
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 December 5, 2019

CALL TO ORDER:

Chair Conway called the meeting to order at 4:01 PM. All Commissioners were present (Commissioner O'Donnell arrived a few minutes late) 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:

Resident Deb Meehan spoke regarding Rules at the Billerica Housing Authority. She was disappointed and frustrated that some in the BHA community have no respect for rules nor the impact that not following the rules can have on others. She noted issues such as smoking in violation of the smoke-free policy and the use of alcohol in the Community Room at 16 River. She wanted to know to whom residents can go when rules are not being followed. She noted the Executive Director takes action but some residents do not respect the rules. Chair Conway responded that the Board would take this under advisement.

MINUTES:

The Meeting Minutes of November 7, 2019 were reviewed. Commissioner Ford, seconded by Commissioner Parker, motioned to approve the Minutes of the Meeting of November 7, 2019. Chair Conway called for a vote and the Minutes were approved unanimously (4-0-0).

CORRESPONDENCE:

Response to HUD:

Executive Director Correnti reviewed the 11/12/19 response to HUD and the staffing action being taken in this regard. Hearing no questions, Chair Conway directed the letter be placed on file.

RCAT Advisory Board Nomination:

Executive Director Correnti reviewed his email to DHCD advising Chair Conway as the Board's nominee for the upcoming RCAT Advisory Board election. Hearing no questions, Chair Conway directed the letter be placed on file.

REPORTS:

The **Investment Accounts Report**, as of November 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 12/1/2019, was presented by the Executive Director. Commissioner Ford, seconded by Commissioner Parker, motioned to approve the 12/1/19 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 12/1/19, was presented by the Executive Director. Commissioner Ford, seconded by Commissioner Parker, motioned to approve the 12/1/19 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 10/31/19. Hearing no objection, Chair Conway directed the **Fee Accountant's Report**, as of 10/31/19, be accepted and placed on file.

The **November 2019 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the November 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 12/1/2019, be accepted and placed on file.

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

OLD BUSINESS:

There was none.

NEW BUSINESS:

Rent Write Off:

1. Executive Director Correnti reviewed his 11/12/19 memo to the Board requesting the write-off of \$389.00 in rent for the tenant of 13 River Apt 8-3 who passed away. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the write off of \$389.00 as requested. Chair Conway called for a vote and the motion was approved unanimously (4-0-0).
2. Executive Director Correnti reviewed his 11/12/19 memo to the Board requesting the write-off of \$265.00 in rent for the recently deceased tenant of Apt 212 at the Talbot. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the write off of \$265.00 as requested. Chair Conway called for a vote and the motion was approved unanimously (4-0-0).

Approve 13 River Street Exterior Paint/Shutters/Ramp Contract (Fish #031070):

Following a brief presentation by the Executive Director, Commissioner O'Donnell motioned that all required documents be executed in regard to this Fish #031070 and that the Billerica Housing Authority approve the contract with the Commonwealth of Massachusetts, in the amount of \$305,000, 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 with the Billerica Housing Authority and the Commonwealth of Massachusetts to approve the 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 contract 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.

January 2020 Meeting Date change:

At the request of Commissioner Parker, the Board approved changing the date of the January 2020 Board Meeting from the originally scheduled date of January 9th, 2020 to **THURSDAY, JANUARY 16th, 2020.**

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 (4-0-0). The Board adjourned at 4:46 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary