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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

16 River St  
Billerica, MA 01821  
Tel 978-667-2175  
Fax 978-667-1156  
email: bcorrenti@billericahousing.org

### MINUTES OF THE BILLERICA HOUSING AUTHORITY REGULAR MEETING OF February 6, 2020

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

Chair Conway called the meeting to order at 4:00 PM. All Commissioners were present with Commissioner O'Donnell participating via telephone. 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 January 16<sup>th</sup>, 2020 were reviewed. Commissioner Ford, seconded by Commissioner Parker, motioned to approve the Minutes of the Meeting of January 16<sup>th</sup>, 2020. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye", and Commissioner Conway voted "aye". Thus, the Board unanimously (5-0-0) approved the motion with a roll call vote.

#### **CORRESPONDENCE:**

##### **DHCD Health and Safety Award for FY 2020 Letter:**

Executive Director Correnti reviewed the January 13, 2020 Award Letter from Undersecretary Chan awarding the BHA \$13,375 for FY2020 for two (2) Health & Safety items.

**REPORTS:**

The **Investment Accounts Report**, as of January 1, 2020, 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 2/1/2020, will be presented at the next Board Meeting due to the absence of Deb Souza.

The **Section 8 Voucher Payment Report**, as of 2/1/2020, will be presented at the next Board Meeting due to the absence of Deb Souza.

Executive Director Correnti briefly discussed the **Fee Accountant's Report** of 12/31/19. Hearing no objection, Chair Conway directed the **Fee Accountant's Report**, as of 12/31/19, be accepted and placed on file.

The **December 2019 Payroll Report** will be presented at the next Board Meeting due to the absence of Deb Souza.

Following a brief discussion, Chairman Conway directed the **Vacancy Report**, dated 1/1/2020, be accepted and placed on file.

**Executive Director's Report:** Executive Director Correnti reviewed his February 2020 Report. A brief discussion followed the presentation. Hearing no questions, Chair Conway directed the report be placed on file.

**OLD BUSINESS:**

There was none.

**NEW BUSINESS:**

**FY2021 CIP:**

Executive Director Correnti reviewed the FY2021 CIP. Following a brief discussion, Commissioner O'Rourke, seconded by Commissioner Ford, motioned to approve the FY2021 CIP. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye, and Commissioner Conway voted "aye". Thus, the Board unanimously (5-0-0) approved the motion with a roll call vote.

**BHA LANGUAGE ACCESS PLAN:**

Executive Director Correnti the need for an adopted LAP. Following a brief discussion, Commissioner O'Rourke, seconded by Commissioner Ford, motioned to approve the LAP as submitted. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye, and Commissioner Conway voted "aye". Thus, the Board unanimously (5-0-0) approved the motion with a roll call vote.

**FY2020 FEE ACCOUNTANT CONTRACT**

Executive Director Correnti presented his January 28, 2020 memo regarding the FY2020 Fee Accountant Contract. A brief discussion ensued. Commissioner Ford, seconded by Commissioner O'Rourke, motioned the Board of Commissioners of the Billerica Housing Authority approve the Fee Accountant Federal and State Services Contracts, totaling \$1420.00 per month, between the Billerica Housing Authority and Fenton, Ewald & Associates, P.C. for the period of July 1, 2019 through June 30, 2020 and authorize the Executive Director to execute any required documents in that regard. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye", Commissioner Parker 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'Rourke, seconded by Commissioner Ford, motioned to adjourn. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye, and Commissioner Conway voted "aye". Thus, the Board unanimously (5-0-0) approved the motion to adjourn with a roll call vote. The Board adjourned at 4:38 PM.

Respectfully submitted,



Robert M. Correnti  
Executive Director/Secretary