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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 August 3, 2017

#### CALL TO ORDER:

Chairman Saulnier called the meeting to order at 4:05 PM with the Pledge of Allegiance. All Commissioners were present with the exception of Commissioner O'Rourke, 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 July 6, 2017, Meeting were approved by a vote of four (4) in favor, zero (0) opposed, on a motion by Commissioner O'Donnell which was seconded by Commissioner Conway.

#### CORRESPONDENCE:

Chair Saulnier noted no correspondence was received.

#### REPORTS:

The **Investment Accounts Report**, as of July 1, 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 Conway, which was seconded by Commissioner O'Donnell.

Hearing no questions, Chairman Saulnier directed the **Fee Accountant's Report**, dated 6/30/17, 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 accordingly placed on file.

Hearing no discussion, Chairman Saulnier directed **The Vacancy Report**, dated 8/1/17, be accepted and placed on file.

**Executive Director's Report**

Executive Director Correnti presented his Report dated August 1, 2017. He highlighted the items on the report. Executive Director Correnti also briefly discussed the Performance Management Review (PMR) scheduled for 9/27/17.

**OLD BUSINESS:**

There were no items to discuss.

**NEW BUSINESS:**

Executive Director Correnti briefly discussed the FY2017 Financials and the Board Certifications required.

**Fiscal Year End Certification of Preparer and Executive Director:** Commissioner O'Donnell moved that the Board of Commissioners certify the 2017 Fiscal Year End Financial Statements, as prepared by Fenton, Ewald & Associates, P.C., and execute all necessary documents in regard to that Certification. His motion was seconded by Commissioner Ford. The motion was unanimously approved (4-0-0).

**NEW BUSINESS (continued):**

**Certification of Top 5 Compensation Form:** Commissioner O'Donnell, seconded by Commissioner Ford, moved that the Board of Commissioners hereby confirm receipt of the Top 5 Compensation Form for Fiscal Year 2017 and certify the information is true and correct. Also, that the Board execute all necessary documents in regard to that Certification. The motion was unanimously approved (4-0-0).

**Certification of Compliance with Notification Procedures for Federal State Lead Paint Laws:** Commissioner O'Donnell, seconded by Commissioner Ford, moved that the Board of Commissioners certify compliance with Notification Procedures for Federal and State Lead Paint Laws and execute all necessary documents in regard to that Certification. 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'Donnell, seconded by Commissioner Ford, motioned to adjourn. The motion was unanimously approved (4-0-0) and the Board adjourned at 4:31 PM.

Respectfully submitted,



Robert M. Correnti  
Executive Director/Secretary