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# 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 February 7, 2019

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

Chair Conway called the meeting to order at 4:00 PM. Following the Pledge of Allegiance, Chair Conway requested all to remain standing for Moment of Silence in memory of Romolo Capobianco who served as Commissioner from 2006 to 2011.

All Commissioners were present with the exception of Commissioners O'Donnell and Saulnier. The Executive Director was also present.

#### **OPEN MIC:**

Resident John Parker signed up for Open Mic. Mr. Parker announced he was running for a seat on the Board of Commissioners. Additionally, he expressed his sympathy for Mr. Capobianco's passing and noted Mr. Capobianco had some land for housing development.

#### **MINUTES:**

The Meeting Minutes of January 17, 2019 were reviewed. Commissioner Ford, seconded by Commissioner O'Rourke, motioned to approve the Minutes of the Meeting of January 17, 2019. Chair Conway called for a vote. The motion was approved (3-0-0).

**CORRESPONDENCE:**

1. Executive Director Correnti briefly reviewed the 1/10/19 Letter declining the Town's Option on 10 Cunningham Lane, Unit 105. Hearing no objection, the letter was placed on file.
2. Executive Director Correnti briefly reviewed PHN 2019-01 relative to PMR's. Hearing no objection, the PHN was placed on file.
3. The Minutes of NAHRO's Housing Committee Meeting were noted and briefly discussed.
4. Executive Director reviewed his 1/25/19 response to HUD relative to Section 8 Management.

**REPORTS:**

The **Investment Accounts Report**, as of January 1, 2019, 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 2/1/2019, was presented by the Executive Director. Commissioner O'Rourke, seconded by Commissioner Ford, motioned to approve the Payment Report. The motion was unanimously approved (3-0-0). The **Section 8 Voucher Payment Report**, as of 2/1/19, was presented by the Executive Director. Commissioner Ford, seconded by Commissioner O'Rourke, motioned to approve the Payment Report. The motion was unanimously approved (3-0-0).

Hearing no objection, Chair Conway directed the **Fee Accountant's Report**, as of 12/31/18, be accepted and placed on file.

The **January 2019 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 (3-0-0).

Hearing no discussion, Chairman Conway directed the **Vacancy Report**, dated 2/1/19, be accepted and placed on file.

**Executive Director's Report**

Executive Director Correnti presented and reviewed his January 2019 Report.

**OLD BUSINESS:**

1. There was no Old Business.

**NEW BUSINESS:**

1. Executive Director Correnti reviewed the 1/22/19 Five (5) year CIP. Following a brief discussion, Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", and Commissioner Conway voted "aye". Thus, the Board unanimously (3-0-0) approved the motion with a roll call vote.

**ADJOURN:**

As a reminder, the Chair noted that due to some scheduling issues by individual Commissioners, 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'Rourke, seconded by Commissioner Ford, motioned to adjourn. The motion was unanimously approved (3-0-0) and the Board adjourned at 4:31 PM.

Respectfully submitted,



Robert M. Correnti  
Executive Director/Secretary