

---

# 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

16 River St  
Billerica, MA 01821  
Tel 978-667-2175  
Fax 978-667-1156  
email: bcorrenti@billericahousing.org

### MINUTES OF THE BILLERICA HOUSING AUTHORITY REGULAR MEETING OF August 2, 2018

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

Chair Conway called the meeting to order at 4:09 PM with the Pledge of Allegiance. All Commissioners were present with the exception of Commissioner Ford who was absent. The Executive Director was also present.

#### **MOMENT OF SILENCE:**

Chair Conway announced the recent passing of two former BHA Commissioners.

He requested a Moment of Silence for former Commissioner Stewart Wood who passed away on May 24, 2018. Commissioner Wood served on the Board from 1997 to 2006. Upon the Chair's request, the Board observed a Moment of Silence in memory of Commissioner Wood.

Chair Conway requested a Moment of Silence for former Commissioner Robert W. Solomon who passed away on June 17, 2018. Commissioner Solomon served on the Board from 1975 to 1984. Upon the Chair's request, the Board observed a Moment of Silence in memory of Commissioner Solomon.

#### **OPEN MIC**

No one signed up to speak at Open Mic.

**MINUTES :**

The Meeting Minutes of July 12, 2018 were reviewed. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the Minutes of the Meeting of July 12, 2018. The motion was approved unanimously (4-0-0).

**CORRESPONDENCE :**

Executive Director Correnti reviewed the correspondence:

1. The Executive Director's Congratulatory letter to Commissioner O'Rourke regarding her re-appointment;
2. Executive Director's Letter to BOS Chair regarding appointments to BAHT;
3. Executive Director's Letter to BOS Chair declining option to purchase 81 Salem Rd Unit #73

**REPORTS :**

The **Investment Accounts Report**, as of June 30, 2018, was presented by the Executive Director. Hearing no questions, Chair Conway directed the report be placed on file. Executive Director Correnti advised the Board that he negotiated with Enterprise Bank, on the MM Account, for a rate of 2.5%, effective August 1, 2018. It will now be a COD. Withdrawals are subject to a loss of six (6) months interest on the amount withdrawn.

**The Payment of Bills Report**, as of 8/2/2018, was presented by the Executive Director. The report was unanimously approved (4-0-0) and placed on file upon a motion by Commissioner O'Donnell, which was seconded by Commissioner O'Rourke.

Hearing no objection, Chair Conway directed the **Fee Accountant's Report**, as of 6/30/18, be accepted and placed on file.

The **July 2018 Payroll Report** was presented by the Executive Director and unanimously approved (4-0-0) upon a motion by Commissioner O'Rourke, seconded by Commissioner Saulnier. The report was accordingly placed on file.

Hearing no discussion, Chairman Conway directed the **Vacancy Report**, dated 8/1/18, be accepted and placed on file.

**Executive Director's Report**

Executive Director Correnti presented and reviewed his August 2018 Report. A brief discussion followed.

**OLD BUSINESS:**

1. There was no Old Business.

**NEW BUSINESS:**

**1. ED Performance Review, Contract and FY 2019 Goals:**

- a. Executive Director Correnti presented the Board with the 2018 ED Performance Ratings as well as the Board's Composite score. Each Board member publicly presented their ratings. The Chair also reviewed the average rating for each category and the Board's Composite rating score. Upon a motion by Commissioner O'Donnell, seconded by Commissioner O'Rourke, the Board unanimously approved (4-0-0) the Performance Ratings and the Board's Composite rating score;
- b. Executive Director Correnti reviewed PHN 2017-25, which was previously provided to the Board, as regards the ED Contract terms, length, and the ED Contract Cover letter. A brief discussion ensued. Commissioner Saulnier, seconded by Commissioner O'Rourke, motioned to execute a contract, using the DHCD supplied template, with Executive Director Correnti for a term of Four (4) years Eleven (11) months.

**NEW BUSINESS (Continued) :**

Chairman Conway called for a roll call vote. Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye", Commissioner Saulnier voted "aye, and Commissioner Conway voted "aye". Thus, the Board unanimously (4-0-0) approved, with a roll call vote, the motion to execute a contract for Executive Director Correnti for a term of four (4) years eleven (11) months.

**c. FY 2019 Goals**

Executive Director Correnti reviewed the results of FY 2018 Goals as well as the proposed Goals for FY 2019. Following a brief discussion, upon a motion by Commissioner Saulnier, seconded by Commissioner O'Rourke, the Board unanimously (4-0-0) approved the FY2019 Goals.

**2. Maintenance Policies:**

Executive Director Correnti reviewed the draft policies for Work Order Procedures, Emergency Maintenance and Deferred Maintenance. Board members briefly discussed each policy. Upon a motion by Commissioner O'Donnell, seconded by Commissioner Saulnier, the Board unanimously (4-0-0) approved the Work Order Procedures Policy, the Emergency Maintenance Policy and the Deferred Maintenance Policy.

**3. Capital Asset Recording Cost Change:**

Upon the recommendation of the BHA Fee Accountant, Executive Director Correnti requested the Board increase the individual recording cost of a Capital Asset from "equal or exceed \$300.00" to "equal or exceed \$5000.00" and such change be effective July 1, 2017. Upon a motion by Commissioner O'Donnell, seconded by Commissioner O'Rourke, the Board unanimously (4-0-0) approved the change to "equal or exceed \$5000.00".

**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 (4-0-0) and the Board adjourned at 5:15 PM.

Respectfully submitted,



Robert M. Correnti  
Executive Director/Secretary