
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 January 17, 2019

CALL TO ORDER:

Chair Conway called the meeting to order at 4:01 PM. Chair Conway led the Pledge of Allegiance. All Commissioners were present. The Executive Director was also present.

OPEN MIC:

No one signed up for Open Mic.

MINUTES:

The Meeting Minutes of December 6, 2018 were reviewed. Commissioner Ford, seconded by Commissioner O'Donnell, motioned to approve the Minutes of the Meeting of December 6, 2018. Chair Conway called for a vote. The motion was approved (5-0-0).

CORRESPONDENCE:

1. Executive Director Correnti reviewed the 12/14/18 Letter of Support for First Parish Church's CPA project. Hearing no objection, the letter was placed on file.

REPORTS:

The **Investment Accounts Report**, as of December 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 1/1/2019, was presented by the Executive Director. Commissioner Ford, seconded by Commissioner O'Rourke, motioned to approve the Payment Report. The motion was unanimously approved (5-0-0). The **Section 8 Voucher Payment Report**, as of 1/1/19, was presented by the Executive Director. Commissioner Ford, seconded by Commissioner O'Donnell, motioned to approve the Payment Report. The motion was unanimously approved (5-0-0).

Hearing no objection, Chair Conway directed the **Fee Accountant's Report**, as of 11/30/18, be accepted and placed on file.

The **December 2018 Payroll Report** was presented by the Executive Director. Commissioner Ford, seconded by Commissioner O'Rourke, motion to approve the Report. Chair Conway called for a vote. The motion was unanimously approved (5-0-0).

Hearing no discussion, Chairman Conway directed the **Vacancy Report**, dated 1/1/19, be accepted and placed on file.

Executive Director's Report

Executive Director Correnti presented and reviewed his December 2018 Report. In addition, Executive Director Correnti provided an update on the High School Sports Complex Tenant meeting on 1/15/19. The School Superintendent attended as well as Mr. James Gately, Vice Chair of the School Committee, and Mr. Mark Efstratiou of the School Committee who is also Vice Chair of the High School Building Committee.

OLD BUSINESS:

1. There was no Old Business.

NEW BUSINESS:

1. Executive Director Correnti reviewed his Annual Report. Hearing no questions, Chair Conway placed the report on file.

2. Fee Accountant's Contract:

Executive Director Correnti reviewed his memo regarding the Fee Accountant's Contract for July 1, 2018 through June 30, 2019. A brief discussion ensued. Commissioner O'Donnell then motioned, seconded by Commissioner Ford, that the Board of Commissioners of the Billerica Housing Authority approve the Federal and State Fee Accountant's Contracts, totaling \$1365.00 per month, between the Billerica Housing Authority and Fenton, Ewald & Associates, P.C. for the period of July 1, 2018 through June 30, 2019 and authorize the Executive Director to execute any required documents in that regard. Chair 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 Board unanimously (5-0-0) approved the motion with a roll call vote.

ADJOURN:

Due to some scheduling issues by individual Commisioners, the Board moved the March 2019 Board Meeting from Thursday, March 7, 2019 to Thursday, March 14, 2019. 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 4:21 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary