



Salisbury Housing Authority

23 Beach Rd.

Salisbury, MA 01952

Phone: 978 462 8600 Fax: 978 463 3512

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

Pledge of Allegiance

Roll Call

Ralph Sweeney, Shirley Joubert, Monique Greilich, Donna Abdulla,

Absent

Jane Purinton

Others Present

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

Moment of Reflection

Chairman Sweeney asked if there had been any recent deaths or hospitalizations.
Moment of reflection for all residents that are ill.

Bills

The Board was presented with bills through January 31, 2025.

Motion to approve the bills for January 31, 2025 by Shirley Joubert. Second by Donna Abdulla. All in favor. Vote was 4-0.

Minutes of the Regular Meeting of January 9, 2025

Motion by Shirley Joubert to approve the minutes of January 9, 2025 as presented to the Board. Second by Donna Abdulla . All in favor. Vote was 4-0.

Correspondence

N/A

Executive Director Report

Project #259049 Exterior Trim and Paint Change Order

Change Order #1 was presented to the Board for work needed in the Exterior Trim and Paint project. #259049. The Change order scope of work consists of removing the existing gutters and replacing the current wooden fascias with PVC-type fascias for durability, and reinstalling the gutters upon completion. Work will be done on 5 buildings with each building having 2 balconies. In total, 600 feet of fascias and soffits will be updated. The total cost of the change order is \$8,635.00.

Motion by Monique Greilich to approve the change order as presented to the Board. Second by Shirley Joubery . All in favor. Vote was 4-0.

Maintenance Report

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

- 259250- Exterior door project Moving forward- In Bidding Phase
- 259049 Trim work- Prep work and Fascia repairs started. Painting will start when weather permits.
- 259047 Stairwell painting and flooring project awarded to North Lawrence Contracting.
 - Winter Snow removal due to storms.

Vacant units:

D12 - Ready.
C14 - Ready.
D3 - Ready.
A4 - Ready.
D16 - Ready.
D6- Vacated. Keys not returned.
A12- Awaiting Access to the unit.
C9- Vacant- Fair condition.
B15- Vacant. Fair condition.

The Lighthouse was blown over by the wind in the recent snowstorm. The aluminum base rotted. Doug is looking into repairs.

Holt informed the board that IHA staff had pulled 150 applicants on January 10, 2025, for screening of vacant units.

New Business

FYE 2024 Financials Statements.

Fee Accountant Paul Pavia was in attendance to present the FYE24 Financial Statements. Pavia stated that we are always attempting to meet EOHLC's minimum reserve percentage. Historically, Salisbury has had a hard time meeting that reserve level. SHA's reserve level was 17.12% for FYE24. The State 400 program ended FY24 with a reserve of \$56,430. The Section 8 program ended FY24 with a reserve level of \$61,910. Pavia informed the board that he feels that the Executive Office of Housing and Livable Communities (EOHLC) will supplement the upcoming FY25 budget to help Housing Authorities get to the 35% reserve requirement based on what he has seen from his other housing authorities. He has seen budgets with June Year Ends, modified by EOHLC to make 35% reserves. He doesn't have a specific number of what this will be for Salisbury and hopes that EOHLC will come through for SHA. Overall the FYE Financials were good. SHA is not overspending recklessly. Jim pointed out that the IHA team did very well to stay close to the budgeted items. Legal costs increased in FY24, but that seems to be the standard across all Housing Authorities. Abdulla asked Pavia if the reserve level impacts future budgeting. Pavia answered that it could. It would limit the work the Housing Authority could do if the reserve level was not at the minimum level that EOHLC wants. Sweeney asked if the SHA was better off having the Section 8 program. Pavia answered that the financial side of the program is not the best, however it still has positive reserves and does not lose money. But the program has value to the community in the way of providing subsidies to participants to enable them to afford housing. Because the SHA has the Section 8 program, the SHA is required to have an audit which is a considerable cost to the SHA. Pavia did a comparison of the reserves with the audit cost included and also without it. There was not a big difference. It amounted to approximately a 2% increase in the reserve level without the program. It wouldn't make much sense for the SHA to let the program go.

Motion by Donna Abdulla to accept and certify the FYE24 Financial Statements and Tenant Account Receivables, and the Top 5 Compensation form, as well as the submission of the Certification of Compliance with Federal and State Lead Paint Laws and Wage match Certification. Second by Monique Greilich. All in favor. Vote was 4-0.

Holt requested permission to e-sign the certifications for all Board Members. Motion by Monique Greilich to approve the Executive Director to e-sign all certifications for the Board. Second by Donna Abdulla. All in favor. Vote was 4-0.

FY 2025 Annual Operating Budget

Fee Accountant Paul Pavia presented the FY2025 Budget to the Board. Pavia informed the Board that the State budget was increased by 12% in 2025. He does not expect this type of increase in the future, but for now EOHLC is doing its best to help out. Pavia is expecting the SHA to end 2025 with a 36% reserve. Pavia detailed the 2025 increase in expenses such as Legal costs. Administrative other costs will decrease by 2% due to the

fact that Pavia overbudgeted this item in FY24. Pavia budgeted increases for Maintenance Expenses (4%) which includes contract costs, labor, and materials. General Expenses are increasing by 17%. This is mainly due to the increased property insurance and Employee benefits. A portion of the Employee Benefits are covered by the state in the subsidy calculation. He budgeted \$25,000 for non-routine expenses. These expenses include unit turnovers, appliances, and any other work that SHA may need to complete throughout the year. Utilities are reimbursed 100% by EOHLC. Management fees paid to Ipswich increased by 4% in 2025. Pavis explained all the budget exemptions given to SHA by EOHLC. SHA receives budget exemptions for Retirees Insurance, Utilities, Regional Legal Program, and also Air source heat pumps. These exemptions are one to one reimbursements from EOHLC to offset the costs of these. The Section 8 Budget was budgeted to be close to break even. Maintenance laborer rates were budgeted on the current DLI rates. The rates will update in April 2025. Pavia Budgeted approximately \$60,927 for employee benefits of which approximately \$19,072 will be covered by EOHLC exemptions. Sweeney asked if there was a budget for the Tenants organization. Pavia stated that there is \$600.00 for the T.O. which falls under the Residents Services line item. Pavia feels good that the SHA will be able to complete what it needs to do within the budget presented.

Holt requested permission to e-sign the FY2025 Budget certifications for all Board Members. Motion by Monique Greilich to approve the Executive Director to e-sign the certification for the Board. Second by Donna Abdulla. All in favor. Vote was 4-0.

Annual Operating Budget Certification: 400-1

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 12/31/2025 showing total revenue of \$ 709,029 (Acct. No. 3000) and Total Expenses of \$ 626,287 (Acct. No. 4000) thereby requesting a subsidy of \$ 218,175 (Acct. No. 3801), and further that the Executive Director's total annual salary of \$0 for fiscal year ending 12/31/2025 be submitted to the Department of Housing and Community Development for its review and approval. Monique Greilich Seconded the motion which, upon roll-call, was passed by a vote of 4 to 0.

GMVTO Report

Cindy McMillan was in attendance to present the GMVTO report. Cindy stated that not much is happening. She expressed disappointment that there is not much participation from residents. She is handling all of the GMVTO, along with Shirley's assistance. Residents have complained to her that there are not a lot of activities for the residents. Cindy has urged residents to participate. It's hard for her to plan the activities and also do most, if not all of the work. Bingo continues to go well. Parking is still an issue. Visitors are still parking in resident spots. It's frustrating to residents who go out and then come back and someone is in their spot. She stated that there are visitors that are parking in the handicapped spots. Doug informed her that he has towed a car recently

and we will continue to do so. Doug also informed her to have the police called if there is someone parked in a handicapped spot. The police may ticket them. SHA issues parking stickers to those that are assigned spots. SHA will address parking issues as they come into the office. We will issue warnings to those that are in violation before we tow. Residents should be warned before we take action. Jim will review the Parking Policy and make updates if necessary. Donna asked if there are signs on the property that state "resident parking." Doug answered that there are signs posted.

Cindy stated that there are still some dead trees on the property that are safety hazards due to falling branches. Doug informed her that maintenance will spot check the property and identify what needs to be taken care of. Tree removal is very expensive and we couldn't remove all of them.

Public Comment

N/A

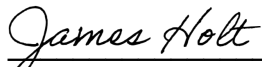
Adjournment

Motion to adjourn at 6:30 pm by Shirley Joubert. Second by Donna Abdulla. All in favor. Vote was 4-0.

Documents/Exhibits Used at Meeting

- *SHA Vendor Accounting Check Register for Checks Dated 1/01/25 - 1/31/25*
- *SHA Minutes for January 9, 2025 Board meeting*
- *#259049 Exterior Trim and Paint Project Change Order*
- *HHA Maintenance/Vacancy Report January 2025*
- *FYE 202424 Financial Statements and Certifications*
- *FY 2025 Annual Operating Budget*

Approved by BOC 4/10/2025



Executive Director