

BILLERICA

HOUSING AUTHORITY

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

A. ADMINISTRATIVE ACTIONS:

1. Smoking:

- i. A 30 Day NTQ has been served on a resident for continued smoking violations. Next step is Lowell Housing Court;

2. Overdue Rent:

- i. Judgement has been entered in Lowell Housing Court for non-payment of rent. After ten day period, Order of Execution will be entered for eviction.

B. MONTHLY TENANT MEETINGS:

1. November 7th, 2017 Meeting:

- i. (8) eight attended from Talbot
- ii. (11) eleven attended from 13 River
- iii. (12) twelve attended from 16 River
- iv. Approx. 18% attendance (average)

C. SEMI-ANNUAL INSPECTIONS:

1. Semi-Annual Inspections began on Tuesday, November 28th, 2017 and will continue into December 2017. All properties will be inspected.

D. 13 RIVER STREET REPAIR/REPAVING PROJECT (Fish # 031068):

1. Preliminary Schematic Design has been prepared. Will be reviewed at 12/12/17 Tenant Mtg. Draft base bid was estimated at \$154,000 - current estimates are in \$175,000 - \$185,000 range.