

BILLERICA

HOUSING AUTHORITY

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TO: Board of Commissioners

FROM: Robert M. Correnti 

DATE: January 5, 2017

RE: **JANUARY 2017 EXECUTIVE DIRECTOR'S REPORT**

A. ADMINISTRATIVE ACTIONS:

- a. **Smoking:** 0
- b. **Overdue Rent:** Three (3) residents sent Notices to Evict
 - i. Payment received from one
- c. **Bed Bugs:** See below

B. MONTHLY TENANT MEETINGS:

- a. **December 13th, 2016 Meeting:**
 - i. Seven (7) attended from Talbot
 - ii. Five (5) attended from 13 River
 - iii. Fourteen (14) attended from 16 River
 - iv. Approx. 16% attendance
 - v. Next meeting scheduled for Tuesday 1/10/17

C. TALBOT:

- a. Paving project completed;
- b. Contract for Talbot Heating System awarded and repairs underway (Formula Funding).

D. BED BUGS:

- a. Apartment 3D (ground zero) still has bed bugs despite six (6) treatments since vacancy on 11/1/16. Once cleared by Bain, plan is to remove dry wall, apply treatment then install new dry wall. This extra step will insure no latent infestation between walls;
- b. Corridors and other treated units remain free of bed bugs.

E. WEB SITE:

- a. In early stages of Web site redesign. Anticipate having a preliminary design by March Meeting for Board feedback.

F. SMOKE-FREE POLICY:

- a. All three (3) sites now have same policy insuring consistency;
- b. Through the year, 13 River and Talbot have received notices. Meetings were held on policy. Lease addendums were sent and are being collected;
- c. We have had very positive discussions with Board of Health Inspector who will be providing BOH support.

G. ALBERT STREET:

- a. Property is in the process of being appraised. Anticipate receipt of appraisal by end of January. Attorney will then complete the RFP and we will begin process. Anticipate this will take us into April/May timeframe. Will keep Board updated on progress,

H. INVESTMENT ACCOUNTS:

- a. In response to Commissioner Ford's request, I have provided the BHA's Investment Account Balances as of 11/30/16. To the best of my knowledge, the last time this information was provided was June 2013. Using the same format as a template, we have updated account numbers, balances, etc. We will continue to provide information monthly in this format. Additionally, in reviewing data provided in the past, I noted a balance sheet on the Revolving Account was never requested nor provided in the past. A Balance Sheet for the Revolving Account, as of 11/30/16, has been prepared and is attached. Going forward, this will be prepared monthly with other balance sheets;
- b. I am asking the Board to close two small accounts and move the funds into checking accounts for each respective program. Also, I would like a discussion and feedback on CD's - whether to maintain a number of CDs or consolidate CDs.