
BILLERICA

HOUSING AUTHORITY

Martin E. Conway, Chair
Carol Ford, Vice Chair
James F. O'Donnell, Jr., Treasurer
Marie O'Rourke, Assistant Treasurer
John Parker
Robert M. Correnti, Executive Director

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MINUTES OF THE BILLERICA HOUSING AUTHORITY REGULAR MEETING OF May 2, 2019

CALL TO ORDER:

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

OPEN MIC: No one signed up for Open Mic.

MINUTES:

The Meeting Minutes of April 18, 2019 were reviewed. Commissioner Ford and Chair Conway noted the Minutes did not include the Moment of Silence for Ken Buffum. Executive Director Correnti indicated he would correct the Minutes accordingly. Marie O'Rourke, seconded by Commissioner O'Donnell, motioned to approve the amended Minutes of the Meeting of April 18, 2019. Chair Conway called for a vote and the Minutes were approved by a vote of five (5) in favor none (0) opposed.

CORRESPONDENCE:

Executive Director Correnti briefly reviewed his 4/22/19 email to School Superintendent Piowar and indicated this was an item under Old Business.

REPORTS:

The **Investment Accounts Report**, as of April 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 O'Donnell, seconded by Commissioner Ford, 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 3/31/19. Hearing no objection, Chair Conway directed the **Fee Accountant's Report**, as of 3/31/19, be accepted and placed on file.

The **April 2019 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the April 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 5/1/19, be accepted and placed on file.

Executive Director's Report: Executive Director Correnti presented and reviewed his May 2019 Report. In addition, Executive Director Correnti reviewed the plans for the June 1, 2019 Memorial Tree Planting previously approved by the Board.

OLD BUSINESS:**School Department Issues relative to 13 River Street:**

Executive Director Correnti reviewed the 4/22/19 and 4/25/19 emails regarding this matter. A brief discussion ensued with Board members expressing disappointment regarding the lack

of available temporary parking on River Street. While the offer to use Good Street was appreciated, it is not viable for elderly 13 River Street residents. Board members expressed further disappointment that other issues were not addressed by the School Superintendent. As the open issues are of significant concern to the Housing Authority and its residents at 13 River Street and 16 River Street, Commissioner O'Donnell, seconded by Commissioner Ford, motioned to request the Executive Director continue to seek a response from the School Superintendent to the open issues and that the Executive Director request these issues be placed on an upcoming School Committee Agenda. Chair Conway called for a vote and the Board unanimously (5-0-0) approved the motion.

NEW BUSINESS:

1. Rent Write Off:

Executive Director Correnti requested the Board approve the write-off of \$3080.00 for outstanding rent for the deceased resident of 13 River Street Apt 6-5. Following a brief discussion, Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the write-off of \$3080.00 in rents. Chair Conway called for a vote and the Board unanimously (5-0-0) approved the motion.

2. Approve Award for Fish #031074 - Contract to Replace Talbot Asphalt Roof:

Executive Director Correnti noted that in connection with our Capital Improvement Plan (CIP) which was previously approved by the Board, quotes were solicited for the replacement of the asphalt roof at Talbot Apartments. NE RCAT conducted this procurement per statute and in accordance with DHCD regulations. The low bidder for this project is JJS Universal Construction Company in the amount of \$28,000. RCAT Director Kirk Fulton reviewed JJS Universal's quote and found it to be in order. References have been reviewed by RCAT Northeast's Procurement Specialist Sharon Smith. JJS Universal has performed similar projects for several other LHAs and public entities in the past several years. The references indicated JJS Universal performed the work in accordance with the plans and specifications, provided sufficient oversight of the projects, and are both responsive as well as organized. All references indicated they would

hire JJS again. Based upon this information and the fact that JJS is a qualified low bidder, both RCAT Northeast and I recommend the Board accept the JJS Universal quote and approve entering into a contract with JJS for this project in the amount of \$28,000. Following a brief discussion, Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned that the Billerica Housing Authority Board of Commissioners accept the quote from JJS Universal Construction Company, in the amount of \$28,000, and enter into contract with JJS Universal Construction Company for this project. Additionally, the Board hereby authorizes the Executive Director to execute any documentation related thereto. 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 Chair Conway voted "aye". Thus, the motioned was approved unanimously (5-0-0) by a roll call vote.

ADJOURN:

There being no other items for discussion, Chair Conway requested a motion to adjourn. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to adjourn. Chair Conway called for a vote and the Board unanimously (5-0-0) approved the motion and the Board adjourned at 4:40 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary