
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 April 18, 2019

CALL TO ORDER:

Reorganization of the Board:

Chair Conway called the meeting to order at 4:00 PM. All Commissioners were present. The Executive Director was also present. Chair Conway requested Commissioner Parker to begin the meeting with the Pledge of Allegiance.

Following the pledge, as the Board needed to reorganize for the coming year, Commissioner Conway called for nominations. Commissioner O'Donnell motion to nominate Commissioner Conway as Chair. His motion was seconded by Commissioner O'Rourke. Hearing no other nominations, Commissioner O'Rourke motioned to close the nominations. Her motion was seconded by Commissioner O'Donnell. Commissioner Conway called for a vote on the motion to close the nominations for Chair. The motion was unanimously approved (5-0-0). Commissioner Conway then called for a vote on the motion nominating Commissioner Conway as Chair. The motion was approved unanimously (5-0-0) and Commissioner Conway was re-elected Chair.

Commissioner O'Donnell motion to nominate Commissioner Ford as Vice Chair. His motion was seconded by Commissioner O'Rourke. Hearing no other nominations, Commissioner O'Donnell motioned to close the nominations. His motion was seconded by Commissioner O'Rourke. Chair Conway called for a vote on the motion to close the nominations for Vice Chair. The motion was unanimously approved (5-0-0). Chair Conway

then called for a vote on the motion nominating Commissioner Ford as Vice Chair. The motion was approved unanimously (5-0-0) and Commissioner Ford was re-elected Vice Chair.

Subsequent to that vote, Commissioner Ford motion to nominate Commissioner O'Donnell as Treasurer. Her motion was seconded by Commissioner O'Rourke. Hearing no other nominations, Commissioner O'Rourke motioned to close the nominations. Her motion was seconded by Commissioner Ford. Chair Conway called for a vote on the motion to close the nominations for Treasurer. The motion was unanimously approved (5-0-0). Chair Conway then called for a vote on the motion nominating Commissioner O'Donnell as Treasurer. The motion was approved unanimously (5-0-0) and Commissioner O'Donnell was elected Treasurer.

Commissioner Ford then motioned to nominate Commissioner O'Rourke as Assistant Treasurer. Her motion was seconded by Commissioner O'Donnell. Hearing no other nominations, Commissioner Ford motioned to close the nominations. Her motion was seconded by Commissioner O'Donnell. Chair Conway called for a vote on the motion to close the nominations for Assistant Treasurer. The motion was unanimously approved (5-0-0). Chair Conway then called for a vote on the motion nominating Commissioner O'Rourke as Assistant Treasurer. The motion was approved unanimously (5-0-0) and Commissioner O'Rourke was re-elected Assistant Treasurer.

Welcome to newly elected Commissioner Parker:

On behalf of the residents, the BHA Executive Director and Staff, and the Board of Commissioners, Chair Conway welcomed newly elected Commissioner Parker to the Board of Commissioners. Chair Conway noted Commissioner Parker is a veteran and has been a Billerica Housing Authority resident since 1998. Those in attendance applauded.

Moment of Silence for Maureen Argie:

Chair Conway requested all stand for a moment of Silence in memory of Resident Services Coordinator Maureen Argie. Chair Conway stated she died tragically on Thursday, April 4th, 2019. Chair Conway noted, "Maureen truly cared about every resident and, for almost a decade, touched the lives of many

in our community. Her loss leaves a void in our hearts and in our community." A moment of silence was observed in her memory. Chair Conway then indicated Executive Director Correnti would provide more information on this at the end of the meeting.

Moment of Silence for Ken Buffum:

Commissioner O'Rourke requested a Moment of Silence in memory of Billerica's recently deceased Veterans Services Agent, Ken Buffum. A moment of silence was observed in Ken's memory.

OPEN MIC: No one signed up for Open Mic.

MINUTES:

1. The Meeting Minutes of March 25, 2019 were reviewed. Commissioner O'Rourke, seconded by Commissioner Ford, motioned to approve the Minutes of the Meeting of March 25, 2019. Chair Conway called for a vote and the Minutes were approved by a vote of four (4) in favor, none (0) opposed and one (1) abstention. Commissioner Parker abstained as the meeting occurred prior to his election as Commissioner.

