
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 December 7, 2017

CALL TO ORDER:

Chairman Saulnier called the meeting to order at 4:06 PM with the Pledge of Allegiance. All Commissioners were present. The Executive Director was also present.

OPEN MIC

No one signed up to speak at Open Mic.

MINUTES:

The Meeting Minutes of the November 2, 2017, were reviewed. Commissioner O'Rourke noted that, as she was absent for this meeting, the Minutes incorrectly stated she made the motion to adjourn. Commissioner O'Donnell moved to correct the Minutes as Commissioner Ford had made the motion to adjourn. Commissioner Conway approved the amendment. Hearing no objection, Chairman Saulnier declared the amendment approved. Commissioner Ford, seconded by Commissioner Conway, motioned to approve the amended Minutes of the Meeting of November 2, 2017. The motion was approved by a vote of four (4) in favor, zero (0) opposed, and one abstention (Commissioner O'Rourke).

CORRESPONDENCE:

1. Executive Director Correnti briefly discussed the email from Ms. Strongin regarding Tenant Elections;

2. Executive Director Correnti reviewed the 2018 Holiday Schedule;
3. The RCAT Minutes of RCAT'S 9/11/17 Meeting was reviewed.

REPORTS:

The **Investment Accounts Report**, as of November 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'Rourke, which was seconded by Commissioner O'Donnell.

Hearing no questions, Chairman Saulnier directed the **Fee Accountant's Report**, dated 10/31/17, be accepted and placed on file.

The November 2017 Payroll Report was received and O'Rourke unanimously approved (5-0-0) upon a motion by Commissioner O'Rourke, seconded by Commissioner Ford. The report was accordingly placed on file.

After a brief discussion, Chairman Saulnier directed **The Vacancy Report**, dated 12/1/17, be accepted and placed on file.

Executive Director's Report

Executive Director Correnti presented his Report dated December 1, 2017. He briefly discussed two Staff changes. The first was the addition of 16 River Street resident Deb Meehan who has assumed the responsibility for 13 River and 16 River Street housekeeping. Next, Executive Director Correnti reminded the Board of Joe Campbell's voluntary retirement. He then introduced Mark Simolaris as the new addition to the Maintenance Staff. His responsibilities will include 33 Talbot Ave and the scattered site (705 Program) houses. Similar to the other Maintenance Staff, Mark reports directly to the Executive Director. After a brief discussion, Mark shook hands with the Commissioners and left the Meeting. Commissioner O'Donnell asked if some recognition was planned for Joe Campbell. Executive Director Correnti responded that nothing had been decided at this point. Executive Director Correnti agreed with the Board's sentiment to send a letter of appreciation to Joe Campbell

OLD BUSINESS:

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

NEW BUSINESS:

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

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 (5-0-0) and the Board adjourned at 4:32 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary