



**Salisbury Housing Authority**

23 Beach Rd.

Salisbury, MA 01952

Phone: 978 462 8600 Fax: 978 463 3512

**Minutes of the Regular meeting  
June 12, 2025  
5:00pm**

**1. Pledge of Allegiance**

**2. Roll Call**

Ralph Sweeney, Shirley Joubert, Jane Purinton, Monique Greilich

**Absent**

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 May, 2025.

Motion to approve the bills for May, 2025 by Shirley Joubert. Second by Monique Greilich. All in favor. Vote was 4-0.

**5. Minutes of the Regular Meeting of May 8, 2025**

Motion by Shirley Joubert to approve the minutes of May 8, 2025 as presented to the Board. Second by Monique Greilich. All in favor. Vote was 4-0.

## **6. Correspondence**

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

The Board reviewed the May 31, 2025 Financial statements. Reserves were at 42.92%.

## **7. Executive Director Report**

### **SHA By-Laws Amendment**

The board reviewed the SHA By-laws Amendment draft presented. Holt stated that the draft included a revised Order of Business for the regular board meeting agenda. Holt also requested that the Board identify a month to hold its annual meeting. The annual meeting can be held in conjunction with its regular meeting time. The regular meeting order of business removed query time and replaced it as public comment to the end of the meeting before adjournment. The board thought that it would be beneficial to place public comment at the end of agenda to allow the public to hear all topics discussed and present questions at that time. The board agreed that the annual meeting should be held in conjunction with its regular meeting of the 2nd Thursday of March each year. Holt will make the appropriate changes.

Resident Bernie Boylan questioned the board on whether the Public would still be recognized if they had questions during the course of any board meeting. Chairman Sweeney stated that if the public had reasonable questions about any topic that the board discussed in a meeting, he would allow comment. Holt added that public comment will be an agenda item meaning the public will have the opportunity to comment at each meeting.

Motion by Shirley Joubert to approve the By-laws with appropriate edits. Second by Monique Greilich. All in favor. Vote was 4-0. Holt will place the final version on the next meeting agenda in August.

### **Public Participation Policy Draft**

The Board reviewed a draft of the Salisbury Housing Authority's Public Participation Policy. Holt stated that the policy was a template provided by attorney Michelle Randazzo of KP Law. The policy is designed to allow speakers a fair opportunity to address the board while also remaining in compliance with the open meeting law, and to avoid disruptions at its meeting. The policy would aim to limit the public comment period to no more than 15 minutes and that each speaker would not exceed 3 minutes to comment. The policy also explains that public remarks should be respectful and not disruptive to the meeting. Holt explained that the Attorney General's open meeting law guide states that Housing Authority Board meetings are open to the public but public participation is at the discretion of the Chairman. Purinton stated that this policy shares the same principles as other town meetings that she has been involved in. She wanted to clarify that public comment does not take the place of calling in work order repairs to the administration office. Chairman Sweeney agreed. Sweeney stated that board meetings are not the time to

place work order repairs. If a resident is unhappy with the staff's response to work orders, those could be brought to the board's attention at monthly board meetings. Sweeney would like to see some language in the policy that states "public comments do not take the place of work order requests to the office." Residents will have to contact the admin office to place work order repairs. Holt will place the final version on the next meeting agenda in August 2025.

Motion by Shirley Joubert to table a vote on the Public Participation Policy until the next board meeting (8/12/25) where it will review the final draft.. Second by Jane Purinton. All in favor. Vote was 4-0.

### **Contract For Financial Assistance (CFA # 11)**

The board reviewed CFA #11 in the amount of \$293,167.69. The SHA was awarded emergency funds from EOHLC to cover the budget shortfall for project # 259050- Common Entry Door Replacement.

Motion by Shirley Joubert to approve CFA #11 in the amount of \$293,167.69 as presented to the Board. Second by Monique Greilich. All in favor. Vote was 4-0. Ralph will execute the docusign sent from EOHLC.

### **8. Maintenance Report**

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

- 259250-Bid accepted- Start Date TBD.
- 259049 Trim work project is 95%- Punchlist items to be completed.
- 259047 Stairwell painting and flooring project - Punchlist items to be completed.
- Lighthouse repaired and reinstalled.
- Speedbumps installed.
- Held Capital plan meeting on June 12, 2025
- Picnic Tables to be replaced.

#### **Vacant units:**

- D12 - Ready.
- C14 - Ready.
- A4 - Ready.
- D16 - Ready.
- C9- Ready
- A10- Ready
- D6- Vacated. Paint and Flooring needed.
- A12- Vacated.
- E15-Vacant. Fair Condition-Damaged floor replaced. 95% complete.
- B6-Vacant- Paint and Floor needed.

Holt informed the Board that there are 4 potential lease-ups being worked on for units C14, C9, D16, and D12.

Batchelder informed the board that the SHA received a \$65,000 award for mini-split maintenance.

## **9. New Business**

### **Election of Board Officers**

Board members nominated the following officers:

Chairman- Ralph Sweeney  
Vice-Chair- Jane Purinton  
Treasurer- Monique Greilich

Motion by Shirley Joubert to elect Ralph Sweeney as SHA Chairman, Jane Purinton as Vice-Chairman, and Monique Greilich as Treasurer. Second by Monique Greilich. Vote was 4 to 0 in favor.

## **10. GMVTO Report**

Cindy McNamara stated that bingo is still going strong. She is concerned about electric bikes on the property. Residents that live on the property that have e-bikes drive them up the walkway which makes it dangerous for those exiting their units. Holt suggested a letter go out to residents asking them not to drive E-bikes up the walkways leading to the units.

## **11. Query Time**

Residents in attendance expressed their displeasure with the notice that went out discontinuing the use of Bird feeders. SHA sent the letter out due to complaints of aggressive wildlife coming on the property. They asked if the decision could be rescinded if residents agreed to use feed with cayenne pepper. Cayenne pepper seems to keep unwanted pests away. After thoughtful discussion and valid points raised by several residents, the Board agreed to allow the use of bird feeders as long as residents agreed to help deter pests by using bird seed mixed with cayenne pepper. Holt appreciated the discussion and agreed to rescind the ban on bird feeders. He will have notification sent out to residents asap.

## **12. Adjournment**

Motion to adjourn at 6:12 pm by Shirley Joubert. Second by Monique Greilich. All in favor. Vote was 4-0.

*Documents/Exhibits Used at Meeting*

- *SHA Vendor Accounting Check Register Dated 5/1/25-5/31/25*
- *May 31, 2025 Financial Statements*
- *SHA Minutes for May 8, 2025 Board meeting*
- *SHA By-Laws Amendment*
- *Public Participation Policy Draft*
- *CFA #11*
- *SHA Maintenance/Vacancy Report May 2025*

Approved by BOC - August 14, 2025

  
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Executive Director