



**Salisbury Housing Authority**

23 Beach Rd.

Salisbury, MA 01952

Phone: 978 462 8600 Fax: 978 463 3512

**Minutes of the Regular meeting  
November 13, 2025  
5:00pm**

**1. Pledge of Allegiance**

**2. Roll Call**

Ralph Sweeney, Jane Purinton, Monique Greilich

**Absent**

Shirley Joubert, Donna Abdulla

**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 October, 2025.

Motion to approve the bills for October, 2025 by Jane Purinton. Second by Monique Greilich. All in favor. Vote was 3-0.

**5. Minutes of the Regular Meeting of October 9, 2025**

Motion by Jane Purinton to approve the minutes of October 9, 2025 as presented to the Board. Second by Monique Greilich. All in favor. Vote was 3-0.

## **6. Correspondence**

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

The Board reviewed the September, 2025 Financial statements. Jim pointed out that the reserves are 67.39% for now. We are looking good financially for the time being. The Non-Routine expenditures which include unit turnovers are tight in line with what is budgeted. We have overspent on unit turnovers by \$1912.00 so far. We underspent on appliances by \$3700.00. Monique questioned the land valuation of \$226,000. Jim will look into that and attempt to get an explanation. There has not been out of the ordinary expenditures lately.

Ralph stated that he had a brief discussion with Senator Bruce Tarr regarding the state of the Housing Choice Voucher program funding. Ralph would like to put a letter together to Senator Tarr to help out with funding options in the future.

## **7. Executive Director Report**

### **Criminal Offender Record Information Policy (CORI)**

ED Jim Holt is seeking approval of a new Criminal Offender Records Information (CORI) Policy for the SHA to follow. Jim presented the CORI policy which is a model policy used from the State Department of Criminal Justice Information Services. The Policy defines how the SHA will screen the criminal history of prospective employees and applicants of leased housing. SHA has been following the procedures outlined in this policy already. The policy includes language on determining the suitability of Housing applicants and prospective employees. Jim stated that we look at a number of categories when making those decisions. Those include the seriousness of charges, the time that have elapsed from the previous charge. Typically we look within a 10 year window. We also take into consideration if the criminal history could have a health and safety impact on the current residents.

Motion by Jane Purinton to approve the CORI Policy as presented to the Board. Second by Monique Greilich . All in favor. Vote was 3-0.

### **Updated Procurement Policy**

The Board reviewed the revised Procurement Policy Presented. Jim stated that the policy included updated state procurement charts for goods and services, public works construction, construction materials, and public building construction. Jim also stated that there was language added in the policy to give the SHA administration the ability to approve change orders for both non-construction and construction costs for specifically designated amounts prior to affirmation vote of the Board. This would help expedite construction schedules. The policy also contained language allowing the Executive Director to make changes that may be required as a result of changes in state or federal statute, regulations or requirements, without further approval from

the Board of Commissioners. Jim stated that an example of this would be if the State Procurement charts were updated to include higher estimated contact amounts for bidding, those could be added in without approval because we would be required to follow them. The policy was drafted by Tom McEnaney of KP Law group. KP Law has assisted the SHA on a number of Policy matters including SHA's Public Participation Policy.

The Board felt the policy straightforward and no further review or discussion was needed.

Motion by Jane Purinton to approve the Procurement Policy as presented to the Board. Second by Monique Greilich . All in favor. Vote was 3-0.

### **FY26 Capital Improvement Plan.**

The Board reviewed the Capital Improvement Plan approval for FY26. Approved projects are a Mail Box replacement with a total development cost of \$13,504. We also are in the beginning stages of a Kitchen Mod Phase project with a total development cost of \$501,697.00.

### **8. Maintenance Report**

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

- 259250-Project starting on 11/15/25.
- 259047 Stairwell painting and flooring project - Floors to be sealed with 3 coats of wax.
- Annual Fire Alarm Inspections completed October 31, 2025 .
- Speedbumps removed as part of winter prep.
- Hot water tank replacement.
- Picnic Tables to be replaced in the spring time.

#### **Vacant units:**

D1-Vacant-Projected completion date- 12/30/2025

D6-Ready

D15-Vacant-Projected completion date- 11/15/2025

D16-Vacant-Projected completion date- 11/15/2025

B6-Ready

A7-Ready

### **9. GMVTO Report**

The GMVTO President Cindy McMillan was not in attendance. Bernie Boylan presented for her. stated that bingo is still going on. The Lions club will send Thanksgiving meals on Thanksgiving from 2-4pm.

## 10. Public Comment

No Comments

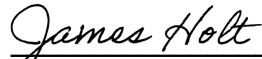
## 11. Adjournment

Motion to adjourn at 5:50pm by Jane Purinton. Second by Monique Greilich. All in favor. Vote was 3-0.

### Documents/Exhibits Used at Meeting

- *SHA Vendor Accounting Check Register Dated 10/1/2025-10/31/2025*
- *October 31, 2025 Financial Statements*
- *SHA Minutes for October 9, 2025 Board meeting*
- *SHA CORI Policy*
- *SHA Procurement Policy*
- *CIP Approval FY26*
- *SHA Maintenance/Vacancy Report October- 2025*

Approved by BOC -12/11/2025



Executive Director