

BILLERICA

HOUSING AUTHORITY

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TO: Board of Commissioners 
FROM: Robert M. Correnti
DATE: May 29, 2020
RE: JUNE 2020 EXECUTIVE DIRECTOR'S REPORT

A. ADMINISTRATIVE ACTIONS:

1. **Smoking:** Complaints have increased due to residents remaining inside
2. **Overdue Rent:** Actions on hold during current COVID-19 pandemic
3. **Other:** none

B. MONTHLY TENANT MEETINGS:

- i. Tenant Meetings canceled due to COVID-19 pandemic.

C. 16 RIVER STREET CONTRACT RENEWAL:

1. Approvals received. In process of updating filings (in TRACS) with HUD. Another long process!

D. OFFICE OPENING:

1. Returned to regular operating hours effective June 8th, 2020
 - i. During the closure period, a number of remodeling projects were accomplished;
 - ii. A protective glass has been installed in the Lobby Office window (there had been a glass there some years ago);
 - iii. A Video surveillance camera has been installed in the 16 River Street lobby.

E. SECTION 8 PROGRAM:

1. We are seeking to contract out the administration of the program to another agency. Regulatory requirements are onerous for an agency of our size.

F. COVID-19:

1. With the COVID-19 pandemic, operations significantly changed with many new challenges.

- i. Some forty-nine (49) daily COVID-19 updates were provided to residents from mid-March to the end of May;
- ii. Through various contacts, efforts of ESMV RSC Katie Houle, donations, and RCAT assistance, masks were obtained. Nearly one hundred masks have been distributed to residents as of 5/31/2020. We will continue to provide masks as long as our supply lasts;
- iii. With the generosity of Volunteers, pharmacy prescription pickups and grocery shopping services were made available to residents
 - i. Thirteen (13) pharmacy prescription pickups were made;
 - ii. Six (6) grocery trips were made;
- iv. Absentee Ballot applications were obtained and distributed to residents. Fourteen (14) residents applied and the applications were submitted to the Town Clerk;
- v. Periodic "well-being check" phone calls were made to residents;
- vi. During the COVID-19 emergency, only emergency work orders are currently being addressed. Non-emergency work orders will be addressed at a later date when conditions allow;
- vii. Reminders continue to be provided to residents regarding recommended guidelines and local Board of Health Order. Majority of BHA residents are complying.
 1. Sanitizers were provided in Common Rooms until Common Rooms were closed;
 2. Laundry Facilities remain open-with social distancing encouraged;
 3. Sanitizing continues in traffic areas
- viii. In May, a resident obtained and donated a flag that honors the services of First Responders. The flag was raised in honor and appreciation of our local First Responders. A photo was featured on the front page of the 5/28/2020 Billerica Minuteman;
- ix. Through the efforts and assistance of April Laskey of the Billerica School, residents are participating in the "Farmers to Families" program offering fresh produce to BHA residents. Within two hours, some 25 residents participated in the first delivery on June 1st! The second delivery on June 8th has over 50 residents participating! This is a

weekly program with the grant lasting through the end of August.