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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 October 3, 2019

#### CALL TO ORDER:

Chair Conway called the meeting to order at 4:15 PM. Present were Chair Conway, Commissioner O'Donnell and Commissioner Parker. Commissioners O'Rourke and Ford were absent. The Executive Director was also present. The meeting began with the Pledge of Allegiance.

#### OPEN MIC:

No one signed up to speak.

#### MINUTES:

The Meeting Minutes of August 28, 2019 were reviewed. Commissioner O'Donnell, seconded by Commissioner Parker, motioned to approve the Minutes of the Meeting of August 28, 2019. Chair Conway called for a vote and the Minutes were approved unanimously (3-0-0).

#### CORRESPONDENCE:

Executive Director Correnti read the letter to resident Deb Meehan who recently resigned from her part time position with the BHA. Board members thanked her for her service.

**REPORTS:**

The **Investment Accounts Report**, as of September 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 9/1/2019, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Parker, motioned to approve the 9/1/19 Payment Report. Chair Conway called for a vote and the motion was approved unanimously (3-0-0).

The **Payment of Bills Report**, as of 10/1/2019, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Parker, motioned to approve the 10/1/19 Payment Report. Chair Conway called for a vote and the motion was approved unanimously (3-0-0).

The **Section 8 Voucher Payment Report**, as of 9/1/19, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Parker, motioned to approve the 9/1/19 Section 8 Voucher Payment Report. Chair Conway called for a vote and the motion was approved unanimously (3-0-0).

The **Section 8 Voucher Payment Report**, as of 10/1/19, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Parker, motioned to approve the 10/1/19 Section 8 Voucher Payment Report. Chair Conway called for a vote and the motion was approved unanimously (3-0-0).

Executive Director Correnti briefly discussed the **Fee Accountant's Report** of 7/31/19. Hearing no objection, Chair Conway directed the **Fee Accountant's Report**, as of 7/31/19, be accepted and placed on file.

Executive Director Correnti also discussed the **Fee Accountant's Report** of 8/31/19. Hearing no objection, Chair Conway directed the **Fee Accountant's Report**, as of 8/31/19, be accepted and placed on file.

The **September 2019 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Parker, motioned to approve the September 2019 Payroll Report. Chair Conway called for a vote and the motion was approved unanimously (3-0-0).

Following a brief discussion, Chairman Conway directed the **Vacancy Report**, dated 10/1/2019, be accepted and placed on file.

**Executive Director's Report:** Executive Director Correnti presented and reviewed his October 2019 Report. A brief discussion ensued. In this regard, Executive Director Correnti discussed plans to hire a Section 8 Coordinator, The Coordinator would be located at the Talbot.

**OLD BUSINESS:**

**Review of the 16 River Street Contract Renewal:** Executive Director Correnti updated the Board noting all documents have been submitted to HUD for HUD's review and approval. Hopefully, their decision will be made by November 2019.

**NEW BUSINESS:**

**2020 Board Meeting Dates:** A calendar of proposed 2020 Meeting Dates was provided. Commissioner Parker had a conflict with the January 9, 2020 date. Chair Conway advised that this could be discussed at a later meeting if Commissioner Parker still had the conflict.

**Operating Hours:** Executive Director Correnti discussed the BHA Operating hours going into effect on 10/7/19.

**ADJOURN:**

There being no other items for discussion, Chair Conway requested a motion to adjourn. Commissioner O'Donnell, seconded by Commissioner Parker, motioned to adjourn. Chair Conway called for a vote and the motion was approved unanimously (3-0-0). The Board adjourned at 4:52 PM.

Respectfully submitted,



Robert M. Correnti  
Executive Director/Secretary