
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 January 16, 2020

CALL TO ORDER:

Chair Conway called the meeting to order at 4:00 PM. All Commissioners were present. The Executive Director was also present. The meeting began with the Pledge of Allegiance.

OPEN MIC:

No one signed up to speak at Open Mic.

MINUTES:

The Meeting Minutes of December 5, 2019 were reviewed. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the Minutes of the Meeting of December 5, 2019. Chair Conway called for a vote and the Minutes were approved unanimously (4-0-1) with Commissioner O'Rourke abstaining as she was not present at the December 5, 2019 meeting.

CORRESPONDENCE:

FY2023 Formula Funding Award Letter:

Executive Director Correnti reviewed the December 16, 2019 Award Letter from Undersecretary Chan awarding the BHA \$148,299 for FY2023.

REPORTS:

The **Investment Accounts Report**, as of December 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 1/1/2020, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the 1/1/2020 Payment Report. Chair Conway called for a vote and the motion was approved unanimously (5-0-0).

The **Section 8 Voucher Payment Report**, as of 1/1/2020, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the 1/1/2020 Section 8 Voucher Payment Report. Chair Conway called for a vote and the motion was approved unanimously (5-0-0).

Executive Director Correnti briefly discussed the **Fee Accountant's Report** of 11/30/19. Hearing no objection, Chair Conway directed the **Fee Accountant's Report**, as of 11/30/19, be accepted and placed on file.

The **December 2019 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the December 2019 Payroll Report. Chair Conway called for a vote and the motion was approved unanimously (5-0-0).

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

Executive Director's Report: Executive Director Correnti reviewed his January 2020 Report. A brief discussion followed the presentation.

OLD BUSINESS:

Solar Credits:

Executive Director Correnti distributed an Excel Spreadsheet indicating the savings by Fiscal Year.

NEW BUSINESS:

Rent Write Off:

1. Executive Director Correnti reviewed his 1/9/2020 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 (5-0-0);
2. Executive Director Correnti reviewed the Biohazards in the equipment in the Talbot Laundry Room. He discussed his 12/31/19 memo and actions taken by the BHA and the erroneous information posted online. The hazards have been addressed and remediated. The Board of Health is satisfied with BHA actions taken.

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 (5-0-0). The Board adjourned at 4:38 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary