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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

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### MINUTES OF THE BILLERICA HOUSING AUTHORITY REGULAR MEETING OF August 1, 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:**

No one appeared at Open Mic.

#### **MINUTES:**

The Meeting Minutes of July 11, 2019 were reviewed. Commissioner Ford, seconded by Commissioner O'Donnell, motioned to approve the Minutes of the Meeting of July 11, 2019. Chair Conway called for a vote and the Minutes were approved unanimously (4-0-0).

#### **CORRESPONDENCE:**

There was no Correspondence.

#### **INTRODUCTION:**

Executive Director Correnti introduced the new Tenant Selection Coordinator, Ms. Berlande Edouard. He briefly described her background and experience. Ms. Edouard received

a round of applause and warm welcome from those in attendance.

Executive Director Correnti then introduced the Resident Services Coordinator, Ms. Katie Houle. Unfortunately, Ms. Houle could not attend the meeting.

**REPORTS:**

The **Investment Accounts Report**, as of July 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 explained that, with the close of the fiscal year on June 30<sup>th</sup>, 2019, the **Fee Accountant's Report** would be provided at the next meeting.

The **July 2019 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the July 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 8/1/2019, be accepted and placed on file.

**Executive Director's Report:** Executive Director Correnti presented and reviewed his August 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.

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:**

**Talbot Roof Fish #031074:** Executive Director Correnti noted this project is complete. He particularly cited the assistance of Jeff Baxter from RCAT for his support and assistance with the project. Executive Director Correnti noted the final payment of \$1400.00 needed to be approved by a roll call vote of the Board. Following a brief discussion, Commissioner Ford motioned that the Board of Commissioners approve the Certificate of Final Completion as well as the Application and Certificate for Payment for the Roofing Project at the Talbot School (Fish # 031074) in the amount of \$1400.00 and that the Board authorize the Executive Director to execute any documents necessary thereto. Her motioned was seconded by Commissioner O'Donnell. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye, and Commissioner Conway voted "aye". Thus, the Board unanimously (4-0-0) approved the motion, with a roll call vote.

**NEW BUSINESS:**

There was none.

**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 4:26 PM.

Respectfully submitted,



Robert M. Correnti  
Executive Director/Secretary