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# 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 June 1, 2017

#### CALL TO ORDER:

Chairman Saulnier called the meeting to order at 4:04 PM with the Pledge of Allegiance. All Commissioners were present with the exception of Commissioner Conway who was absent. The Executive Director was also present.

#### OPEN MIC

No one signed up to speak at Open Mic.

#### MINUTES:

The Minutes of the May 4, 2017 Meeting were approved by a vote of four (4) in favor and zero (0) opposed on a motion by Commissioner O'Rourke which was seconded by Commissioner Ford.

#### CORRESPONDENCE:

Chair Saulnier noted there was no correspondence.

#### REPORTS:

The **Investment Accounts Report**, as of April 30, 2017, was presented by the Executive Director. Hearing no questions, Chairman Saulnier directed the report be placed on file.

**REPORTS (CONTINUED) :**

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

Hearing no questions, Chairman Saulnier directed the **Fee Accountant's Report**, of 4/30/17, to be accepted and placed on file.

**The Payroll Report** was received and unanimously approved (4-0-0). Upon a motion by Commissioner O'Donnell, seconded by Commissioner Ford, the report was placed on file.

With no discussion, Chairman Saulnier directed **The Vacancy Report**, dated 6/1/17, to be accepted and placed on file.

**Executive Director's Report**

Executive Director Correnti presented his Report dated May 26, 2017. He highlighted the items on the report.

**OLD BUSINESS :**

There were no items to discuss.

**NEW BUSINESS :**

**2018 5 year CIP:** Executive Director Correnti presented the 2018 5-year CIP to the Board. Joe Levine from the Chelmsford RCAT addressed the Board relative to the CIP. Bernie Kirstein, RCAT NE Region Director, was also in attendance. After a few questions, Chairman Saunier asked for a vote. Commissioner O'Donnell then motioned that the Billerica Housing Authority Board of Commissioners approve the 2018 5 Year Capital Improvement Plan (CIP) as submitted. His motion was seconded by Commissioner O'Rourke. Chairman Saulnier called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye" and Commissioner Saulnier voted "aye". Thus, the motion was unanimously approved (4-0-0).

**NEW BUSINESS (continued):**

**Vote to approve Rent Write-Off for Plenty Street:** Executive Director Correnti explained the circumstances leading to the eviction. Commissioner O'Rourke motioned that the Board approve and authorize the write-off of \$3515.00 for overdue rent and late fees for the evicted tenant of Plenty Street, Billerica, MA. The motion was seconded by Commissioner Ford. Chairman Saulnier called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye" and Commissioner Saulnier voted "aye". Thus, the motion was unanimously approved (4-0-0).

**Approve Certificate of Final Completion and Final Payment for Talbot Repair/Repaving Project (Fish #031060):** Executive Director Correnti reviewed the project and stated a vote was needed for the final payment. Payment would be held until the punch list was completed to the satisfaction of DHCD. Commissioner O'Donnell moved that the Billerica Housing Authority Board of Commissioners approve the Certificate of Final Completion for the Talbot Repair/Repaving Project, Fish # 031060, and authorize the final payment of \$12,207.25. Commissioner O'Rourke seconded the motion. Chairman Saulnier called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye" and Commissioner Saulnier voted "aye". Thus, the motion was unanimously approved (4-0-0).

**ADJOURN:**

There being no other items for discussion, Chair Saulnier requested a motion to adjourn. Commissioner O'Rourke seconded by Commissioner Ford, motioned to adjourn. The motion was unanimously approved (4-0-0) and the Board adjourned at 4:56 PM.

Respectfully submitted,



Robert M. Correnti  
Executive Director/Secretary