
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 September 6, 2018

CALL TO ORDER:

Chair Conway called the meeting to order at 4:06 PM with the Pledge of Allegiance. All Commissioners were present with the exception of Commissioner Saulnier who was absent. The Executive Director was also present.

OPEN MIC

No one signed up to speak at Open Mic

MINUTES:

The Meeting Minutes of August 2, 2018 were reviewed. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the Minutes of the Meeting of August 2, 2018. The motion was approved (3-0-1) with Commissioner Ford abstaining as she was absent for the August 2, 2018 meeting.

The Minutes of the Special Meeting of August 22, 2018 were reviewed. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the Minutes of the Meeting of August 22, 2018. The motion was unanimously approved (4-0-0).

CORRESPONDENCE:

Executive Director Correnti reviewed the correspondence:

1. The Executive Director's letter to Chair Conway of the BOS declining the option to purchase of 41 Boston Road, Unit 174;
2. Copy of the 8/3/18 letter to DHCD transmitting copies of the Executive Director's Contract and DHCD required documentation.

REPORTS:

The **Investment Accounts Report**, as of August 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 9/1/2018 to 9/30/18, was presented by the Executive Director. The report was unanimously approved (4-0-0) 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 7/31/18, be accepted and placed on file.

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

Hearing no discussion, Chairman Conway directed the **Vacancy Report**, dated 9/1/18, be accepted and placed on file.

Executive Director's Report

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

OLD BUSINESS:

1. There was no Old Business.

NEW BUSINESS:

1. Rent Write-Off Requests:

- a. Executive Director Correnti requested the Board approve a rent write-off of \$2947.00 for an apartment at 829 Boston Road. Commissioner O'Donnell, seconded by Commissioner Ford, motioned that the Billerica Housing Authority approve the write-off of \$2947.00 for an apartment at 829 Boston Road. Commissioner O'Rourke expressed concern regarding the write off. A brief discussion ensued. Chair Conway called for a vote on the motion. The motion was approved by a vote of three (3) in favor and one (1) opposed (Commissioner O'Rourke).
- b. Executive Director Correnti requested the Board approve a rent write-off of \$444.00 for an apartment at 16 River Street. Commissioner O'Donnell, seconded by Commissioner Ford, motioned that the Billerica Housing Authority approve the write-off of \$444.00 for an apartment at 16 River Street. Chair Conway called for a vote on the motion. The motion was approved by a unanimous vote (4-0-0).

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 (4-0-0) and the Board adjourned at 4:45 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary