

BILLERICA

HOUSING AUTHORITY

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TO: Board of Commissioners 
FROM: Robert M. Correnti
DATE: June 29, 2018
RE: **JULY 2018 EXECUTIVE DIRECTOR'S REPORT**

A. ADMINISTRATIVE ACTIONS:

1. **Smoking:** No new issues to report.
2. **Overdue Rent:** No issues to report
3. **Other:** No issues to report

B. MONTHLY TENANT MEETINGS:

1. **June 5th, 2017 Meeting:**
 - i. (4) four attended from Talbot
 - ii. (14) fourteen attended from 13 River
 - iii. (18) nineteen attended from 16 River
 - iv. Approx. 20% attendance (average)
 - v. Joe St. Germain, Outreach Librarian, discussed various Library programs available for residents

C. AED's/CPR:

1. AEDs have been installed in the Common Rooms at 13 River, 16 River, and the Talbot.
2. On 6/14/18, Joe Devlin, of Billerica EMS, conducted a CPR/AED and Heimlich training for BHA staff. It was well received.

D. 705 Locks:

1. Currently, each 705 property is not on a Master Key System. We maintain separate keys for each property. Maintenance must pick up keys when responding to a work order/emergency. To improve security and standardize the system, all 705 properties will be rekeyed and placed on a Master Key system. Thus, a 705 Master Key will open any 705 lock. This would mean we would have four (4) Master keys (13 River Master, 16 River Master, Talbot Master and the 705 Master).

E. MASS CERTIFIED PUBLIC PURCHASING OFFICIAL PROGRAM:

1. On the last day of the NAHRO Spring Conference, I attended an all-day seminar titled "Advanced Topics in Public Procurement for Housing Authorities and Other Local Jurisdictions." A Certificate was presented by the Office of the Inspector General.

F. EVACUATION ROUTES:

1. Latest draft received from Shawsheen Tech on 6/27/18. Signs being posted. In the fall timeframe, working with the Fire Dept and our Alarm Co. we will begin conduct the first annual fire drill.