


BILLERICA

HOUSING AUTHORITY

John Saulnier, Chair
James O'Donnell, Vice Chair
Carol Ford, Treasurer
Marie O'Rourke, Assistant Treasurer
Martin E. Conway
Robert M. Correnti, Executive Director

16 River St
BillERICA, MA 01821
Tel 978-667-2175
Fax 978-667-1156
email: bcorrenti@billericahousing.org

TO: Board of Commissioners
FROM: Robert M. Correnti 
DATE: July 1, 2017
RE: **FY2017 EXECUTIVE DIRECTOR'S ANNUAL REPORT**

As required by BHA ByLaws, this report is being submitted as the Executive Director's Annual Report. This report will cover the period from July 1, 2016 through June 30, 2017.

CONSISTENCY:

Through our interpretation and enforcement of policies, we have sought to provide consistency and fairness. Our Open Door approach and Monthly Tenant Meetings encourage dialog with the Executive Director. Additionally, visibility of the Executive Director at all properties continues.

FINANCIAL:

While maintaining the Authority's strong financial position, initiatives continue to be sought to reduce operating expenses as well as increase revenues. Among these are:

- Maintenance staff seeking cost alternatives where possible
 - Reduce outsourcing
- Monthly Investment Data now provided in detailed format to Commissioners

SAFETY:

Providing and maintaining a safe environment for all residents is a priority. To that end:

- Evacuation route drafts reviewed—should be finalized in Fall 2017

TALBOT:

- Talbot Initiatives through Formula Funding:
 - Completed structural work stabilizing settling of building;
 - Completed Heating system deficiencies;
 - Completed Paving project

13 RIVER:

- Changed building entry doors to a lever handle for ease of opening;
- Changed apartment and entry door cores as parts no longer available for old cores;
- Increased Laundry capacity with upgrading of laundry machines;
- New (larger) mailboxes installed at each building

16 RIVER:

- "Code Red" notification system has been frequently used providing timely notifications to residents;
- In collaboration with BPD, Police patrols, during late evening/early morning hours, continue at all properties;
- We have two (2) units (10 and 6A) modified for Handicapped. We are currently modifying 5A and will be modifying 1A and 2G this year. This will leave one (1) unit (50) remaining not modified.

RECEIVABLES:

Very active oversight on receivables has resulted in positive results:

- Past Due Rents arrearage at a historically low level - as of 6/30/17 it is .67% - well under the goal of 8%;
- One (1) 705 eviction for delinquent rent;
- One (1) tenant voluntarily moved out after discussion concerning "fraud" (unreported income)

POLICIES/PROGRAMS/MISCELLANEOUS:

- Utilization of Shawsheen Tech Students as well as Middlesex Sheriff Community Workforce Program continues
 - **Shawsheen Projects**
 - Installed cement pad for picnic table and BBQ Grill at Talbot;
 - Evacuation Routes

OTHER:

- **DHCD Survey:** (54 of 109 667 and 705 tenants responded) Results provided positive feedback. One finding indicated we needed to increase communication to residents relative to budget and CIP. We will accordingly provide residents with more financial information;
- **Inspections:** We are now inspecting units every six (6) months. Hopefully, this will help us get ahead of any problems;