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# BILLERICA

## HOUSING AUTHORITY

Martin E. Conway, Chair  
Carol Ford, Vice Chair  
John Saulnier, Treasurer  
Marie O'Rourke, Assistant Treasurer  
James F. O'Donnell, Jr.  
Robert M. Correnti, Executive Director

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### MINUTES OF THE BILLERICA HOUSING AUTHORITY REGULAR MEETING OF June 7, 2018

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

Chair Conway called the meeting to order at 4:02 PM with the Pledge of Allegiance. All Commissioners were present. The Executive Director was also present.

#### **PRESENTATION OF NAHRO 2018 OUTSTANDING AGENCY AWARD:**

Executive Director Correnti advised that the Billerica Housing Authority was selected as one (1) of three (3) recipients of NAHRO's 2018 Outstanding Agency Award presented at NAHRO's Annual Conference this past May in Falmouth, MA. The award was presented to the Billerica Housing Authority for its support of two (2) Food Banks. BHA Maintenance staff pick up food for BHA residents, at the Food Bank distribution locations, and deliver the food boxes to each resident's apartment. While costs to the BHA are minimal, and even one (1) Maintenance staff member has used his own vehicle, the pick up and delivery has been a significant assistance to residents. ED Correnti indicated the award truly goes to John Simolaris, Darrick Yates, and Mark Simolaris of the BHA Maintenance Staff as they make this happen each month. The NAHRO plaque was presented to Chair Conway. Chair Conway then presented Certificates of Appreciation to John Simolaris, Darrick Yates, and Mark Simolaris for their outstanding commitment and support to BHA residents participating in the monthly Food Banks. He thanked each for all they do on behalf of BHA residents.

OPEN MIC

No one signed up to speak at Open Mic.

MINUTES:

The Meeting Minutes of the May 3, 2018, were reviewed. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the Minutes of the Meeting of May 3, 2018. The motion was approved unanimously.

CORRESPONDENCE:

1. Executive Director Correnti reminded all of the Office summer hours schedule.
2. Executive Director Correnti discussed the DHCD March 2018 Management and Occupancy Review and BHA's Response/Corrective Action.
3. Executive Director Correnti discussed the HUD's HCVP Program Review of our AUP Audit findings and BHA's Response/Corrective Action.

REPORTS:

The **Investment Accounts Report**, as of May 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 6/1/2018, 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'Rourke.

Hearing no objection, Chair Conway directed the **Fee Accountant's Report**, as of 4/30/18, be accepted and placed on file.

The **May 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 Ford. The report was accordingly placed on file.

Hearing no discussion, Chairman Conway directed the **Vacancy Report**, dated 6/1/18, be accepted and placed on file.

**Executive Director's Report**

Executive Director Correnti presented and reviewed his June 1, 2018 Report. ED Correnti reviewed the report.

ED Correnti discussed the properties at Albert and Connolly. He will continue reviewing status of both properties and will report back to the Board should anything develop.

As provided on the Board's Addendum, Executive Director Correnti requested the Board approve the write-off, as submitted, of rents for 16 River Street, Apt 3E. Upon a motion by Commissioner Ford, seconded by Commissioner O'Rourke, the Board unanimously approved the write-off of \$1565.00 as submitted.

**OLD BUSINESS:**

1. There was no Old Business.

**NEW BUSINESS:**

**1. Community Preservation Committee Appointment:**

With Commissioner O'Donnell's appointment expiring on June 30, 2018, Executive Director Correnti advised that the Board needed to appoint a representative to the CPC. The appointment would be for a three (3) year term. A brief discussion ensued, and Commissioner Ford, seconded by Commissioner O'Rourke, motioned to re-appoint Commissioner O'Donnell to the CPC as the Board's appointee. The motion passed unanimously.

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 4:46 PM.

Respectfully submitted,



Robert M. Correnti  
Executive Director/Secretary