
BILLERICA

HOUSING AUTHORITY

John Saulnier, Chair
James O'Donnell, Vice Chair
Carol Ford, Treasurer
Marie O'Rourke, Assistant Treasurer
Martin Conway, Member
Robert M. Correnti, Executive Director

16 River St
Billerica, MA 01821
Tel 978-667-2175
Fax 978-667-1156
email: bcorrenti@billericahousing.org

MINUTES OF THE BILLERICA HOUSING AUTHORITY REGULAR MEETING OF January 5, 2017

CALL TO ORDER:

Chairman Saulnier called the meeting to order at 4:01 PM. All Commissioners were present except Commissioner O'Donnell. The Executive Director was present.

OPEN MIC:

No one signed up to speak at Open Mic.

WELCOME:

Chairman Saulnier asked to pause for a moment to welcome newly appointed Commissioner Martin Conway. Commissioner Conway was appointed by a joint meeting of the Board of Selectmen and the Housing Authority Board of Commissioners and will serve until April 2017.

MINUTES:

The Minutes of the November 3, 2016 Meeting were approved by a vote of three (3) in favor, zero opposed and one (1) abstention (Commissioner Conway) on a motion by Commissioner O'Rourke which was seconded by Commissioner Ford.

MINUTES (continued):

The Minutes of the December 19, 2016, joint meeting of the Board of Selectmen and the Housing Authority Board of Commissioners were approved by a vote of three (3) in favor, zero opposed and one (1) abstention (Commissioner Conway) on a motion by Commissioner Ford which was seconded by Commissioner O'Rourke.

CORRESPONDENCE:

Chairman Saulnier noted the correspondence listed on the Agenda and indicated it would be placed on file.

REPORTS:

The Payment of Bills Report was unanimously approved (4-0-0) and placed on file upon a motion by Commissioner Ford, which was seconded by Commissioner O'Rourke.

Upon a motion by Commissioner Ford, seconded by Commissioner Conway, the **Accountant's Reports**, of 10/31/16 and 11/30/16, were unanimously accepted (4-0-0) and placed on file.

The Payroll Report was received and unanimously approved (4-0-0) and placed on file upon a motion by Commissioner Ford. The motion was seconded by Commissioner O'Rourke.

The Vacancy Report was unanimously accepted (4-0-0) and ordered to be placed on file upon a motion by Commissioner Ford. The motion was seconded by Commissioner O'Rourke.

Executive Director's Report

Executive Director Correnti presented his Report dated January 5, 2017. He highlighted the items on the report. Per order of the Chair, the Executive Director's Report was placed on file.

OLD BUSINESS:

Upon a motion by Commissioner Ford, seconded by Commissioner O'Rourke, the Board unanimously (4-0-0) approved the Certificate of Final Completion and payment #7 (\$4000.00) to US Pavement Services of Woburn, MA.

NEW BUSINESS:

Appoint Commissioner to Community Preservation Committee (CPC):

After a brief discussion, upon a motion by Commissioner O'Rourke, which was seconded by Commissioner Ford, the Board voted unanimously (4-0-0) to appoint Commissioner O'Donnell to the Community Preservation Committee (CPC).

Approve Fenton, Ewald & Associates Contract for 7/1/16 through 6/30/17:

Commissioner Ford motioned that the Board approve the 7/1/16 through 6/30/17 contract with Fenton, Ewald & Associates in the amount of \$1,126.00 per month for the 4001 Program, 667-2 Program, 689-C Program and Glenside. Her motion was seconded by Commissioner O'Rourke and was unanimously approved (4-0-0).

Commissioner Ford then motioned that the Board approve the 7/1/16 through 6/30/17 contract with Fenton, Ewald & Associates in the amount of \$141.00 per month for the Section 8 and Housing Choice Voucher Program. Her motion was seconded by Commissioner O'Rourke and was unanimously approved (4-0-0).

Appoint Assistant Treasurer:

Chairman Saulnier noted the Board needed to appoint an Assistant Treasurer as that position was vacant with the resignation of former Commissioner Baraldi. Upon a motion by Commissioner Ford, seconded by Commissioner Conway, Commissioner O'Rourke was unanimously (4-0-0) appointed Assistant Treasurer.

Applicant Screening on the basis of Criminal Records Policy:

Executive Director Correnti explained that the BHA did not have an Applicant Screening Policy on the basis of Criminal Records. The draft policy submitted to the Board is from the DHCD website. Executive Director Correnti asked the Board to approve the policy. Upon a motion by Commissioner Ford, seconded by Commissioner Conway, the policy was unanimously (4-0-0) approved.

Talbot Paving Change Order #1

Executive Director Correnti explained Change Order #1 for the Talbot Paving Project. The Change Order totaled \$5945.00 for the items noted. After a brief discussion, upon a motion by Commissioner Ford, seconded by Commissioner O'Rourke, Change Order #1 was unanimously (4-0-0) approved.

Investment Accounts:

Executive Director Correnti discussed his memo of December 29, 2016 regarding the closing of two accounts. A brief discussion ensued. Commissioner O'Rourke moved the Board vote to close Northern Bank Savings Account #175744 and deposit said account funds into Northern Bank checking account #428780 and to authorize the Chair and Treasurer to execute any required documents in this regard. The motion was seconded by Commissioner Conway and was unanimously approved (4-0-0) by the Board.

Additionally, Commissioner O'Rourke moved the Board vote to close Northern Bank Checking Account #161983 and deposit said account funds into Northern Bank checking account #225001 and to authorize the Chair and Treasurer to execute any required documents in this regard. The motion was seconded by Commissioner Conway and was unanimously approved (4-0-0) by the Board.

Bank Authorization:

Executive Director Correnti requested the Board vote the Bank Authorization submitted. Commissioner Ford requested the authorization included the requirement for two signatures. Commissioner O'Rourke then moved that Carol A. Ford, James F. O'Donnell Jr., John Saulnier, Marie O'Rourke, and Martin E. Conway, be authorized to:

1. Open any Deposit or Share Account(s) in the name of the Billerica Housing Authority;
2. Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit.

And that Robert M. Correnti and Deb Souza be authorized to receive account balance totals. Further, that on all withdrawals and/or checks, two (2) signatures are required. This authorization shall apply to Enterprise Bank and to Northern Bank and Trust. The motion was seconded by Commissioner Conway and was unanimously approved (4-0-0).

CD Consolidation:

Executive Director Correnti discussed his plans to consolidate the number of CDs upon their maturity. A brief discussion followed with the sense of the Board being that while they appreciated the opportunity for discussion, any such strategy belonged to the Executive Director as it involves day-to-day operations.

ADJOURN:

There being no other items for discussion, Chairman Saulnier requested a motion to adjourn. Commissioner O'Rourke, seconded by Commissioner Conway, motioned to adjourn. The motion was unanimously approved (4-0-0) and the Board adjourned at 4:46 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary