
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 May 3, 2018

CALL TO ORDER:

Chair Saulnier called the meeting to order at 4:05 PM with the Pledge of Allegiance. All Commissioners were present. The Executive Director was also present.

REORGANIZATION OF THE BOARD:

As the Reorganization of the Board was in order, Chair Saulnier called for nominations for Chair. Commissioner O'Donnell nominated Commissioner Conway for Chair. His motion was seconded by Commissioner Ford. Hearing no further nominations, Chair Saulnier closed the nominations and called for a vote on the motion. Upon a unanimous voice vote, Commissioner Conway was elected Chair.

Chair Conway thanked the Commissioners for their confidence and vote. He then called for nominations for Vice Chair. Commissioner O'Donnell nominated Commissioner Ford for Vice Chair. His motion was seconded by Commissioner O'Rourke. Hearing no further nominations, Chair Conway closed the nominations and called for a vote on the motion. Upon a unanimous voice vote, Commissioner Ford was elected Vice Chair. Commissioner Ford thanked the Board for their vote.

Chair Conway then called for nominations for Treasurer. Commissioner O'Donnell nominated Commissioner Saulnier for Treasurer. His motion was seconded by Commissioner O'Rourke. Hearing no further nominations, Chair Conway closed the nominations and called for a vote on the motion. Upon a unanimous voice vote, Commissioner Saulnier was elected Treasurer. Commissioner Saulnier thanked the Board for their vote.

Chair Conway then called for nominations for Assistant Treasurer. Commissioner O'Donnell nominated Commissioner O'Rourke for Assistant Treasurer. His motion was seconded by Commissioner Saulnier. Hearing no further nominations, Chair Conway closed the nominations and called for a vote on the motion. Upon a unanimous voice vote, Commissioner O'Rourke was elected Assistant Treasurer. Commissioner O'Rourke thanked the Board for their vote.

Chair Conway announced the Reorganization of the Board was complete.

OPEN MIC

No one signed up to speak at Open Mic.

MINUTES :

The Meeting Minutes of the April 12, 2018, were reviewed. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the Minutes of the Meeting of April 12, 2018. The motion was approved by a vote of three (3) in favor, zero (0) opposed and two (2) abstentions (Commissioners O'Rourke and Saulnier were not present for the meeting of April 12, 2018 and thus abstained).

CORRESPONDENCE:

1. Executive Director Correnti reviewed the letter to Carpenters Local 339 regarding donation of labor to construct the front pergola at the Talbot.
2. Executive Director Correnti noted Comcast Day (4/21/18) was an outstanding success and letters were sent to BHA volunteers.

REPORTS:

The **Investment Accounts Report**, as of April 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 5/1/2018 was presented by the Executive Director. The report was unanimously approved (5-0-0) and placed on file upon a motion by Commissioner Ford, which was seconded by Commissioner O'Donnell.

Hearing no objection, Chair Conway directed the **Fee Accountant's Reports** as of 3/31/18 be accepted and placed on file.

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

Hearing no discussion, Chairman Conway directed the **Vacancy Report**, dated 5/1/18, be accepted and placed on file.

Executive Director's Report

Executive Director Correnti presented his May 2018 Report. ED Correnti reviewed the report. Additionally, ED Correnti provided the Board with copies of his 5/1/18 memo regarding BHA Summer hours.

ED Correnti discussed the properties at Albert and Connolly. As funds from the recently passed Bond Bill have not been detailed, ED Correnti suggested the Board not dispose of either property until more information is received.

OLD BUSINESS:

1. There was no Old Business.

NEW BUSINESS:

1. Community Preservation Committee Update:

Commissioner O'Donnell presented the Board with copies of the Community Preservation Plan dated 4/12/18 as well as a copy of the Minutes of the CPC's 4/12/18 meeting. A brief discussion ensued.

2. **Management and Occupancy Review Report:** Executive Director Correnti reviewed the April 19, 2018 Management and Occupancy Review Report from DHCD. He advised that items noted are being addressed and a timely response will be provided to DHCD.

3. Five Year CIP:

ED Correnti reviewed his memo of 4/20/18 regarding the Five year CIP. Projects were reviewed. Following a brief discussion, Commissioner O'Rourke motioned that the Billerica Housing Authority Board of Commissioners approve the CIP submitted for FY2019, FY2020, FY2021, FY2022 and FY 2023. Commissioner Ford seconded the motion. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner Saulnier voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye" and Chair Conway voted "aye". Hence, the Five Year CIP was approved by a unanimous roll call vote.

ADJOURN:

There being no other items for discussion, Chair Conway requested a motion to adjourn. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to adjourn. The motion was unanimously approved (5-0-0) and the Board adjourned at 4:59 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary