



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

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

1. Pledge of Allegiance

2. Roll Call

Ralph Sweeney, Jane Purinton, Donna Abdulla.

Absent

Monique Greilich.

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. Annual Meeting

Roll call to open the SHA Annual Meeting. Ralph Sweeney, Donna Abdulla, Jane Purinton.

At this time the Board will elect the officers on the Board of Commissioners

Motion to elect Ralph Sweeney as Chairman of the Salisbury Housing Authority Board of Commissioners by Jane Purinton. Second by Donna Abdulla. All in favor. Vote was 3-0.

Motion to elect Jane Purinton as Vice- Chairman of the Salisbury Housing Authority Board of Commissioners by Donna Abdulla. Second by Ralph Sweeney. All in favor. Vote was 3-0.

Motion to elect Monique Greilich as Treasurer of the Salisbury Housing Authority Board of Commissioners by Jane Purinton. Second by Donna Abdulla. All in favor. Vote was 3-0.

Motion to adjourn the Annual Meeting of the Salisbury Housing Authority Board of Commissioners by Donna Abdulla. Second by Jane Purinton . All in favor. Vote was 3-0.

4. Bills

The Board reviewed all bills from February, 2026.

Chairman Sweeney inquired about the management fee paid to the Ipswich Housing Authority. Jim stated that was for the Management fees for administering the Section 8 Program. Those fees are reconciled at the end of the year. Jane inquired about the payment to NENA Construction. Jim stated that payment was for the exterior door replacement project.

Motion to approve the bills for February, 2026 by Jane Purinton. Second by Donna Abdulla. All in favor. Vote was 3-0.

5. Minutes of the Regular Meeting of February 12, 2026.

The Board reviewed the minutes of February 12, 2026.

Motion by Jane Purinton to approve the minutes of February 12, 2026 as presented to the Board. Second by Donna Abdulla. All in favor. Vote was 3-0.

6. Correspondence

No correspondence.

7. Executive Director Report

HCV Payment Standards for FMR Areas

The Board reviewed and approved the Housing Choice Voucher Program (Section 8) Payment Standards for the following areas effective 1/1/2026:

Lawrence Housing Authority

0BR -\$1565, 1BR-\$1730, 2BR-\$2270, 3BR-\$2722, 4BR-\$3006

Motion by Jane Purinton to approve the Lawrence Housing Authority Payment standards as presented to the Board. Second by Donna Abdulla. All in favor. Vote was 3-0.

Andover Housing Authority:

0BR -\$1722, 1BR-\$1903, 2BR-\$2497, 3BR-\$2994, 4BR-\$3307

Motion by Jane Purinton to approve the Andover Housing Authority Payment standards as presented to the Board. Second by Donna Abdulla. All in favor. Vote was 3-0.

Haverhill Housing Authority:

0BR -\$1565, 1BR-\$1730, 2BR-\$2270, 3BR-\$2722, 4BR-\$3006, 5BR-\$3456

Motion by Jane Purinton to approve the Haverhill Housing Authority Payment standards as presented to the Board. Second by Donna Abdulla. All in favor. Vote was 3-0.

The Andover Housing Authority made additional changes to their Payment standards effective for 2/26/2026 for New Lease ups and New Admissions, and Effective May 1, 2026 for Annual Recertifications.

0BR -\$1556, 1BR-\$1730, 2BR-\$2270, 3BR-\$2586, 4BR-\$2857

Motion by Jane Purinton to approve the Andover Housing Authority Payment standards as presented to the Board. Second by Donna Abdulla. All in favor. Vote was 3-0.

Kitchen Mod Phase Project #259054-Scope of Service

Jim informed the Board that he approved the Scope of Services for the Kitchen Mod Phase project #259054. These are the fees the designer will charge during the administration of the construction contract. The Total Design fee is \$60,000. The milestones included are: Schematic Design, Construction Docs, Bidding, Construction, And Close out & warranty. Ralph asked how many kitchens were expected to get done. Doug answered that we expect 16 to be renovated. We are not sure which ones as of yet, but we will identify the ones that are in most need.

