
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 February 8, 2018

CALL TO ORDER:

Treasurer Ford called the meeting to order at 4:05 PM with the Pledge of Allegiance. Physically present were Commissioners Ford and Conway. Commissioners Saulnier and O'Donnell participated remotely (via telephone speakerphone). Commissioner O'Rourke was absent. Thus, there were four (4) Commissioners participating in the meeting. The Executive Director was also present as well as Fee Accountant Thomas Fowler.

OPEN MIC

No one signed up to speak at Open Mic.

MINUTES:

The Meeting Minutes of the December 7, 2017, were reviewed. Commissioner Conway, seconded by Commissioner O'Donnell, motioned to approve the Minutes of the Meeting of December 7, 2017. The motion was approved by a vote of four (4) in favor, zero (0) opposed.

CORRESPONDENCE:

1. Executive Director Correnti briefly discussed the email from Tenant Nancy Coldwell recognizing Mark Simolaris and John Simolaris for their exceptional service and responsiveness this past December.

2. Executive Director Correnti reviewed his 1/29/18 letter declining 10 Charnstaffe Lane "First Right of Refusal". Executive Director Correnti noted this action was consistent with the Board's vote at its Meeting on 9/3/15. Commissioner Ford asked that ED Correnti investigate mortgage availability, with no money down, from Northern Bank.

REPORTS:

The **Investment Accounts Reports**, as of December 1, 2017, and January 1, 2018, were presented by the Executive Director. Hearing no questions, Treasurer Ford directed the report be placed on file.

The Payment of Bills Reports, as of December 1, 2017, and January 1, 2018, were presented by the Executive Director. Both were unanimously approved (4-0-0) and placed on file upon a motion by Commissioner Conway, which was seconded by Commissioner Ford.

Hearing no questions, Treasurer Ford directed the **Fee Accountant's Reports**, dated 11/30/17 and 12/31/17, be both accepted and placed on file.

The **December 2017 Payroll Report** and the **January 2018 Payroll Report** were presented by the Executive Director and unanimously approved (4-0-0) upon a motion by Commissioner Conway, seconded by Commissioner Ford. The reports were accordingly placed on file.

After a brief discussion, Treasurer Ford directed the **Vacancy Report**, dated 1/1/18 and **The Vacancy Report**, dated 2/1/18, be both accepted and placed on file.

Executive Director's Report

Executive Director Correnti presented his Reports dated January 1, 2018 and February 1, 2018. ED Correnti reviewed each report.

OLD BUSINESS:

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

NEW BUSINESS:

1. **FY2018 Budget:** Following brief comments by Executive Director Correnti, Fee Accountant Thomas Fowler introduced himself and explained the FY2018 Budget process and the budget itself. Commissioner Ford questioned the last sentence of ED Correnti's 1/29/18 memo titled the "Draft FY 2018 Budget and Ed Salary" which stated, "This program is carrying our 4001 and 689 programs." Ed Correnti stated this was from Fee Accountant Fowler's 1/24/18 email to ED Correnti. Fee Accountant Fowler responded his statement was meant as a very broad statement and, as Commissioner Ford indicated, funds from one program cannot be mingled with other programs. A brief discussion ensued and hearing no further discussion, Treasurer Ford indicated motions and roll-call votes were in order.

Commissioner Martin Conway moved that the proposed Operating Budget for State-Aided Housing of the Billerica Housing Authority (ie. 400-1, 400-9, 400-A, 689, MRVP), Program Number 4001 for fiscal year ending 6/30/18 showing total revenue of \$569,958 and total expenses of \$561,804 thereby requesting a subsidy of \$10,000 be submitted to the Department of Housing and Community Development for its review and approval. Treasurer Carol Ford seconded the motion. Treasurer Ford called for a roll-call vote: Chairman Saulnier voted "aye", Vice Chairman O'Donnell voted "aye", Treasurer Ford voted "aye", and Commissioner Conway voted "aye". Thus, the motion passed unanimously by a roll-call vote of four (4) in favor and zero (0) opposed.

Treasurer Carol Ford moved that the proposed Operating Budget for State-Aided Housing of the Billerica Housing Authority (ie. 400-1, 400-9, 400-A, 689, MRVP), Program Number 689C for fiscal year ending 6/30/18 showing total revenue of \$63,575 and total expenses of \$88,922 thereby requesting a subsidy of \$0 be submitted to the Department of Housing and Community Development for its review and

approval. Commissioner O'Donnell seconded the motion. Treasurer Ford called for a roll-call vote: Chairman Saulnier voted "aye", Vice Chairman O'Donnell voted "aye", Treasurer Ford voted "aye", and Commissioner Conway voted "aye". Thus, the motion passed unanimously by a roll-call vote of four (4) in favor and zero (0) opposed.

Commissioner Martin Conway moved that the proposed Operating Budget for State-Aided Housing of the Billerica Housing Authority (ie. 400-1, 400-9, 400-A, 689, MRVP), Program Number 667-2 for fiscal year ending 6/30/18 showing total revenue of \$737,000 and total expenses of \$802,750 thereby requesting a subsidy of \$0 be submitted to the Department of Housing and Community Development for its review and approval. Treasurer Carol Ford seconded the motion. Treasurer Ford called for a roll-call vote: Chairman Saulnier voted "aye", Vice Chairman O'Donnell voted "aye", Treasurer Ford voted "aye", and Commissioner Conway voted "aye". Thus, the motion passed unanimously by a roll-call vote of four (4) in favor and zero (0) opposed.

2. **Executive Director's Salary:** Fee Accountant Thomas Fowler presented DHCD's ED Director salary calculation worksheet as completed by him. He highlighted the worksheet information and advised that the full time calculated Salary Maximum for Billerica was \$90,603 and that this amount was included in the FY2018 budget. He noted this is the maximum salary and cannot be exceed until DHCD publishes a new salary maximum, which he noted DHCD has indicated would be done in three years. A brief discussion ensued. Commissioner Conway then moved that the Billerica Housing Authority, in consideration and reflective of Executive Director Correnti's performance, adjust the Executive Director's full time annual salary to the calculated Salary Maximum of \$90,603 per year. The motion was seconded by Commissioner O'Donnell. Treasurer Ford called for a roll-call vote: Chairman Saulnier voted "aye", Vice Chairman O'Donnell voted "aye", Treasurer Ford voted "aye", and Commissioner Conway voted "aye". Thus, the motion passed unanimously by a roll-call vote of four (4) in favor and zero (0) opposed.

3. Modernization to Independence (MTI) Program:

Executive Director Correnti presented PHN 2017-26 and provided an overview of this program. After a brief discussion, it was the sense of the Board not to participate in this program. The Board requested the ED bring this back before the Board should circumstances warrant another review.

4. Rent Write-off:

Executive Director Correnti reviewed his memo regarding his request for a rent write-off. Commissioner Conway, seconded by Commissioner Ford, motioned that the Billerica Housing Authority Board of Commissioners authorize the write-off of \$1257.00 in overdue rents for the late resident of 13 River Street, Unit 8-4. The motion was unanimously approved by a vote of four (4) in favor and zero (0) opposed.

ADJOURN:

There being no other items for discussion, Chair Saulnier requested a motion to adjourn. Commissioner O'Donnell, seconded by Commissioner Conway, motioned to adjourn. The motion was unanimously approved (4-0-0) and the Board adjourned at 5:06 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary