

# BILLERICA

## HOUSING AUTHORITY

John Saulnier, Chair  
James O'Donnell, Vice Chair  
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**TO:** Board of Commissioners   
**FROM:** Robert M. Correnti  
**DATE:** May 26, 2017  
**RE:** **June 2017 EXECUTIVE DIRECTOR'S REPORT**

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

1. **Smoking:** Met with resident with Elder Services.
2. **Overdue Rent:** Eviction on 5/18/17
3. **Bed Bugs:** Contracted for heat treatment of Apt 3D.  
Inspecting all units in Building 3

### **B. MONTHLY TENANT MEETINGS:**

1. **May 9th, 2017 Meeting:**
  - i. Eight (8) attended from Talbot
  - ii. Twelve (12) attended from 13 River
  - iii. Nine (9) attended from 16 River
  - iv. Approx. 16% attendance

### **C. SUMMER HOURS:**

1. On June 5<sup>th</sup>, 2017, we will be on "Summer Hours" schedule. See attached notice.

### **D. FIRES:**

1. **Talbot Parking Lot:** At approximately 3:00 AM on Monday May 15<sup>th</sup>, 2017, a fire, in the Talbot parking lot, was called in by a passer-by. A resident's "moped-type" bike and another resident's vehicle were damaged. Both were total losses (See attached photos). The matter has been reported to the BHA Insurance Company.
2. **16 River Street:** At approximately 3:50 pm on Tuesday, May 16<sup>th</sup>, 2017, a fire occurred in the kitchen of building 5. Photos are attached. The matter has been reported to our Insurance company. Elder Services involved.

**E. SEMI ANNUAL INSPECTION:**

1. Semi-Annual Inspections conducted. Conditions range from generally acceptable to excellent. Deficiencies/unacceptable conditions have communicated to residents involved.

**F. EVACUATION ROUTES:**

1. Evacuation Route signage received from Shawsheen Tech. Anticipate posting in Buildings in July with a drill in the September timeframe.