
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

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MINUTES OF THE BILLERICA HOUSING AUTHORITY REGULAR MEETING OF April 4, 2017

CALL TO ORDER:

Chairman Saulnier called the meeting to order at 4:05 PM with the Pledge of Allegiance. All five (5) Commissioners were present. The Executive Director was also present.

OPEN MIC

No one signed up to speak at Open Mic.

MINUTES:

The Minutes of the March 2, 2017 Meeting were approved by a vote of five (5) in favor and zero (0) opposed on a motion by Commissioner O'Donnell which was seconded by Commissioner O'Rourke.

REORGANIZATION OF BOARD:

After a brief discussion, Commissioner Ford moved that the Board remain as currently organized. Commissioner O'Rourke seconded the motion. The Board then voted unanimously (5-0-0) to remain as currently organized.

CORRESPONDENCE:

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

REPORTS:

The **Investment Accounts Report**, as of March 1, 2017, was presented by the Executive Director. Hearing no questions, Chairman Saulnier directed the report be placed on file.

The Payment of Bills Report was unanimously approved (5-0-0) and placed on file upon a motion by Commissioner O'Donnell, which was seconded by Commissioner Ford.

Hearing no questions, Chairman Saulnier directed the **Accountant's Report**, of 2/28/17, to be accepted and placed on file.

The Payroll Report was received and unanimously approved (5-0-0). Upon a motion by Commissioner Ford, seconded by Commissioner O'Donnell, it was placed on file.

With no discussion, Chairman Saulnier directed the **The Vacancy Report**, dated 4/1/17, to be accepted (4-0-0) and placed on file.

Executive Director's Report

Executive Director Correnti presented his Report dated March 27, 2017. He highlighted the items on the report. Executive Director Correnti noted that he has been advised that all Commissioners have successfully completed the Online Commissioner Training Program. Per order of the Chair, the Executive Director's Report was placed on file.

OLD BUSINESS:

Formula Funding:

Executive Director Correnti advised that as of 3/20/17, BHA had received \$181,781.51 in Formula Funding (since 7/1/16).

NEW BUSINESS:

Executive Director Correnti discussed the Heating Project at the Talbot. This is a Formula Funding Project. As it is almost complete with some items left on the "punch list", Executive Director Correnti requested the Board approve payment of the Contract. Commissioner O'Rourke motioned to approve the Certificate of Substantial Completion for the Talbot Heating Project Fish #031064 for a contract price of \$49,200 with a 5% retainage of \$2460.00 and payment of \$46,740.00 - Commissioner Conway seconded the motion. The Chair called for a roll call vote, Commissioner O'Donnell voted "aye", Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner Conway voted "aye", and Commissioner Saulnier voted "aye." Thus, the motion was unanimously approved (5-0-0) by a roll call vote.

ADJOURN:

There being no other items for discussion, Chair Saulnier requested a motion to adjourn. Commissioner O'Rourke, seconded by Commissioner Conway, motioned to adjourn. The motion was unanimously approved (5-0-0) and the Board adjourned at 5:01 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary