

# 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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Robert M. Correnti, Executive Director

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**TO:** Board of Commissioners   
**FROM:** Robert M. Correnti  
**DATE:** December 1, 2021  
**RE:** **DECEMBER 2021 EXECUTIVE DIRECTOR'S REPORT**

### **A. ADMINISTRATIVE ACTIONS:**

1. **Smoking:** None
2. **Overdue Rent:** Established Payment Plans for two (2) 705 residents; served 14 day Notice on another.
3. **Other:** None

### **B. QUARTERLY TENANT MEETINGS:**

1. The next Quarterly Tenant Meeting is scheduled for 1/22/2022.

### **C. MASON AVE UPDATE:**

1. Project bids came in at \$98,000, \$140,000 and \$145,025! Will be going out for a rebid.

### **D. 13 RIVER SITE IMPROVEMENT PROJECT FISH #031070:**

1. Project is in its final stages and ahead of schedule. Billerica Disability Commission reviewed the project and we will provide an update at the meeting. Main open items are railings and electrical-both delayed due to supply chain issues.

### **E. ANNUAL AUDIT (AUP):**

1. The verbal results of our AUP were positive with minor issues. Action has been taken to address the findings.

### **F. FORD MEMORIAL:**

1. Awaiting input from Ford family regarding plaque text. Family has been provided a photo of the proposed plaque as well as the proposed text.

**G. CSC EQUIPMENT:**

1. Washers/Dryers at 33 Talbot and 16 River to be replaced 12/2/2021. Equipment for 13 River in transit-will be installed once received by CSC. New five year contract with CSC began 11/2021.