



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

**Minutes of the Regular meeting
January 8, 2026
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 December, 2025.

Chairman Sweeney commented that the bills seemed high in the month of December. Jim stated that there were one time yearly bills paid. We paid the full year state property insurance bill, the Essex Regional retirement appropriation, and we paid the Housing Authority Software invoice for the upcoming year. All other bills paid were ordinary expenses. Chairman Sweeney asked if the payment to North Lawrence Contracting was the final payment for the painting and flooring project. Jim confirmed that it was the final payment.

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

5. Minutes of the Regular Meeting of December 11, 2025.

The Board reviewed the minutes of December 11, 2025.

Motion by Monique Greilich to approve the minutes of December 11, 2025 as presented to the Board. Second by Jane Purinton. All in favor. Vote was 3-0.

6. Correspondence

No correspondence

7. Executive Director Report

Payment Application #2-Common Door Replacement Project #259050

The Board reviewed Payment Application #2 for project #259050 in the amount of \$33,558.75. Jim approved the payment of 12/30/2025.

Motion by Monique Greilich to approve the Payment Application for Project #259050 dated December 30, 2025 in the amount of \$33,558.75 as presented to the Board. Second by Jane Purinton . All in favor. Vote was 3-0.

Change Order #1-Common Door Replacement Project #259050

The Board reviewed the Change order #1 in the amount of \$24,193.71. Doug informed the Board that at the start of the project the contractor stated that he could replace the doors without disturbing existing asbestos around them. Abatement of the asbestos would require electrical work to the fire alarms and junction boxes attached to the asbestos panels adjacent to the doors being replaced. Doug emailed EOHLC construction advisor Bob Watt who has asked the architect and asbestos consultant to clarify what needs to be done.

Jim asked the board not to approve this change order now, but requested to give him authorization to approve a change order up to \$25,000.00 in case the abatement is necessary to the project. Our hope is that the existing asbestos will not be disturbed and will not need abatement.

Motion by Monique Greilich to authorize the Executive Director to approve a change order up to \$25,000.00, if it is determined necessary to the project. Second by Jane Purinton. All in favor. Vote was 3-0.

Management Fee Discussion

Jim informed the board that the Management fee that Salisbury pays to the Ipswich Housing Authority will increase by 25%. This is due to an allowable increase in hours from 24 to 32 per week because Salisbury retains its Section 8 program in-house rather than outsourcing it to another Housing Authority. Jim explained that EOHLC approved this back in 2021, however the IHA did not take the increase due to the impact of the SHA budget. We now feel confident that the SHA budget reserves can support this increase. The current fee is \$81,738 per year or \$6,302 per month. The increase will be \$102,180 per year or \$8,515 per month.

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. 16 kitchens in one building to be renovated.
- Snow removal. Ice treatment.
- Picnic Tables to be replaced in the spring time.

Vacant units:

- D1-Vacant-Projected completion date- 2/15/2026.
- D6-Ready.
- B6-Ready.
- A7-Ready.
- D15-Ready.
- D16--Ready.
- D11- Vacate -1-15-26- Belongings will need to be removed

Jim informed the Board that an offer will be made for D15. Staff is screening multiple applicants for all other ready units. Staff is in different screening stages at this point. I.e awaiting CORI results and or landlord references.

9. GMVTO Report

The GMVTO President Cindy McMillan was present. She stated that not much is going on as there has not been promising participation from residents. Bing is still going strong though.

10. Public Comment

Cindy McMillan asked what can be done about residents that do not move their cars during snow cleanup? She stated that the resident who has the parking spot next to hers did not move her car when requested by the SHA. That left a lot of ice and snow next to Cindy's car. Doug stated that we have always followed the same procedure. SHA will send out an automated call informing residents when the lot will be cleared and request them to come out and move their cars. It is up to the residents to come out and move their cars. Doug will look into any additional steps that can help with this.

B- Buildings trash area has been a sheet of ice due to the water runoff from the downspout. Doug will look to reroute the run off away from the area.

11. Adjournment

Motion to adjourn at 5: 59pm 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 12/1/2025-12/31/2025*
- *SHA Minutes for December 11, 2025 Board meeting*
- *Payment Application #2- Project #259050*
- *Change Order #1-Project #259050*
- *SHA Maintenance/Vacancy Report December- 2025*

Approved by BOC 2/12/2026



Executive Director