
BILLERICA

HOUSING AUTHORITY

Martin E. Conway, Chair
Carol Ford, Vice Chair
John Saulnier, Treasurer
Marie O'Rourke, Assistant Treasurer
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MINUTES OF THE BILLERICA HOUSING AUTHORITY REGULAR MEETING OF December 6, 2018

CALL TO ORDER:

Chair Conway called the meeting to order at 4:01 PM. The Executive Director led the Pledge of Allegiance. All Commissioners were present.

OPEN MIC:

No one signed up for Open Mic.

FY19 Budget :

As BHA Fee Accountants Paul Pavia and Chris Landry were present, Chair Conway moved the FY19 Budget to the first item on the agenda.

Executive Director Correnti introduced the Fee Accountants and provided a brief overview of the Budget. Fee Accountant Pavia then spoke noting last year's budget guidelines from DHCD were rather late and this year's were provided significantly earlier. Budget guidelines provided up to a four percent budget increase. Mr. Pavia noted the BHA reserves projected in the proposed budget and that the BHA proposed budget maintained a strong financial position.

After a brief discussion, Commissioner Saulnier, seconded by Commissioner O'Donnell, moved the proposed Operating Budget for State-Aided Housing of the Billerica Housing Authority Program Number 4001 for fiscal year ending 6/30/2019 showing

total revenue of \$617,735 and total expenses of \$592,583, thereby requesting a subsidy of \$0.00, be submitted to the Department of Housing and Community Development for its review and approval. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye", Commissioner Saulnier voted "aye, and Commissioner Conway voted "aye". Thus, the Board unanimously (5-0-0) approved, with a roll call vote, the motion.

Subsequent to the vote, Commissioner Saulnier, seconded by Commissioner O'Donnell, moved that the proposed Operating Budget for State-Aided Housing of the Billerica Housing Authority Program Number 689C for fiscal year ending 6/30/2019 showing total revenue of \$65,812 and total expenses of \$75,004, thereby requesting a subsidy of \$0.00, be submitted to the Department of Housing and Community Development for its review and approval. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye", Commissioner Saulnier voted "aye, and Commissioner Conway voted "aye". Thus, the Board unanimously (5-0-0) approved, with a roll call vote, the motion.

Commissioner Saulnier, seconded by Commissioner O'Donnell, then moved that the proposed Operating Budget for State-Aided Housing of the Billerica Housing Authority Program Number 667-2 for fiscal year ending 6/30/2019 showing total revenue of \$774,200 and total expenses of \$787,644, thereby requesting a subsidy of \$0.00, be submitted to the Department of Housing and Community Development for its review and approval. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye", Commissioner Saulnier voted "aye, and Commissioner Conway voted "aye". Thus, the Board unanimously (5-0-0) approved, with a roll call vote, the motion.

MINUTES:

The Meeting Minutes of November 1, 2018 were reviewed. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the Minutes of the Meeting of November 1, 2018. Chair Conway called for a vote. The motion was approved (4-0-1) with Commissioner Saulnier abstaining as he was absent for the November 1st, meeting.

CORRESPONDENCE:

1. Executive Director Correnti reviewed the BHA Christmas/New Years Holiday Schedule as well as his holiday vacation schedule;
2. Executive Director Correnti reviewed HUD's 11/1/18 letter and the 11/14/18 BHA response;
3. Executive Director Correnti reviewed HUD's 11/6/18 letter and the 11/15/18 BHA response.

REPORTS:

The **Investment Accounts Report**, as of November 1, 2018, was presented by the Executive Director. Hearing no questions, Chair Conway directed the report be placed on file.

The **Payment of Bills Report**, as of 12/1/2018, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Saulnier, motioned to approve the Payment Report. The motion was unanimously approved (5-0-0). The **Section 8 Voucher Payment Report**, as of 12/1/18, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the Payment Report. The motion was unanimously approved (5-0-0).

Hearing no objection, Chair Conway directed the **Fee Accountant's Report**, as of 10/31/18, be accepted and placed on file.

The **November 2018 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motion to approve the Report. Chair Conway called for a vote. The motion was unanimously approved (5-0-0). Executive Director Correnti noted, per the requests of Commissioners Ford and O'Rourke at last month's meeting,

the report now includes part time and seasonal employees.

Hearing no discussion, Chairman Conway directed the **Vacancy Report**, dated 12/1/18, be accepted and placed on file.

Executive Director's Report

Executive Director Correnti presented and reviewed his December 2018 Report. Executive Director Correnti provided an update on the High School Sports Complex in response to Commissioner O'Donnell's request at the last Board meeting. The School Superintendent as well as Mr. James Gately, Vice Chair of the School Committee, and Mr. Mark Efstratiou of the School Committee who is also Vice Chair of the High School Building Committee, will attend the January 15th, 2019 Tenants Meeting at 3:15 pm at 13 River Street to address questions regarding the Sports Complex. 13 River Street residents, 16 River Street residents and BHA Commissioners are all invited.

Executive Director Correnti also updated the Board as regards Bed Bugs in Building 3. The tenant moved out and the apartment was heat treated,

OLD BUSINESS:

1. There was no Old Business.

NEW BUSINESS:

1. **Amendment #7 to CIP:** Executive Director Correnti presented and discussed Amendment #7. After a brief discussion, Commissioner O'Donnell motioned, seconded by Commissioner O'Rourke, to approve amendment #7 to Capital Improvement Plan 5001 in the amount of \$133,559.50 and that all require documents be executed in that regard and that Billerica Housing Authority approve the amendment extending the award to June 30, 2021, with the Commonwealth of Massachusetts, in the amount of \$133,559.50, in the form submitted at this meeting and contract in the name of the Billerica Housing Authority under its corporate seal, and that the Secretary is hereby authorized to attest the same.

Further, the Billerica Housing Authority hereby requests the Director of Housing and Community Development (Commissioner of the Department of Community Affairs) enter into such contract amendment with the Billerica Housing Authority and the Commonwealth of Massachusetts to approve the amendment of such contract. And that the Officers of the Billerica Housing Authority shall be, and they are hereby authorized and directed, on and after the execution of said amendment by the respective parties thereto, to do and perform on behalf of the Billerica Housing Authority all acts and the things required of the Billerica Housing Authority to perform fully all of its obligations thereunder. This resolution shall take effect immediately. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye", Commissioner Saulnier voted "aye, and Commissioner Conway voted "aye". Thus, the Board unanimously (5-0-0) approved, with a roll call vote, the motion.

2. **Rent write off:** Executive Director Correnti presented his memo of November 19, 2018 regarding the rent write off for Talbot Unit G-06. A brief discussion ensued. Commissioner O'Donnell motioned that the Board approve and authorize the write-off of \$3139.00.00 for overdue rent and late fees for the tenant of 33 Talbot Avenue, Apt G-06, Billerica, MA. His motioned was seconded by Commissioner Saulnier. Chair Conway called for a vote and the motion was unanimously approved (5-0-0).
3. **Holiday Greetings:** Commissioner Saulnier noted that this is a special time of year and motioned that the Executive Director notify all residents that the Board extends a Merry Christmas to all residents and also extends its wishes for a Happy and Healthy New Year. Commissioner O'Donnell seconded the motion. Chair Conway called for a vote and the motioned was unanimously approved (5-0-0).

ADJOURN:

There being no other items for discussion, Chair Conway requested a motion to adjourn. Commissioner O'Rourke, seconded by Commissioner Ford, motioned to adjourn. The motion was unanimously approved (5-0-0) and the Board adjourned at 5:05 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary