

# BILLERICA

## HOUSING AUTHORITY

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**TO:** Board of Commissioners   
**FROM:** Robert M. Correnti  
**DATE:** April 24, 2017  
**RE:** **MAY 2017 EXECUTIVE DIRECTOR'S REPORT**

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

1. **Smoking:** Five (5) written violations received; Two (2) meeting/conferences held; Board of Health becoming involved; one (1) unannounced apartment visit at 9:30 PM in regards to a complaint.
2. **Overdue Rent:** Eviction proceedings underway for one (1) 705 tenant.
3. **Bed Bugs:** Two (2) bugs found in 3-C. 3-D has also had residual issues. While both believed to be contained, Bain treating and monitoring.

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

1. **April 11th, 2017 Meeting:**
  - i. Eleven (11) attended from Talbot
  - ii. Nine (9) attended from 13 River
  - iii. Eleven (11) attended from 16 River
  - iv. Approx. 18% attendance
2. Guest Speakers at the April meetings were a representative from the Better Business Bureau and the Office of Consumer Affairs of the Attorney General. Fraud, scams, identity theft were topics of discussion. Meetings were well-received.

### **C. McCOLOUGH HOUSE:**

1. On Monday, April 17, 2017, there was a small fire at the McColough House caused by careless cigarette disposal (see attached photo). We met with the Deputy Fire Chief and McColough House Staff. The damage will be repaired by the tenant. Additionally, they will purchase outdoor cigarette disposal containers and provide a smoking area further away from the building.

**D. SUMMER HOURS:**

1. We will start our Summer Hour schedule on 6/5/17 - please see attached memo.

**E. PROPERTIES:****1. Talbot:**

- i. Final minor "punch-list" work on paving being done. Contractor in dispute regarding specs for concrete pad. BHA has retainage for pad. DHCD actively involved;
- ii. Final work being done on heating system-expect completion in 30 days.

**2. 13 River:**

1. Washers and dryers replaced adding more capacity for residents. Did not increase cost to residents;
2. Will pave entry to 13 River eliminating pothole hazards;
3. Walkway tripping hazard cement repair work commenced 4/29/17;
4. At the last meeting, a suggestion arose to consider handicap bathroom modification at 13 River. Unfortunately, due to layout of apartments, this cannot be done. Currently, bathrooms are small and would need to be enlarged. The layout prohibits this. I'm told this was looked at years ago-with the same conclusion.

**F. WEB PAGE:**

1. Anticipate having new web page online by 5/15/17 - even when online, it will be a work in progress with regular updates. Always open to suggestions. Will advise when online (See address for web page that is under construction. When online, address of [www.billericahousing.org](http://www.billericahousing.org) will remain the same).

**G. 2017 NAHRO CONFERENCE:**

1. Conference is 5/21 to 5/24. Please see me by 5/5/17 to register. Contact Seacrest Resort in North Falmouth immediately to reserve a room.

**H. SEMI ANNUAL INSPECTIONS**

1. Units will now be inspected twice a year (May and October). Not only do we want to check to be certain utilities, appliances, etc. are in good working order but we want to insure units are being maintained as per the lease requirements.

**I. STATE CAPITAL IMPROVEMENT PLAN (CIP)**

1. We have been working with Joe Levine (RCAT) and Cybersense regarding the 5 year CIP. It will be presented to the Board at the Board's June meeting.