
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 SPECIAL MEETING OF August 22, 2018

CALL TO ORDER:

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

OPEN MIC

No one signed up to speak at Open Mic.

NEW BUSINESS:

1. Certification of Top 5 Compensation:

Executive Director Correnti noted this Certification is an annual requirement and noted the data was supplied to the Board. Hearing no questions, Chairman Conway asked for a motion. Commissioner Ford then motioned that the Billerica Housing Authority Board of Commissioners certify, under the pains and penalties of perjury, that they have been provided with a copy of the Top 5 Compensation Form for the Billerica Housing Authority for fiscal year ending June 30, 2018 and that the information presented is true, correct and complete to the best of the Board's knowledge and that the Board is to execute and submit said form to DHCD. The motion was seconded by Commissioner O'Donnell.

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.

2. Certification of Year End Financial Statements:

Executive Director Correnti noted this Certification is also an annual requirement and the financial data, as prepared by Fee Accountants Fenton & Ewald, has been supplied to the Board. A brief discussion ensued. Chairman Conway asked for a motion. Commissioner O'Rourke moved that the Billerica Housing Authority Board of Commissioners certify, under the pains and penalties of perjury, that the facts and information provided in the year end financial statements for fiscal year ending 6/30/18, are true, correct and complete to the best of the Board's knowledge and that the statements fairly and accurately represent the physical condition of the development and Housing Authority for this period. Also, the Board is to execute and submit said form to DHCD. The 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.

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 4:16 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary