
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 November 2, 2017

CALL TO ORDER:

Chairman Saulnier called the meeting to order at 4:01 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 October 5, 2017, Meeting were approved by a vote of four (4) in favor, zero (0) opposed, and no abstention, on a motion by Commissioner O'Donnell which was seconded by Commissioner Conway.

CORRESPONDENCE:

1. Executive Director Correnti briefly discussed the email from Ms. Strongin confirming the lack of funding for Connolly Road;
2. PHN 2017-23 - Housing Inquiries due to recent Hurricanes was briefly discussed;
3. Executive Director Correnti's memo on Bldg 3 Bed Bug infestation was discussed and all were pleased the infestation has finally been eradicated;
4. Executive Directory Correnti noted that information on DHCD's Bullying Survey was posted on all Bulletin Boards and on the Authority's web page;

5. The incident at 22 Glenside was discussed;
6. The advertisement for the Part Time Cleaner position was discussed. The position was filled by the hiring of a resident;
7. The Maintenance position status was discussed, an ad appeared in the Billerica Minuteman as well as thirteen (13) Northwest community newspapers. Additionally, it was posted on Zip Recruiter. Resumes are being received.

REPORTS:

The **Investment Accounts Report**, as of October 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 (4-0-0) and placed on file upon a motion by Commissioner Ford, which was seconded by Commissioner O'Donnell.

Hearing no questions, Chairman Saulnier directed the **Fee Accountant's Report**, dated 9/30/17, be accepted and placed on file.

The October 2017 Payroll Report was received and unanimously approved (4-0-0) upon a motion by Commissioner Ford, seconded by Commissioner Conway. The report was accordingly placed on file.

After a brief discussion, Chairman Saulnier directed **The Vacancy Report**, dated 11/1/17, be accepted and placed on file.

Executive Director's Report

Executive Director Correnti presented his Report dated October 30, 2017. He highlighted the items on the report. A brief discussion ensued

OLD BUSINESS:

1. There were no **Old Business** items on the Agenda.

NEW BUSINESS:

1. Executive Director Correnti discussed PHN 2017-24 - Wage Match Acknowledgement. After a brief discussion, Commissioner Conway, with a second from Commissioner O'Donnell moved that the Billerica Housing Authority Board of Commissioners acknowledge receipt of PHN 2017-24 and understands the guidance in regards to this PHN. Additionally, the Board authorizes the Chair, on behalf of the Board, to execute any required documentation relative to this PHN. The motion was approved unanimously 4-0-0.
2. Executive Director Correnti discussed his update relative to the Power Outage that impacted the Talbot, the tree damage/power outage at 11 Boston Road and the 2017 Seemap rating;
3. The 9/30/17 Quarterly Statements and Modernization Cost Report of 9/30/17 were reviewed. Commissioner Ford, with a second from Commissioner Conway, motioned to accept the Quarterly Statements of 9/30/17 and the 9/30/17 Modernization Report. The motion passed unanimously 4-0-0;
4. PHN 2017-25 regarding ED Contracts was briefly discussed and placed on file for future reference;
5. PHN 2017-13 regarding Tenant Accounts Receivable was discussed and placed on file.

ADJOURN:

There being no other items for discussion, Chair Saulnier requested a motion to adjourn. Commissioner Ford, seconded by Commissioner Conway, motioned to adjourn. The motion was unanimously approved (4-0-0) and the Board adjourned at 5:02 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary