
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 July 12, 2018

CALL TO ORDER:

Chair Conway called the meeting to order at 4:10 PM with the Pledge of Allegiance. All Commissioners were present with Commissioners O'Donnell and O'Rourke both participating via telephone. The Executive Director was also present.

OPEN MIC

No one signed up to speak at Open Mic.

MINUTES:

The Meeting Minutes of June 7, 2018 were reviewed. Commissioner Saulnier, seconded by Commissioner Ford, motioned to approve the Minutes of the Meeting of June 7, 2018. The motion was approved unanimously (5-0-0).

CORRESPONDENCE:

Executive Director Correnti reviewed the correspondence:

1. Update of CHAMP as per PHN 2018-10;
2. The CPA Application - noting the availability of \$160,000;
3. Letter declining Unit 413 in Barrett Farms.

REPORTS:

The **Investment Accounts Report**, as of June 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 7/1/2018, 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 5/31/18, be accepted and placed on file.

The **June 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 7/1/18, be accepted and placed on file.

Executive Director's Report

Executive Director Correnti presented and reviewed his July 2018 Report.

As provided on the Board's Addendum, Executive Director Correnti discussed the re-energizing of the Billerica Affordable Housing Trust and the Board needing to appoint two (2) Commissioners. A brief discussion ensued with Chairman Conway noting Commissioner O'Donnell is on the Community Preservation Committee and should not be on the Trust so as to avoid even the appearance of a conflict. Commissioner O'Donnell agreed and suggested another Commissioner get involved in the Trust. Commissioner Saulnier then indicated his willingness to serve. Commissioner O'Donnell, seconded by Commissioner O'Rourke, moved to appoint Commissioners Ford and Saulnier to the BAHT. The Board unanimously approved (5-0-0) the motion.

OLD BUSINESS:

1. There was no Old Business.

NEW BUSINESS:

1. FY 2019 Lead Paint Certification:

Executive Director Correnti noted this Certificate is an annual requirement. Hearing no questions, Chairman Conway asked for a vote. Commissioner Ford then motioned that the Billerica Housing Authority Board of Commissioners certify and execute the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws. Her motion was seconded by Commissioner Saulnier. Chairman Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye", Commissioner Saulnier voted "aye", and Commissioner Conway voted "aye". Thus, the motion was unanimously approved (5-0-0) with a roll call vote. The Commissioners signed the Certificate.

2. AED Policy:

Executive Director Correnti noted Defibrillators are now located in the Common Room at each complex. Additionally, Staff has taken a CPR training session given by Joe Devlin of Billerica EMS. Director Correnti supplied the Board with a draft AED Policy and requested the Board approval the Policy. A brief discussion ensued. Commissioner Saulnier, seconded by Commissioner Ford, motion to approve the policy as submitted. The motion was unanimously approved (5-0-0).

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 4:32 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary