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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 November 7, 2019

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

Chair Conway called the meeting to order at 4:02 PM. All Commissioners were present with the exception of Commissioner O'Rourke who was absent. The Executive Director was also present. The meeting began with the Pledge of Allegiance.

#### **OPEN MIC:**

No one signed up to speak.

#### **INTRODUCTION:**

Executive Director Correnti introduced Katie Houle, the Resident Services Coordinator, who joined Billerica this past July. She was welcomed by the Board.

#### **MINUTES:**

The Meeting Minutes of October 3, 2019 were reviewed. Commissioner Ford, seconded by Commissioner O'Donnell, motioned to approve the Minutes of the Meeting of October 3, 2019. Chair Conway called for a vote and the Minutes were approved unanimously (4-0-0).

#### **CORRESPONDENCE:**

There was no Correspondence.

**FY20 BUDGET:**

Hearing no objection, Chair Conway moved the FY20 Budget as the next Order of Business. Fee Accountant Paul Pavia, of Fenton Ewald, provided a detailed review of the proposed FY20 Budget. He stated the BHA is very healthy financially and is addressing Capital infrastructure needs. Following the review by Fee Accountant Pavia. Commissioner O'Donnell, seconded by Commissioner Ford, moved to approve the FY20 Budget as submitted. Hearing no questions, Chair Conway called for a roll call vote on the motion. 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.

**REPORTS:**

The **Investment Accounts Report**, as of October 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 11/1/2019, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the 11/1/19 Payment Report. Chair Conway called for a vote and the motion was approved unanimously (4-0-0).

The **Section 8 Voucher Payment Report**, as of 11/1/19, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the 11/1/19 Section 8 Voucher Payment Report. Chair Conway called for a vote and the motion was approved unanimously (4-0-0).

Executive Director Correnti briefly discussed the **Fee Accountant's Report** of 9/30/19. Hearing no objection, Chair Conway directed the **Fee Accountant's Report**, as of 9/30/19, be accepted and placed on file.

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

Following a brief discussion, Chairman Conway directed the **Vacancy Report**, dated 11/1/2019, be accepted and placed on file.

**Executive Director's Report:** Executive Director Correnti reviewed his November 2019 Report. A brief discussion followed the presentation.

**OLD BUSINESS:**

There was none.

**NEW BUSINESS:**

**RCAT Nomination:** Executive Director Correnti discussed his memo to the Board, dated 10/4/19, and PHN 2019-23. Commissioner Ford's term is expiring in January 2020 and she is not seeking to be re-nominated for another term. A brief discussion ensued. Chair Conway stated he would advise the Executive Director prior to the 11/30/19 deadline for nominations.

**Approve Amendment #9 to CFA/Work Plan 5001 in the amount Of \$100,000:**

Executive Director Correnti reviewed his Memo to the Board, dated October 30, 2019, regarding Amendment #9 to the CIP. Commissioner O'Donnell motioned to approve amendment #9 to the Capital Improvement Plan 5001 in the amount of \$100,000 and that all required documents be executed in that regard and that the Billerica Housing Authority approve the amendment with the Commonwealth of Massachusetts, in the amount of \$100,000, in the form submitted at this meeting and contract in the name of the Billerica Housing Authority under its corporate seal, and that the Secretary is hereby authorized to attest the same. Further, the Billerica Housing Authority hereby requests the Director of Housing and Community Development (Commissioner of the Department of Community Affairs) enter into such contract amendment with the Billerica Housing Authority and the Commonwealth of Massachusetts to approve the amendment of such contract. And that the Officers of the Billerica Housing Authority shall

be, and they are hereby authorized and directed, on and after the execution of said amendment by the respective parties thereto, to do and perform on behalf of the Billerica Housing Authority all acts and the things required of the Billerica Housing Authority to perform fully all of its obligations thereunder. This resolution shall take effect immediately.

His motion was seconded by Commissioner Ford. Hearing no questions, Chair Conway called for a roll call vote on the motion. 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.

**HCVP Administrative Plan:** Executive Director Correnti noted all Commissioners had received a Draft/Un-approved copy of Billerica's HCVP Administrative Plan. He provided an overview of the issues and requirements for the Plan. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the HCVP Administrative Plan as submitted. Hearing no questions, Chair Conway called for a roll call vote on the motion. 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.

**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 motion was approved unanimously (4-0-0). The Board adjourned at 5:14 PM.

Respectfully submitted,



Robert M. Correnti  
Executive Director/Secretary