Motion by Jane Purinton to approve the Scope of Services for Project # 259054 as presented to the Board. Second by Donna Abdulla. All in favor. Vote was 3-0.

Contract for Financial Assistance (CFA) #13.

The Board review CFA #13. The CFA includes the FY2029 Formula Funding to the Salisbury Housing Authority in the amount of \$229,477.41. This is for our capital improvement projects. The revised CFA amount is now \$3,525,800.91. Ralph has already signed the document for EOHLC through DocuSign.

Motion by Jane Purinton to approve the Contract for Financial Assistance #13 as presented to the Board. Second by Donna Abdulla. All in favor. Vote was 3-0.

Management Services Agreement with the Ipswich Housing Authority

The Board reviewed the Management Service agreement between the Salisbury Housing and Ipswich Housing Authority. The contract will begin on January 1, 2026 and run for a term of five years. The annual contract sum will be for \$102,173 prorated at a monthly rate of \$8514. This fee was previously discussed and approved by the board at the Annual Budget presentation last month. EOHLC allows for small increases in each year. Jim explained that the previous agreement signed in 2023 was not approved by EOHLC. Jim is unclear as to why, but it was explained to him that EOHLC was looking for additional information from the previous Executive Director at that time in order to approve the contract. Jim informed the Board that the Ipswich Housing Authority Board of Commissioners voted to approve this new contract at its meeting on March 10, 2026. Jim also pointed out attachment B is the management calculation worksheet which calculates the management fees and also the Executive Directors Salary from the fee. The Executive Director is allowed to take 30% of the management fee as a salary. This amount is on line 3.

Motion: Ralph Sweeney having reviewed the Management Services Agreement between Salisbury Housing Authority and Ipswich Housing Authority for a term of **5** years for the annual Agreement Sum of \$102,173. Jane Purinton seconded the motion which, upon roll-call, was passed by a vote of 3-0.

8. Maintenance Report

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

- 259250-Exterior Door Project. Building A, B, and C are completed. Buildings D&E should be completed in 2 weeks.
- 259054-Kitchen Modernization Project in planning stage. 16 kitchens in one building to be renovated.
- Mini Split System Replacement- We received emergency funding and we are working to replace damaged units.
- Asphalt Parking lot repairs completed.
- Snow removal completed during storms.
- Picnic tables will be purchased asap.

Vacant units:

D1-Vacant-Projected completion date- 2/15/2026.

B6-Ready.Offer accepted- Lease on 2/13/26.

D16--Ready. Lease up 3/17/2026.

D11- Vacate -1/15/26. Projected ready date: 3/31/2026.

9. GMVTO Report

Cindy McMillan was in attendance to report on Greater Meadow Village Tenants Organization:

- T.O. meeting on 3/12/2026. Had a good turnout.
- Yard sales this year in May and September.
- 4th of July Cookout.
- Movie night to be determined.
- Purchasing new furniture for the Tenants Organization Office.

10. Public Comment

Bernie Boylan asked if some type of placard can be out on the doors indicated where units are in each building. The mail delivery drivers still have confusion finding units. Doug stated he will have them made.

11. Adjournment

Motion to adjourn at 6:34pm by Jane Purinton. Second by Donna Abdulla. All in favor. Vote was 3-0.

Documents/Exhibits Used at Meeting

- *SHA Vendor Accounting Check Register Dated 2/1/2026-2/28/2026*
- *SHA Minutes for February 12, 2026 Board meeting*
- *HCV Payment Standards*
- *Kitchen Scope of Service #259054*
- *CFA #13*
- *Management Services Contract*
- *SHA Maintenance/Vacancy Report February- 2026*

Approved by BOC April 9, 2026



Executive Director