

BILLERICA

HOUSING AUTHORITY

Martin E. Conway, Chair
Carol Ford, Vice Chair
James F. O'Donnell, Jr., Treasurer
Marie O'Rourke, Assistant Treasurer
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TO: Board of Commissioners 
FROM: Robert M. Correnti
DATE: July 1, 2019
RE: **JULY 2019 EXECUTIVE DIRECTOR'S REPORT**

A. ADMINISTRATIVE ACTIONS:

1. **Smoking:**
2. **Overdue Rent:**
3. **Other:** none

B. MONTHLY TENANT MEETINGS:

1. **June 4^h, 2019 Meeting:**
 - i. (6) six attended from Talbot
 - ii. (20) twenty-one attended from 13 River
 - iii. (16) seventeen attended from 16 River
 - iv. Approx. 25% attendance (above avg)
2. **July 2nd, 2019 Meeting:**
 - i. (4) four attended from Talbot
 - ii. (29) twenty-one attended from 13 River
 - iii. (15) fifteen attended from 16 River
 - iv. Approx. 27% attendance (above avg)

C. 13 RIVER PAVING PROJECT

1. Met with Contractor, Project Engineer and State Construction Manager. On 6/18/19, Chair Conway, Commissioner O'Donnell and I met with HSBC. As a result, project moved to 9/9/19 and temporary parking being made available 9/9/19. Discuss issues with 13 River residents during monthly mtg. Will have contractor and engineer in for tenant mtg late August

D. INSPECTION TRAINING:

1. On 5/29/19, I successfully completed a two Day off site DHCD Facility Management Inspection Training. The program provided excellent resources to improve our inspections.

E. TALBOT ASPHALT ROOF PROJECT:

1. Project completed - presently dealing with contractor to properly repair driveway, leading to Colson Street, that was damaged.

F. NEW HOUSING SEARCH:

1. Actively seeking new housing. If a unit is identified, the BHA would need to move quickly. Current housing market is hot with bids in excess of asking price.