



Salisbury Housing Authority

23 Beach Rd.

Salisbury, MA 01952

Phone: 978 462 8600 Fax: 978 463 3512

**Minutes of the Regular meeting
October 9, 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 September, 2025.

Motion to approve the bills for September, 2025 by Monique Greilich. Second by Jane Purinton. All in favor. Vote was 4-0.

5. Minutes of the Regular Meeting of September 11, 2025

Motion by Jane Purinton to approve the minutes of September 11, 2025 as presented to the Board. Second by Donna Abdulla . All in favor. Vote was 4-0.

6. Correspondence

Monthly Financial statements for September 30, 2025.

The Board reviewed the September, 2025 Financial statements. Jim pointed out that the reserves have increased to 70% for now. We are looking good financially for the time being. There has not been out of the ordinary expenditures lately. Ralph asked if there were any big purchases expected. Jim answered that we still have the new sewage pump replacement on hold, which is approximately \$12,000. Jim wants to wait until the end of the year to see what the financial position is before making the purchase.

7. Executive Director Report

FYE 12/31/24 Independent Audit Report Discussion-CBIZ

Michael Guyder and Russell Knapp joined the meeting via zoom to give the board a summary of the FYE 12/31/24 audit results. Guyder stated that the opinion of the auditors is unmodified which means that the Financials Statements (FS) as presented along with the notes are fairly stated and complete for both the FS and Federal awards.. There were no material weaknesses or significant deficiencies reported on the FS. There were no material weaknesses or significant deficiencies reported on the FS for Federal Awards. Guyder stated that they came to this conclusion by reviewing a number of voucher files and participant files which are tested for program eligibility, rent calculation, verifications of income, rent reasonableness, and housing quality standards. All of these categories are applicable to the program. In the audit of the FS, they examine accounts payable transactions, reconciliation of bank account balances etc. Overall the audit was positive.

Guyder wanted to touch on the SHA's Housing Choice Voucher Program. He stated that because the program expends over One million dollars in Federal awards, the SHA is required to have this annual single audit. The cost associated with having this audit is approximately \$25,000. That cost is absorbed not only by the Federal program, but the state program as well. Without the HCV program, the SHA would not be required to have this audit.

The SHA is paying the Ipswich Housing Authority the majority of the administrative fees earned from the program. The remainder is used up by paying the audit fee. The total cost of paying those fees to the IHA plus the audit fee is more than the Administration Fees the SHA is getting. The cost of the audit is essentially pushing the program into a deficit. The program currently has approximately \$60,000 in reserves, but the way HUD funding of the program is trending, the SHA can run the program for approximately another six years. Guyder stated that he has seen other Housing Authorities with similar portfolios dissolve the program and give it to another housing authority. In SHA's case, giving the HCV program to the IHA would allow the SHA to retain that \$60,000 reserve for the benefit of its state programs. This is something for the Board to consider.

Chairman Sweeney is not keen on giving up the program which it has had for a long time. There would be a number of steps that would have to happen in order for the SHA to make a proper decision. Sweeney is in favor of keeping the program until the program for now as the landscape of HUD funding could change over the next few years.. the Board understands that this is not an urgent matter but will consider this discussion and re-evaluate the program on a yearly basis.

Housing Choice Voucher Payment Standards

The Board reviewed the proposed Housing Choice Voucher Payment Standards to go into effect 12/1/2025. Jim asked the Board for their approval of the following:

0-Bed - \$2359.00

1-Bed - \$2476.00

2-Bed - \$2941.00

3-Bed - \$3526.00

4-Bed - \$3894.00

Motion to approve the HCV Payment Standards as presented by Donna Abdulla. Second by Jane Purinton. All in favor. Vote was 4-0.

667 Tenant Account Write-Offs

The Board reviewed the uncollectable tenant balances in the amount of \$25,217.39. Jim stated that the number is high due to not having balance written off since 2023. The balances are from Residents evicted, deceased, or moved out without paying the balances. Jim did not have many answers as to why some balances were higher than others. Most of the residents on the list were from prior to his employment. Chairman Sweeney asked what is the threshold for a high balance. Jim stated that we look at balances that are 2 months behind before we decide on a repayment plan or legal action. Jim informed the Board that staff are currently working to stay on top monitoring balances on a monthly basis to not let them get out of hand.

Motion to approve the write off of uncollectible balance for the 667 program in the amount of \$25,217.39 by Monique Greilich. Second by Jane Purinton. All in favor. Vote was 4-0.

8. Maintenance Report

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

- 259250-Project started.
- 259047 Stairwell painting and flooring project - Floors to be sealed with 3 coats of wax.
- Annual Inspections completed in September.
- 40+ mini-splits were cleaned and serviced.
- Picnic Tables to be replaced in the spring time.

Vacant units:

D6- Ready

E15-Ready 10/15/25

B6-Vacant- Paint and Floor completed.

A7-Vacant. Estimated Ready date- 12/2/25.

9. New Business

At 6:10pm, Chairman Sweeney made a motion to suspend the regular meeting and open the HCV Annual Plan Hearing for the Civil Rights Certification. Roll Call. Ralph Sweeney, Monique Greilich, Jane Purinton, Donna Abdulla.

Jim informed the board that we held the annual meeting last month in error. Jim stated that he advertised the meeting for today's date, but he put in on last month's agenda. In staying with the properly advertised Annual Hearing date, we are holding this again for the purpose of reviewing and approving the Civil Rights Certification. A notification was sent out on 8/25/2025 to all HCV participants informing them of the meeting and the meeting was also advertised on the SHA website on 8/26/2025. There were no members of the public present for the purpose of the HCV Annual Plan meeting.

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 Jane Purinton to approve the submission of the Civil Rights Certification. Second by Monique Greilich . All in favor. Vote was 4-0.

At 6:14pm, a motion was made by Jane Purinton to close the HCV Annual Plan Hearing and return to the regular session meeting.. Second by Donna Abdulla. All in favor. Vote was 4-0

10. GMVTO Report

The GMVTO President Cindy McMillan stated that bingo is still going on. Cindy wants to keep it going for the residents that enjoy 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.

Parking has become an issue again. Cindy stated that she saw someone park their car in the lot and leave it there overnight and come back in the morning to get it. They were not residents or visiting. Also people are parking in the emergency lanes. Doug stated that all residents should call police immediately if they see people parking on the property. Jim will contact the police chief about making a more noticeable presence on the property.

At 6:18pm, Member Jane Purinton exited the meeting.

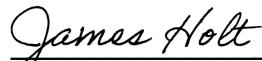
12. Adjournment

Motion to adjourn at 6:25pm by Donna Abdulla. Second by Monique Greilich. All in favor. Vote was 3-0.

Documents/Exhibits Used at Meeting

- *SHA Vendor Accounting Check Register Dated 9/1/25-9/30/25*
- *September 30, 2025 Financial Statements*
- *SHA Minutes for September 11, 2025 Board meeting*
- *FYE 12/31/24 Audit Report*
- *HCV Proposed Payment Standards*
- *Tenant Account Write-offs*
- *HCV Civil Rights Certification*
- *SHA Maintenance/Vacancy Report September- 2025*

Approved by BOC -11/13/2025



Executive Director