



Salisbury Housing Authority

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

Minutes of the Regular meeting

December 11, 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 reviewed all bills from November, 2025.

Jim informed the board that payment #1 was issued to NENA construction for the Common Door replacement project. Ralph inquired about L.W Bills payment for annual monitoring fee. Doug answered is payment for fire alarm monitoring. The board did not have additional questions.

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

5. Minutes of the Regular Meeting of November 13, 2025.

The Board reviewed the minutes of November 13, 2025.

Motion by Monique Greilich to approve the minutes of November 13 2025 as presented to the Board. Second by Jane Purinton. All in favor. Vote was 3-0.

6. Correspondence

Monthly Financial statements for November 30, 2025.

The Board reviewed the November, 2025 Financial statements. Jim pointed out that the reserves are 68.31% for now. We are looking good financially going into the end of the year. Jim stated that he gave Doug the approval to order the back up sewer pump. Jim stated that ordinary maintenance which includes labor, material and supplies, and contract costs are under budget with an excess of \$36,973.00 as of 11/30/25. Extraordinary Maintenance is over budget by \$7,107 which was expected as this included unit turnovers. The year end financials should produce a positive outlook. Monique asked if Jim had a chance to look into the land value. Jim stated he did not but that he would reach out to Fee Accountant Pavia and report back via email on that.

7. Executive Director Report

2025-2026 State-Aided Property Insurance Renewal Boiler, Machinery, and Crime

The board reviewed the notice of renewal for state aided Property, Boiler and Machinery and Crime Insurance. Jim stated that the premium did not increase this year which was very good for us. The cost per unit is \$295 for elderly units. The total for the HHA is \$23,360.00. The board reviewed and voted to agree to sign the Participation agreement as required by EOHL. Ralph also gave Jim permission to e-sign his name on the agreement and submit to EOHL.

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

Certificate of Substantial Completion-Stairwell Floor and Painting Project #259047

The Board reviewed the Certificate of Substantial Completion for project #259047. The completion date of the project was marked as November 20, 2025. Jim informed the board that he already approved the completion on November 20, 2025. Ralph asked if all work was completed to date. Doug stated all work has been completed.

Motion by Jane Purinton to approve the Certificate of Substantial Completion for Project #259047 dated November 20, 2025, as presented to the Board. Second by Monique Greilich . All in favor. Vote was 3-0.

Certificate of Final Completion-Stairwell Floor and Painting Project #259047

The Board reviewed the Certificate of Final Completion for project #259047 in the amount of \$7,655.12. Jim Informed the Board that he approved the final payment of November 20, 2025.

Motion by Jane Purinton to approve the Certificate of Final Completion for Project #259047 dated November 20, 2025, as presented to the Board. Second by Monique Greilich . All in favor. Vote was 3-0.

Fair Housing Affirmative Action Goal FY2026

Jim informed the Board that the Salisbury Housing Authority (SHA) is required to determine whether the percent of Minority Households in SHA's housing programs, family or elderly, is significantly below the percentage of Minority individuals in the general population of the city and town, or in the general population of the applicable metropolitan statistical area (MSA), whichever is greater. The MSA area is the Boston-Cambridge-Quincy area in which the HHA falls into. The MSA percentage for Elderly/Handicapped is 18.20%. This is the percentage of population age 55 or older with a minority race/ethnicity.

The SHA's Tenant Minority Household Percentage for Elderly/Handicapped is 4.05%, 14.15% below the MSA of 18.20%.

The SHA's percentage of Minority Tenant Households in family housing is more than 5 percentage points lower than the MSA, therefore the SHA has not met its Affirmative Action Goal and will need to establish a placement rate of Minorities offered housing. Jim is recommending that the SHA establish a placement rate for the program to which the Affirmative Action preference shall apply. In this case 1 in 5. The SHA will use this placement rate to house applicants through the CHAMP wait list system based on priority, preference and application date, and use the Minority Preference filter to ensure that progress towards its Affirmative Action Goal is being made. This means that 1 out of every 5 offers will be to applicants using the Minority Preference.

Motion by Jane Purinton to approve the Affirmative Action Goal and Placement Rate for FY2026 and completed Fair Housing Form in CHAMP as presented. Second by Monique Greilich. All in favor. Vote was 3-0.

8. Maintenance Report

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

- 259250-Project ongoing.
- 259054-Kitchen Modernization Project in planning stage.
- Annual Fire Alarm Inspections deficiencies completed-replacement of batteries, circuit breakers etc.
- Hot water tank replacement in C building.
- Picnic Tables to be replaced in the spring time.

Vacant units:

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

D6-Ready.

B6-Ready.

A7-Ready.

D15-Vacant-Projected completion date- 12/15/2025.

D16--Ready.

Jim informed the Board that all “ready” units are at the reference stage of screening.

9. GMVTO Report

The GMVTO President Cindy McMillan was present. She stated that bingo is still going on. She stated that she expressed interest in the Board position that will be vacated by Shirley Joubert. She sent notification to Town Hall.

10. Public Comment

Cindy McMillan asked what the policy was on requesting use of the community room. Jim stated that there is a request form available that tenants should fill out and receive permission to use. She stated that there is a tenant that uses and cooks meals for people and has advertised a Christmas meal. I informed her that we would look into that situation.

11. Adjournment

Motion to adjourn at 6:01pm 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 11/1/2025-11/30/2025*
- *November 30, 2025 Financial Statements*
- *SHA Minutes for November 13, 2025 Board meeting*
- *State Insurance Policy Renewal and Participation Agreement.*
- *Fair Housing Affirmative Action Goal*
- *Certificate of Substantial completion and Final Payment-Project #259047*
- *SHA Maintenance/Vacancy Report November- 2025*

Approved by BOC 1/8/2026

James Holt
Executive Director