
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 SPECIAL MEETING OF August 28, 2019

CALL TO ORDER:

Chair Conway called the meeting to order at 4:01 PM. All Commissioners were present. Commissioner O'Rourke participated via telephone. The Executive Director was present. Chair Conway's began the meeting with the Pledge of Allegiance. Asking for a moment of Personal Privilege, Commissioner O'Rourke thanked the Board for the potted planting during her current medical situation.

OPEN MIC:

No one signed up to speak.

MINUTES:

The Meeting Minutes of August 1, 2019 were reviewed. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the Minutes of the Meeting of August 1, 2019. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye", Commissioner O'Rourke voted "aye" and Commissioner Conway voted "aye". Thus, the Board unanimously (5-0-0) approved the motion, with a roll call vote.

CORRESPONDENCE:

There was none.

REPORTS:

The **Investment Accounts Report**, as of August 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 8/1/2019, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the Payment Report. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye", Commissioner O'Rourke voted "aye" and Commissioner Conway voted "aye". Thus, the Board unanimously (5-0-0) approved the motion, with a roll call vote.

The **Section 8 Voucher Payment Report**, as of 8/1/19, 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 roll call vote. Commissioner Ford voted "aye", Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye", Commissioner O'Rourke voted "aye" and Commissioner Conway voted "aye". Thus, the Board unanimously (5-0-0) approved the motion, with a roll call vote.

Executive Director Correnti provided a brief overview of the **Fee Accountant's Report**, as of 6/30/19. Hearing no objection, Chair Conway directed the **Fee Accountant's Report**, as of 6/30/19, be accepted and placed on file.

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

Following a brief discussion, Chairman Conway directed the **Vacancy Report**, dated 9/1/2019, be accepted and placed on file.

Executive Director's Report: Executive Director Correnti presented and reviewed his September 2019 Report. A brief discussion ensued.

OLD BUSINESS:

Review of HUD letter of 8/13/19:

Executive Director Correnti reviewed the extensive findings and HUD letter of 8/13/19 as well as previous correspondence to HUD. He provided an in review of the background leading up to these findings and the action plan underway.

NEW BUSINESS:

Executive Director Correnti reviewed his 8/22/19 Memo relative to Fiscal Year ending June 30, 2019, Compliance with Notification Procedures for Lead Paint, and Top 5 Compensation. Following a brief discussion, Commissioner O'Rourke motioned that the Billerica Housing Authority Board of Commissioners certify, under the pains and penalties of perjury, that they have been provided with a copy of the Top 5 Compensation Form for the Billerica Housing Authority for fiscal year ending June 30, 2019 and that the information presented is true, correct and complete to the best of the Board's knowledge. Also, the Board is to execute and submit said form to DHCD. Commissioner O'Donnell seconded her motion. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye", Commissioner O'Rourke voted "aye" and Commissioner Conway voted "aye". Thus, the Board unanimously (5-0-0) approved the motion, with a roll call vote.

Subsequent to that vote, Commissioner Ford motioned that the Billerica Housing Authority Board of Commissioners certify, under the pains and penalties of perjury, that the facts and information provided in the year end financial statements for fiscal year ending 6/30/19, are true, correct and complete to the best of the Board's knowledge and that the statements fairly and accurately represent the physical condition of the development and the fiscal condition of the Housing Authority for this period. Also, the Board is to execute and submit said form to DHCD. Her motion was seconded by Commissioner O'Rourke. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye", Commissioner O'Rourke

voted "aye" and Commissioner Conway voted "aye". Thus, the Board unanimously (5-0-0) 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'Donnell, seconded by Commissioner Ford, motioned to adjourn. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye", Commissioner O'Rourke voted "aye" and Commissioner Conway voted "aye". Thus, the Board unanimously (5-0-0) approved the motion, with a roll call vote.

The Board adjourned at 4:36 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary