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# 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

16 River St  
Billerica, MA 01821  
Tel 978-667-2175  
Fax 978-667-1156  
email: bcorrenti@billericahousing.org

### MINUTES OF THE BILLERICA HOUSING AUTHORITY REGULAR MEETING OF July 11, 2019

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

Chair Conway called the meeting to order at 4:01 PM. All Commissioners were present with the exception of Commissioner O'Rourke. The Executive Director was present. At Chair Conway's request, the Executive Director began the meeting with the Pledge of Allegiance.

#### **OPEN MIC:**

Resident Donna Mangiasi requested to address the Board in regards to the issues discussed at last month's meeting. Chair Conway suggested to Ms. Mangiasi that, as this was an item on this meeting's Agenda, her comments be tabled until later in the Agenda. Ms. Mangiasi agreed.

#### **MINUTES:**

The Meeting Minutes of June 6, 2019 were reviewed. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the Minutes of the Meeting of June 6, 2019. Chair Conway called for a vote and the Minutes were approved unanimously (4-0-0).

#### **CORRESPONDENCE:**

Executive Director Correnti reviewed his 6/10/19 memo to Superintendent Piowar regarding the issues at 13 River Street. He noted this would be discussed in further detail during his Executive Director's Report.

**REPORTS :**

The **Investment Accounts Report**, as of June 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 7/1/2019, 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 (4-0-0) approved the motion.

The **Section 8 Voucher Payment Report**, as of 7/1/19, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the Section 8 Voucher Payment Report. Chair Conway called for a vote and the Board unanimously (4-0-0) approved the motion.

Executive Director Correnti provided a brief overview of the **Fee Accountant's Report**, as of 5/31/19. Hearing no objection, Chair Conway directed the **Fee Accountant's Report**, as of 5/31/19, be accepted and placed on file.

The **June 2019 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the June 2019 Payroll Report. Chair Conway called for a vote and the Board unanimously (4-0-0) approved the motion.

Following a brief discussion, Chairman Conway directed the **Vacancy Report**, dated 7/1/2019, be accepted and placed on file.

**Executive Director's Report:** Executive Director Correnti presented and reviewed his July 2019 Report. In addition, Executive Director Correnti discussed the following:

1. A meeting is scheduled for 8/26/19 with all residents of 13 River Street with the paving contractor and project engineer. The need to have no vehicles on site and minimal pedestrian traffic will be reviewed. As a result of the appearance before the High School Building Committee by Chair Conway, Commissioner

- O'Donnell and the Executive Director, the project was moved to September 2019 with the commitment to provide temporary parking in the River Street lot;
2. The BHA has arranged to provide the COA van, at a cost of \$200/day, to shuttle 13 River residents, at six specific times of day during the paving project, between 13 River and their vehicles parked in the temporary River Street parking site.

**OLD BUSINESS:**

**Issues from 6/6/19 Open Mic:**

Chair Conway announced that he had requested and received a report, from the Executive Director, in regards to the issues raised by Ms. Mangiasi and Mr. Polychrones at the June 6<sup>th</sup>, 2019 meeting. While there are limits to the Board's involvement in the day-to-day operations, he did request, and Executive Director Correnti agreed, that there be a third party, from the BHA, in any future discussions/meetings with either resident. Additionally, he advised Ms. Mangiasi that she could bring an individual with her to any discussion/meeting. Chair Conway then advised Ms. Mangiasi that she could address the Board. Ms. Mangiasi stated she had questions about the word "alleged" appearing in the June 6<sup>th</sup>, 2019 Minutes in the section relative to her comments. Chair Conway responded and explained it to the satisfaction of Ms. Mangiasi. Ms. Mangiasi then said, going forward, she wanted to have no issues with the Executive Director but was concerned about his lack of "eye contact" during her last meeting with the Executive Director. Both Chair Conway and Executive Director Correnti addressed that comment. Ms. Mangiasi brought up the issue relative to her floor. Executive Director Correnti responded that he was bound by confidentiality and this was not the forum to discuss the matter. Additionally, Ms. Mangiasi had signed an agreement that the floor matter was closed. Ms. Mangiasi thanked the Board for its time and consideration.

**NEW BUSINESS:**

**1. Safeguarding Confidential DOR Information:**

Executive Director Correnti reviewed his 7/1/19 Memo relative to PHN 2019-16. A brief discussion ensued. Commissioner O'Donnell, seconded by Commissioner Ford, motioned the "Board acknowledge receipt of PHN 2019-16 and that the Board thoroughly understands the contents of this Public Housing Notice and that all authorized Billerica Housing Authority employees with access to confidential DOR information have:

1. Read and executed the 'Wage Match Acknowledgement Regarding Confidentiality of Information' which includes a summary of the law;
2. Read and executed the 'DOR Disclosure and Security Training for Safeguarding Information';
3. Received and reviewed the 'DHCD Identifying and Safeguarding Personal Information - Training';
4. Received and reviewed the 'Executive Office of Housing Economic Development (EOHED) Privacy and Information Security Brochure' and that the Board authorizes the Chairman and Executive Director to execute the required documents relative to PHN 2019-16.'"

Chair Conway called for a vote and the Board unanimously (4-0-0) approved the motion.

**ADJOURN:**

There being no other items for discussion, Chair Conway requested a motion to adjourn. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to adjourn. Chair Conway called for a vote and the Board unanimously (4-0-0) approved the motion. The Board adjourned at 4:31 PM.

Respectfully submitted,



Robert M. Correnti  
Executive Director/Secretary