
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 April 12, 2018

CALL TO ORDER:

Vice Chairman O'Donnell called the meeting to order at 4:00 PM with the Pledge of Allegiance. Present were Commissioners O'Donnell, Ford, and Conway. Commissioners O'Rourke and Saulnier were absent. The Executive Director was also present.

OPEN MIC

No one signed up to speak at Open Mic.

MINUTES:

The Meeting Minutes of the March 1, 2018, were reviewed. Commissioner Conway, seconded by Commissioner Ford, motioned to approve the Minutes of the Meeting of March 1, 2018. The motion was approved by a vote of three (3) in favor, zero (0) opposed.

CORRESPONDENCE:

1. Executive Director Correnti noted the only correspondence was a copy of his 3/19/18 memo to the Board of Selectmen declining the purchase of 41 Boston Road, Unit 343.

REPORTS :

The **Investment Accounts Report**, as of March 1, 2018 was presented by the Executive Director. Hearing no questions, Vice Chair O'Donnell directed the report be placed on file.

The Payment of Bills Report, as of 4/1/2018 to 4/30/2018, was presented by the Executive Director. The report was unanimously approved (3-0-0) and placed on file upon a motion by Commissioner Ford, which was seconded by Commissioner Conway.

Hearing no objection, Vice Chair O'Donnell directed the **Fee Accountant's Reports** as of 1/31/18 and 2/28/18 be both accepted and placed on file.

The **March 2018 Payroll Report** was presented by the Executive Director and unanimously approved (3-0-0) upon a motion by Commissioner Conway, seconded by Commissioner Ford. The report was accordingly placed on file.

Hearing no discussion, Vice Chairman O'Donnell directed the **Vacancy Report**, dated 4/1/18, be accepted and placed on file.

Executive Director's Report

Executive Director Correnti presented his Report dated April 1, 2018. ED Correnti reviewed the report. Commissioner Ford noted the Scribner's error on item "D" of the report. The repaving project is for 13 River not 16 River. Executive Director Correnti indicated he would correct the Report accordingly.

OLD BUSINESS :

1. There was no Old Business.

NEW BUSINESS:

1. With the absence of two (2) Commissioners, Vice Chair O'Donnell suggested the Board's reorganization be moved to the Board's next meeting scheduled for May 3, 2018. Hearing no objection, Vice Chair O'Donnell directed the Board's reorganization be so moved to the May 3, 2018 meeting.
2. Executive Director Correnti noted one of the findings of the recent audit concerned the HCVP's Administrative Plan. The plan, dated 1999, is out-dated. Accordingly, a new plan was purchased and needs the Board's approval. Additionally, Correnti noted the BHA now has a subscription service to keep the plan current. Commissioner Ford moved that the Billerica Housing Authority Board of Commissioners approve the Billerica's Housing Choice Voucher Program Administrative Plan (Product #301-002) dated January 1, 2005 and revised, on various noted dates, through March 1, 2018 and which plan includes the Central Wait List Amendment previously approved by the Board on March 1, 2018. Commissioner Conway seconded the motion. The motioned was approved unanimously (3-0-0).
3. **Fee Accountant's Contracts:** Executive Director Correnti reviewed his April 11, 2018 Memo regarding the annual Fee Accountant's Contracts. He indicated the contracts increased approximately 3.5% and requested the Board approve the Federal and State Contracts for accounting services between the Billerica Housing Authority and Fenton, Ewald & Associates, P.C. for the period of July 1, 2017 through June 30, 2018. Commissioner Ford moved that the Board of Commissioners of the Billerica Housing Authority approve the Federal and State Contracts, totaling \$1312.00 per month, between the Billerica Housing Authority and Fenton, Ewald & Associates, P.C. for the period of July 1, 2017 through June 30, 2018 and authorize the Executive Director to execute any required documents in that regard. Commissioner Conway seconded the motion. The motion was approved unanimously (3-0-0).
4. **Community Preservation Committee (CPC) Update:** Commissioner O'Donnell reviewed the Minutes of the CPC's meeting of 2/22/18. He also advised he would keep the Board updated as regards the CPC and CPA funding.

5. **Guyder Hurley Audit Year Ending 6/30/17:** Executive Director Correnti discussed the audit and Guyder Hurley's findings. Executive Director Correnti confirmed Commissioner Conway was correct in that the BHA is actively addressing all Guyder Hurley's findings/recommendations. At this point, a number have already been completed. A brief discussion ensued. Commissioner Ford motioned that the Board accept the audit and place it on file. The motion was seconded by Commissioner Conway. The motion was approved unanimously (3-0-0).

ADJOURN:

There being no other items for discussion, Vice Chair O'Donnell requested a motion to adjourn. Commissioner Conway, seconded by Commissioner Ford, motioned to adjourn. The motion was unanimously approved (3-0-0) and the Board adjourned at 4:45 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary