns with the annual plan. There were no comments or questions from members of the public present at the meeting and no comments were submitted to Jim as requested in the Public Hearing notice.

5:50pm- Member Monique Greilich exited the meeting.

Motion by Jane Purinton to approve and submit the State FY26 Annual Plan as presented..
Second by Donna Abdullah . All in favor. Vote was 3-0.

At 5:53pm, Chairman Sweeney made a motion to close the State Annual Plan Hearing.
Seconded by Donna Abdulla. Roll Call. Ralph Sweeney, Donna Abdulla, Jane Purinton.

At 5:53pm, At 5:23pm, Jane Purinton made a motion to open the HCV Annual Plan Meeting for the Civil Rights Certification. Second by Donna Abdulla. Roll Call. Ralph Sweeney, Jane Purinton, Donna Abdulla.

Civil Rights Certification

Jim informed the Board that due to SHA being a higher performer on its most recent SEMAP score, The SHA is only required to submit the Civil Rights Certification this year. The certification summarizes that the SHA will administer its Housing Choice Voucher Program in conformity with the Civil Rights act of 1964, The Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, Violence Against Women Act, and other applicable civil rights requirements.

Motion by Donna Abdulla to approve the submission of the Civil Rights Certification. Second by Jane Purinton . All in favor. Vote was 3-0.

At 5:55pm, a motion was made by Donna Abdulla to close the HCV Annual Plan Hearing. Second by Jane Purinton. All in favor.

At 5:50pm. A motion was made by Jane Purinton to return to the regular session meeting. Second by Donna Abdulla. All in favor. Vote was 3-0.

SHA Housing Choice Voucher Program Administrative Plan

The Board reviewed the HCV Administrative Plan which includes updates required under the Housing Opportunities through Modernization Act (HOTMA). The Plan outlines the policies and procedures in which the SHA must follow in its day to day administration of the Housing Choice Voucher Program. The Plan is a 740 page document which was distributed to the board in advance of tonight's meeting to give them adequate time to review the plan. Holt stated that the SHA uses the Nan McKay model plan which benefits us because if there are any updates to federal requirements, Nan McKay will send the updates directly to us. Holt included a summary of the changes made in the plan. The Board appreciated the summary provided which helped them key in on the updates. Updates that were made to: Income and subsidy determinations, Reexaminations, NSPIRE, Terminations, etc. Holt stated that today NSPIRE was postponed until January of 2027.

Motion by Jane Purinton to approve the Housing Choice Voucher Program Administrative Plan. Second by Donna Abdulla. All in favor. Vote was 3-0.

6:00PM- Member Donna Abdulla exited the meeting.

10. GMVTO Report

The GMVTO President stated this week will be the last day of bingo. She also informed the Board that she will not run for President again next year. She is hoping that someone will step up for it.

11. Public Comment

Bernie Boylan asked if the white strips being placed on the stair treads will happen. This was a request of a blind resident. Doug stated he will look into it.

Cindy McMillan stated that the sidewalks were still a tripping hazard. SHA previously did a project to shave down certain spots. Cindy will point out the spots for Doug and he will look into what can be done.

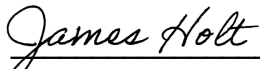
12. Adjournment

The meeting ended at 6:05pm. No vote to adjourn took place.

Documents/Exhibits Used at Meeting

- *SHA Vendor Accounting Check Register Dated 8/1/25-8/31/25*
- *August 31, 2025 Financial Statements*
- *SHA Minutes for August 14, 2025 Board meeting*
- *Resident Advisory Board Letter*
- *FY26 State Annual Plan*
- *HCV Administrative Plan*
- *HCV Civil Rights Certification*
- *SHA Maintenance/Vacancy Report August 2025*

Approved by BOC October 9, 2025



Executive Director