
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 March 25, 2019

CALL TO ORDER:

Chair Conway called the meeting to order at 4:00 PM. with the Pledge of Allegiance. All Commissioners were present with the exception of Commissioners O'Donnell and Saulnier. The Executive Director was also present. Chair Conway indicated that the Regular Meeting scheduled for March 14th, 2019 was not convened due to a lack of a quorum and thus this meeting was called.

OPEN MIC: No one signed up for Open Mic.

MINUTES:

1. The Meeting Minutes of February 7, 2019 were reviewed. Commissioner Ford, seconded by Commissioner O'Rourke, motioned to approve the Minutes of the Meeting of February 7, 2019. Chair Conway called for a vote and the Board unanimously (3-0-0) approved the motion.

CORRESPONDENCE:

1. Executive Director Correnti briefly reviewed the 1/31/19 email to Superintendent Tim Piowar regarding an Emergency exit at 13 River Street.
2. Executive Director Correnti briefly reviewed the correspondence from NAHRO/KP Law relative to potential ED Contract litigation.

REPORTS:

The **Investment Accounts Report**, as of February 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 3/1/2019, was presented by the Executive Director. Commissioner Ford, seconded by Commissioner O'Rourke, motioned to approve the Payment Report. Chair Conway called for a vote and the Board unanimously (3-0-0) approved the motion.

The **Section 8 Voucher Payment Report**, as of 3/1/19, was presented by the Executive Director. Commissioner Ford, seconded by Commissioner O'Rourke, motioned to approve the Section 8 Voucher Payment Report. Chair Conway called for a vote and the Board unanimously (3-0-0) approved the motion.

Hearing no objection, Chair Conway directed the **Fee Accountant's Report**, as of 1/31/19, be accepted and placed on file.

The **February 2019 Payroll Report** was presented by the Executive Director. Commissioner Ford, seconded by Commissioner O'Rourke, motioned to approve the February 2019 Payroll Report. Chair Conway called for a vote and the Board unanimously (3-0-0) approved the motion.

Following a brief discussion, Chairman Conway directed the **Vacancy Report**, dated 3/1/19, be accepted and placed on file.

Executive Director's Report: Executive Director Correnti presented and reviewed his March 2019 Report.

OLD BUSINESS:

1. Executive Director Correnti reviewed the FY2018 Auditors Report. Hearing no objection, Chair Conway directed the Report be placed on file.

NEW BUSINESS:

1. Executive Director Correnti reviewed the dates of the May 2019 NAHRO Conference. Commissioners wishing to attend must contact the Sea Crest directly to reserve a room. Also, the Executive Director will handle the registration for those Commissioners wishing to attend.

2. Executive Director Correnti presented information regarding the 13 River Street Repaving project (Fish W#031068). It was originally estimated at approximately \$170,000 but the lowest bid was \$260,410 - accordingly, the Board must approve, with a roll call vote, Amendment #8 to the Capital Improvement Work Plan 5001 in the amount of \$144,780.00 as this will add sufficient funds into our account to cover this project. In essence, the State is advancing Formula Funding monies from FY 2022 to cover this project. After a brief discussion, Commissioner Ford motioned the following resolution authorizing a contract for financial assistance for State-Aided Capital Improvement Work Plan 5001 Fish #031068 for Billerica Housing:
 1. The Billerica Housing Authority shall enter into a contract with the Commonwealth of Massachusetts in the form submitted at this meeting and contract in the name of the Billerica Housing Authority under its corporate seal, and the Secretary is hereby authorized to attest the same.
 2. The Authority hereby requests the Director of the Department of Housing and Community Development (Commissioner of the Department of Community Affairs) enter into such contract with the Authority and the Commonwealth of Massachusetts to approve such contract.
 3. The Officers of the Authority shall be, and they are hereby authorized and directed, on and after the execution of said contract by the respective parties thereto, to do and perform on behalf of the Authority all acts and the things required of the Authority to perform fully all of its obligations thereunder.
 4. This resolution shall take effect immediately.

The resolution was seconded by Commissioner O'Rourke. Chair Conway called for a roll call vote. Commissioner O'Rourke

voted "aye", Commissioner Ford voted "aye", and Commissioner Conway voted "aye". Thus, the Board unanimously (3-0-0) approved the motion with a roll call vote.

ADJOURN:

There being no other items for discussion, Chair Conway requested a motion to adjourn. Commissioner O'Rourke, seconded by Commissioner Ford, motioned to adjourn. . Chair Conway called for a vote and the Board unanimously (3-0-0) approved the motion and the Board adjourned at 4:26 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary