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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 March 1, 2018

#### **CALL TO ORDER:**

Chairman Saulnier called the meeting to order at 4:05 PM with the Pledge of Allegiance. Present were Commissioners Saulnier, Ford, O'Rourke and Conway. Commissioner O'Donnell participated remotely (via telephone speakerphone). Thus, 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 February 8, 2018, were reviewed. Commissioner Conway, seconded by Commissioner Ford, motioned to approve the Minutes of the Meeting of February 8, 2018. The motion was approved by a vote of four (4) in favor, zero (0) opposed, and one (1) abstention (Commissioner O'Rourke abstained as she was absent for the February 8, 2018 meeting).

#### **CORRESPONDENCE:**

1. Executive Director Correnti noted he had just received correspondence that COMCAST had selected 16 River Street for their April 21, 2018 "Comcast Cares Day 2018." The mother of Comcast representative John Swanson lives at 16 River Street and he contacted the BHA for this event. Comcast would have volunteers here from 8:00 AM to noon doing landscaping, edging, etc.

2. Executive Director Correnti provided the Board with a copy of his 2/8/18 CPA "Wish List." This list was given to Ms. Henderson of the CPA Committee.
3. **Budget Guidelines** and **PHN 2018-04** were provided to the Board, at the request of Commissioner Ford.
4. The memo discussing the availability of a mortgage from Northern Bank was reviewed for the Board's information.

**REPORTS:**

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

**The Payment of Bills Reports**, as of 1/1/2018 and 3/1/2018, were presented by the Executive Director. Both were unanimously approved (5-0-0) and placed on file upon a motion by Commissioner Ford, which was seconded by Commissioner O'Donnell.

Due to this meeting being held on the same day the Fee Accountant is conducting the monthly analysis, the **Fee Accountant's Report** will be provided next month.

The **February 2018 Payroll Report** was presented by the Executive Director and unanimously approved (5-0-0) upon a motion by Commissioner O'Rourke, seconded by Commissioner Conway. The report was accordingly placed on file.

After a brief discussion, Chairman Saulnier directed the **Vacancy Report**, dated 3/1/18, be accepted and placed on file.

**Executive Director's Report**

Executive Director Correnti presented his Report dated March 1, 2018. ED Correnti reviewed the report. Additionally, ED Correnti provided the Board with a copy of the 2/23/18 AUP for year ending 6/30/17 and reviewed the findings with the Board.

**OLD BUSINESS:**

1. Executive Director Correnti provided the Board with information regarding the completion of the **Talbot Heating Project (Fish #031064)**. A brief discussion ensued. Commissioner Ford motioned, seconded by Commissioner Conway, that the Board of Commissioners approve the Certificate of Final Completion as well as the Application and Certificate for Payment for the Heating Project at the Talbot School (Fish # 031064) in the amount of \$2460.00 and that the Board authorize the Executive Director to execute any documents necessary thereto. Chair Saulnier called for a roll call vote on the Certificate of Final Completion and Application and Certificate for Payment for the Heating project at the Talbot School. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye", Commissioner Conway voted "aye" and Commissioner Saulnier voted "aye". Thus, the motion was unanimously approved (5-0-0).

**NEW BUSINESS:**

1. **PHN 2018-05:** Executive Director Correnti reviewed and discussed his memo regarding **PHN 2018-05**. Following his review, Commissioner O'Rourke, seconded by Commissioner Conway moved that the Board acknowledge receipt of PHN 2018-05 and that the Board thoroughly understands the contents of this Public Housing Notice and that all authorized Billerica Housing Authority employees with access to confidential DOR information have:
  - a. Read and executed the "Wage Match Acknowledgement Regarding Confidentiality of Information" which includes a summary of the law;
  - b. Read and executed the "DOR Disclosure and Security Training for Safeguarding Information";
  - c. Received and reviewed the "DHCD Identifying and Safeguarding Personal Information - Training";
  - d. Received and reviewed the "Executive Office of Housing Economic Development (EOHED) Privacy and Information Security Brochure."
  - e. And that the Board authorizes the Chairman and Executive Director to execute the required documents in regard to PHN 2018-05.

Chair Saulnier called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye", Commissioner Conway voted "aye" and Commissioner Saulnier voted "aye". Thus, the motion was unanimously approved (5-0-0).

2. Executive Director Correnti reviewed the 2/13/18 letter from Gay Eng of DHCD amending **Work Plan 5001** in the amount of \$203,705.91 and, after a brief discussion, Commissioner O'Rourke moved that the Board approve Amendment #6 to Capital Improvement Work Plan 5001 in the amount of \$203,705.91 and read the DHCD provided resolution as follows:

- a. That the Billerica Housing Authority shall enter into a contract with the Commonwealth of Massachusetts in the form submitted at this meeting and contract in the name of the Billerica Housing under its corporate seal, and the Secretary is hereby authorized to attest the same.
- b. The Authority hereby requests the Director of the Department of Housing and Community Development, (Commissioner of Community Affairs) enter into such contract with the Authority and the Commonwealth of Massachusetts to approve such contract.
- c. The Officers of the Authority shall be, and they are hereby authorized and directed, on and after the execution of said contract by the respective parties thereto, to do and perform on behalf of the Authority all acts and the things required of the Authority to perform fully all of its obligations thereunder.
- d. This resolution shall take effect immediately. Additionally, Commissioner O'Rourke moved that the foregoing resolution be adopted as introduced and read and that it authorizes the Executive Director to execute any required documentation.

Chair Saulnier called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye", Commissioner Conway voted "aye" and Commissioner Saulnier voted "aye". Thus, the motion was unanimously approved (5-0-0).

3. **Section 8 Centralized Waiting List:** Executive Director Correnti noted we have exhausted our Section 8 Wait List and, after review and discussions with our Fee Accountant and our AUP Auditors, recommends the BHA join the Section 8 Centralized Work List administered by NAHRO. Information has been provided to the Commissioners relative to this.
- a. Our Section 8 Administrative Plan would need to be amended. The amendment was provided to the Board and needs a Board vote. The amendment addresses the process. Other than the Wait List, ED Correnti noted that nothing else would change. There would still be a Billerica preference. Following the discussion, Commissioner Ford moved that the Board approve the amendment as submitted. Her motion was seconded by Commissioner O'Rourke. The motion passed with a unanimous vote (5-0-0) of the Board.
  - b. Executive Director Correnti reviewed the Memorandum of Understanding and requested the Board approve the Memorandum and authorize the Executive Director to execute it. Commissioner Conway moved that the Board approve the Memorandum of Understanding as submitted and authorize the Executive Director to execute the Memorandum. His motion was seconded by Commissioner Ford. The motion passed with a unanimous vote (5-0-0) of the Board.
  - c. ED Correnti indicated the fee for the centralized section 8 wait list is \$4.00/year per voucher (or \$260.00 per year for 65 vouchers). ED Correnti indicated the BHA would need to advertise in a local newspaper, the ad verbiage is provided by NAHRO. He estimated the BHA would be participating in the centralized wait list around early April. ED Correnti indicated about 100 Housing Authorities participate in the Centralized Wait List.

**ADJOURN:**

There being no other items for discussion, Chair Saulnier requested a motion to adjourn. Commissioner O'Rourke, seconded by Commissioner Conway, motioned to adjourn. The motion was unanimously approved (5-0-0) and the Board adjourned at 4:50 PM.

Respectfully submitted,



Robert M. Correnti  
Executive Director/Secretary