



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

**Minutes of the Regular meeting
February 12, 2026
5:00pm**

1. Pledge of Allegiance

2. Roll Call

Ralph Sweeney, Jane Purinton, Monique Greilich.

Absent

Donna Abdulla

Others Present

James Holt-Executive Director, Doug Batchelder- Director of Maintenance, Paul Pavia-Fee Accountant.

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 reviewed all bills from January, 2026.

Chairman Sweeney commented that the landscape bill was higher than usual. Doug stated that the recent snow and ice storms have required multiple applications of salting in addition to plowing of snow. Sweeney questioned what Bath Access of New England charge of \$5250.00 was for. Doug answered that the purchase was for tub cuts under the Aging in Place funding.

Motion to approve the bills for January, 2026 by Jane Purinton. Second by Monique Greilich. All in favor. Vote was 3-0.

5. Minutes of the Regular Meeting of January 8, 2026.

The Board reviewed the minutes of January 8, 2026.

Motion by Jane Purinton to approve the minutes of January 8, 2026 as presented to the Board. Second by Monique Grielich. All in favor. Vote was 3-0.

6. Correspondence

No correspondence

7. Executive Director Report

Fiscal Year End 2025 Financials.

Jim started off by stating the agenda item was a mistake. The Agenda states FYE2026 Financials. The Board will be reviewing FYE2025. This was a typo error.

Jim Introduced Paul Pavia to review the financials.

Paul started by saying that he was happy to report that the 2025 fiscal year turned out to be a good year. Paul stated that he was conservative with the budget at the beginning of 2025 with the solar credits. He budgeted \$60,000 for solar credits when we actually received \$95,000.00 in credits. SHA also got additional \$65,000 grants for servicing the heat pumps. These 2 items meant that SHA collected \$102,101.00 in operating receipts which was really good. SHA legal fees were high due to a number of tenant legal issues. Jim explained that we had one legal case that was serious and needed attention. Paul explained that utilities are fully reimbursed by EOHLC. Maintenance costs for labor, supplies and contract cost were over budget by \$11,467. This was mainly due to labor overtime during the year.

General expenses which include insurance and employee benefits came in under budget by \$19,945.00. These expenses are mostly out of the control of the HHA. Employee Group health insurance is set by the state. The retirement costs are set by the Essex County Retirement board. Overall SHA beat its budget by \$30,011 for the year which put the SHA in a good position.

The Section 8 program lost approximately \$18,669. Paul is not concerned with the program at this time. Each year Paul budgets to use the administrative expenses to spend down the reserves. The reserves for Section 8 are currently \$43,241. Paul will look at Section 8 on a year by year basis to figure out when it's good to stop spending down reserves. Currently the federal government is funding the program at the same level each year which is not keeping up with the rental increases allowed to landlords on the program.

SHA reserves percentage ended at 78.29%. We anticipated the reserve level would be approximately 50%.

Chairman Sweeney authorized ED Holt to e-sign his name to the Executive Director/Board approval regarding wage match form for submission to EOHLC. Ralph reviewed the form and additional PHN regarding wage match. Holt will sign as well and submit.

Motion by Jane Purinton to approve the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws. Second by Monique Greilich. All in favor. Vote was 3-0. The board also gave Jim their authorization to e-sign their signatures to the Certification for submission to EOHLC.

Motion by Jane Purinton to approve and certify the Top 5 compensation form as well as the Year End Financial Statements and Tenants Accounts Receivable Data form. Second by Monique Greilich. All in favor. Vote was 3-0. The board also gave Jim their authorization to e-sign their signatures to the forms for submission to EOHLC.

FY2026 Annual Budget

Fee Accountant Paul Pavia presented the 2026 Annual Budget to the Board.

Paul explained that we are projecting to end the year (2026) with 80% reserve levels. The Voucher program is projected to end with a 74% reserve. SHA's operating subsidy will increase by 15%. The budget increased other revenue, including solar credits, by 28%. Overall the total revenue will increase by 7%. We increased Admin Expenses by 28% which includes an increase in legal fees. It also included increased amounts for Admin Other, which includes all of our administrative costs such as paper, phone, internet, payroll fees, etc. We are now budgeting the full management fee paid to the Ipswich Housing Authority. We did not take the full amount in the past because it was tough for the SHA to afford that. The management fee is now \$132,180.

Maintenance was increased by a total of 10%. This included labor, Material and supplies, and contract costs. General Expenses decreased by 11% because employee benefits were less than what was budgeted for in 2025. All the Non Utility expenses increased by a total of 13%. Total utility expenses increased by 12%. Extraordinary Maintenance was budgeted for \$55,000 in total. This includes apartment turnover and appliance costs.

We are receiving one time budget exemptions from EOHLC for Legal costs in the amount of \$5,000.00. EOHLC is providing \$590.00 for the 250th Anniversary Celebration of the United States. We will also receive \$24,900.00 for repair of heat pumps.

There was a 3% increase in salary for Maintenance. Paul stated to the Board that this is a good budget to work with this year. The Board was pleased with the budget presented.

Motion: Ralph Sweeney moved that the proposed Operating Budget for State-Aided Housing of the Salisbury Housing Authority (Chapter 200 / 667 / 705 / 689 / MRVP), Program Number 4001 for fiscal year ending 12/31/2026 showing total revenue of \$ 774,268 (Acct. No. 3000) and Total Expenses of \$ 748,281 (Acct. No. 4000) thereby requesting a subsidy of \$ 251,576 (Acct.

No. 3801), and further that the Executive Director's total annual salary of \$0 for fiscal year ending 12/31/2026 be submitted to the Department of Housing and Community Development for its review and approval. Jane Purinton Seconded the motion which, upon roll-call, was passed by a vote of 3 to 0.

Holt requested permission to e-sign the certifications for all Board Members. All members gave their permission to e-sign the required certifications.

8. Maintenance Report

Maintenance Director Doug Batchelder presented the board with the January 2026 Maintenance Report.

- 259250-Starting on 2/17/2026.
- 259054-Kitchen Modernization Project in planning stage. 16 kitchens in one building to be renovated.
- Snow removal. Ice treatment.
- Picnic Tables to be replaced in the spring time.
- Hot Water Tank replacements in D Building.
- Mini Split System Replacement- Unit B2.

Vacant units:

- D1-Vacant-Projected completion date- 2/15/2026.
- D6-Ready. Leased 2/10/26
- B6-Ready.Offer accepted- Lease on 2/18?
- A7-Ready. Lease up on 2/10/26.
- D15-Ready. Lease up on 2/13/26.
- D16--Ready. Lease up to be determined.
- D11- Vacate -1-15-26- Belongings will need to be removed

Jim wanted to acknowledge that staff has worked hard to get units leased up. The Board agreed and were pleased with their efforts.

We have 4 mini splits that need replacement. We are currently working with EOHLC and our RCAT project manager to get funding for these.

9. GMVTO Report

GMVTO was not present at the meeting.

10. Public Comment

No Members of the public were present at the meeting.

11. Adjournment

Motion to adjourn at 6:34pm 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 1/1/2026-1/31/2026*
- *SHA Minutes for January 8, 2026 Board meeting*
- *FYE2025 Financials/Certifications*
- *FY2026 Annual Budget/Certifications*
- *SHA Maintenance/Vacancy Report January- 2026*

Approved by BOC March 12, 2026



Executive Director