CORRESPONDENCE:

1. Executive Director Correnti briefly reviewed the March 25, 2019, letter to former Commissioner Saulnier.

REPORTS:

The **Investment Accounts Report**, as of March 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 4/1/2019, 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 (5-0-0) approved the motion.

The **Section 8 Voucher Payment Report**, as of 4/1/19, 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 (5-0-0) approved the motion.

Executive Director Correnti provided a brief overview of the **Fee Accountant's Report**, as of 2/28/19. Hearing no objection, Chair Conway directed the **Fee Accountant's Report**, as of 2/28/19, be accepted and placed on file.

The **March 2019 Payroll Report** was presented by the Executive Director. Commissioner Ford, seconded by Commissioner O'Rourke, motioned to approve the March 2019 Payroll Report. Chair Conway called for a vote and the Board unanimously (5-0-0) approved the motion.

Following a brief discussion, Chairman Conway directed the **Vacancy Report**, dated 4/1/19, be accepted and placed on file.

Executive Director's Report: Executive Director Correnti presented and reviewed his April 2019 Report. In addition, he briefly reviewed PHN 2019-08 concerning CHAMP. Chair Conway requested an update regarding issues, submitted to the School Superintendent, relative to the 13 River Street paving project. A brief discussion ensued with the Chair directing the Executive Director to contact the School Department for a response. Should no response be forthcoming, the Chair directed the Executive to send a request, to the School Committee, to appear on their Agenda. Lastly, Executive Director Correnti noted the Talbot Asphalt roof will be replaced before 6/30/19.

OLD BUSINESS:

1. There was no Old Business for discussion.

NEW BUSINESS:

1. Executive Director Correnti reviewed the Valley Collaborative Catering Contract. In summary, Valley Collaborative will be charging for labor for the two (2) students involved. This would add \$78.00 per day for the 210 days of catering. For FY 2020, this would add \$16,380 to the cost for this program. Executive Director Correnti indicated the goal, over the coming year, would be to increase the average daily participation to eighteen (18).

The program would be reviewed next year and, based upon the daily average participation rate, a decision on the continuation of the program would be made. Executive Director Correnti hopes participation will increase. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to review the program for FY 2021 with the hope that participation will increase to a daily average of eighteen (18). Chair Conway called for a vote and the Board unanimously (5-0-0) approved the motion.

2. Executive Director Correnti presented PHN 2019-07 regarding Regional Innovation. There was a brief discussion of the PHN. Although the Board did not vote on the issue, it was the unanimous consensus not to engage in or pursue this initiative further.
3. An addendum had been added to the Agenda regarding CFA for 689-2 project extending the project to 6/30/2022. A brief discussion ensued. Commissioner Ford introduced a resolution stating that it be hereby resolved:

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. Commissioner O'Rourke moved that the foregoing resolutions be adopted as introduced and read. With the motion having been made and seconded, Chair Conway called for a roll call vote. Commissioner O'Rourke voted "aye", Commissioner

Ford voted "aye", Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye" and Conway voted "aye". Thus, the Board unanimously (5-0-0) approved the motion with a roll call vote.

Memorial for Maureen Argie:

Since RSC Maureen Argie's passing, Executive Director Correnti reviewed the various activities and communications that had taken place. He noted the outpouring of sympathy from residents. In this regard, he requested a Memorial Tree Planting, here at 16 River Street in Maureen's memory, be approved. The Memorial Planting would be planned for Saturday, June 1, 2019. Commissioner O'Donnell, seconded by Commissioner O'Rourke, moved that the Board approve the Memorial Tree Planting Request in memory of Maureen Argie. Chair Conway called for a vote and the Board unanimously (5-0-0) approved the motion.

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. Chair Conway called for a vote and the Board unanimously (5-0-0) approved the motion and the Board adjourned at 4:51 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary