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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 June 11, 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.

#### **REORGANIZATION OF THE BOARD:**

Chair Conway noted the Town Elections were this past Saturday, June 6<sup>th</sup>, 2020 and the Board traditionally reorganizes at its next meeting following Town Elections. After a brief discussion, Commissioner O'Donnell, seconded by Commissioner O'Rourke, moved to approve the current slate of Officers for another term. Chair Conway called for a vote and the current slate of Officers were unanimously approved for another term.

#### **MINUTES:**

The Meeting Minutes of February 6, 2020 were reviewed. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the Minutes of the Meeting of February 6, 2020. Chair Conway called for a vote and the Minutes were approved unanimously (5-0-0).

CORRESPONDENCE:

The Executive Director noted his 2/11/2020 letter expressing thanks to Shawsheen Tech Masonry students.

At the beginning of the pandemic, face masks were in short supply. Executive Director Correnti received donations of masks from The American Wisdom Association and Clear Path for Veterans. In appreciation for these generous donations, letters of thanks were sent on 4/21/2020 to the American Wisdom Association and a Fifty Dollar (\$50.00) donation was sent, on 5/5/2020, to Clear Path for Veterans.

In response to the Board of Selectmen's letter, Executive Director Correnti provided a copy of his May 19, 2020 letter declining the option on 41 Boston Road, Unit 453.

Executive Director Correnti advised the Board that, earlier this week, the BHA received a generous donation of food and produce from the Disabled and Limbless Veterans of Norwood and Burlington. These were extra items from their recent food drive and the donation was facilitated by Billerica resident Bill Cremens. A copy of the Thank-You letter was provided to the Board.

With the Chair's permission, the Executive Director brought forward an update on some items of interest:

- As of June 1, 2020, there were 4641 Applicants on the BHA Wait List
  - 3381 of these were Applicants for Family Housing
  - 1260 were Applicants for Elderly /Non-Elderly Disable
    - 434 of these were Applicants for elderly housing
    - 826 were Applicants for Non-Elderly Disabled housing

Thus the data indicates our efforts to increase Family Housing is responding to a demonstrated need.

- As regards the Masonic Hall, there is a Warrant Article on the Spring Town Meeting authorizing the Town's purchase of the Masonic Hall (\$800,000). Although the cost to retrofit the building into housing could be prohibitive, the Executive Director sent an email on 6/2/2020 to the Town Manager asking the Town Manager to consider donating the property for housing. Should there be a willingness

to make such a donation, the BHA would investigate the possibilities and costs involved.

Last month, with the generous assistance and donation from resident Steve Strykowski, a flag, honoring the service of First Responders, was provided to the BHA. In recognition of the services and sacrifices made by First Responders during the current pandemic, the flag was raised at the BHA. A photo of attendees and Mr. Strykowski appeared on the front page of the 5/28/2020 Billerica Minuteman.

**REPORTS:**

The **Investment Accounts Report**, as of May 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, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the 2/1/2020 Payment Report. Chair Conway called for a vote and the motion was approved unanimously (5-0-0).

The **Payment of Bills Report**, as of 3/1/2020, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the 3/1/2020 Payment Report. Chair Conway called for a vote and the motion was approved unanimously (5-0-0).

The **Payment of Bills Report**, as of 4/1/2020, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the 4/1/2020 Payment Report. Chair Conway called for a vote and the motion was approved unanimously (5-0-0).

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

The **Payment of Bills Report**, as of 6/1/2020, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the 6/1/2020 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 2/1/2020, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the 2/1/2020 Section 8 Voucher 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 3/1/2020, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the 3/1/2020 Section 8 Voucher 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 4/1/2020, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the 4/1/2020 Section 8 Voucher 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 5/1/2020, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the 5/1/2020 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 1/31/2020. Hearing no objection, Chair Conway directed the **Fee Accountant's Report**, as of 1/31/2020, be accepted and placed on file.

Executive Director Correnti briefly discussed the **Fee Accountant's Report** of 2/29/2020. Hearing no objection, Chair Conway directed the **Fee Accountant's Report**, as of 2/29/2020, be accepted and placed on file.

Executive Director Correnti briefly discussed the **Fee Accountant's Report** of 3/31/2020. Hearing no objection, Chair Conway directed the **Fee Accountant's Report**, as of 3/31/2020, be accepted and placed on file.

Executive Director Correnti briefly discussed the **Fee Accountant's Report** of 4/30/2020. Hearing no objection, Chair Conway directed the **Fee Accountant's Report**, as of 4/30/2020, be accepted and placed on file.

The **February 2020 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the February 2020 Payroll Report. Chair Conway called for a vote and the motion was approved unanimously (5-0-0).

The **March 2020 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the March 2020 Payroll Report. Chair Conway called for a vote and the motion was approved unanimously (5-0-0).

The **April 2020 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the April 2020 Payroll Report. Chair Conway called for a vote and the motion was approved unanimously (5-0-0).

The **May 2020 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Parker, motioned to approve the May 2020 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 6/1/2020, be accepted and placed on file.

**Executive Director's Report:** Executive Director Correnti reviewed his June 2020 Report. A discussion followed regarding administration of the Section 8 program. Executive Director Correnti indicated the part time administrator is leaving as of June 30<sup>th</sup>, 2020 and he has had no success in locating a qualified part time candidate for the position.

Funding would not provide for a full time administrator. Since learning of the part time administrator's notice to leave, Executive Director Correnti has consulted with our Fee Accountant. Some local Housing Authorities were queried with no interest or response. The Dedham Housing Authority was highly recommended. After discussions with them, the Executive Director has decided to enter into a five (5) year contract with the Dedham Housing Authority to administer our program at a cost of sixty percent (60%) of the fees received from HUD. Annual SEMAP submission would be at "no less than \$250.00." The Contract was distributed to the Board. After the July HAP payments are sent, all files will be gathered and delivered to Dedham Housing. Dedham Housing will send letters to voucher holders as well as landlords. There is a ninety (90) day notice for either party to terminate the agreement. The contract would thus be effective August 1, 2020. The Executive Director asked the Board to vote to accept the contract between the Billerica Housing Authority and the Dedham Housing Authority for the Administration of the Billerica Housing Authority Section 8 Housing Choice Voucher Program and authorize the Executive Director to execute the contract and any other necessary documents related thereto. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to accept the contract between the Billerica Housing Authority and the Dedham Housing Authority for the Administration of the Billerica Housing Authority Section 8 Housing Choice Voucher Program and to authorize the Executive Director to execute the contract and any other necessary documents related thereto. Chair Conway called for a vote and the motion was approved unanimously (5-0-0).

In addition, Executive Director Correnti requested the Board adopt the Dedham Housing Authority's Section 8 Administrative Plan. Commissioner O'Donnell, seconded by Commissioner Ford, motioned that the Billerica Housing Authority adopt the Dedham Housing Authority's Administrative Plan. Chair Conway called for a vote and the motion was approved unanimously (5-0-0).

**OLD BUSINESS:**

Chair Conway spoke regarding the status of the response from the School Administration regarding concerns of the Board and residents relative to the new fields. Executive Director Correnti responded he has not heard from the Administration in response to his 2/20/2020 email. A discussion followed with all Commissioners expressing their dismay at the School's lack of response and dialog. All Commissioners discussed possible courses of action, including legal action. Nonetheless, it was the sense of the Board that the Executive Director correspond with the new Chair of the School Committee and seek to get resolution to issues impacting the quality of life for all residents. The Executive Director agreed to do so and will copy Board Members with his correspondence.

**16 River Street Project Based Section 8 Contract Update:**

Executive Director Correnti provided an update to the Board relative to the approved contract. We are currently correcting and updating data in our system. These changes will then be provided to DHCD/HUD. Adjustments will be retroactive to the start of the new contract. Five (5) tenants, at the current contract rent maximum, have been identified. We have spoken with four (4) of the five (5) explaining the impact of the change on their rent effective in February 2021.

**NEW BUSINESS:**

**GASB 74/75 Report for FY ending 6/30/2020**

The report from Odyssey Advisors was presented. Following a brief discussion, Commissioner O'Donnell, seconded by Commissioner Parker, motioned to accept the GASB 74/75 Report for FY ending 6/30/2020 as presented. Chair Conway called for a vote and the motion was approved unanimously (5-0-0).

**UPDATED PROCUREMENT PPOLICY:**

Executive Director Correnti advised the need for an updated Procurement Policy. The current policy was provided along with an updated policy. After a brief discussion Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the new Procurement Policy. Chair Conway called for a vote and the motion was approved unanimously (5-0-0).

**NEW BUSINESS (continued):****Rent Write Off:**

Executive Director Correnti requested the Board approve his request to write off \$1154.00 balance for Talbot Apartment G3. The tenant passed away during eviction proceedings. After a brief discussion Commissioner O'Rourke, seconded by Commissioner O'Donnell, motioned to approve the write off of the rent as requested. Chair Conway called for a vote and the motion was approved unanimously (5-0-0).

**Approve Roofing and Fascia Repair Contract for 609 Boston Road Fish #031075:**

With the outstanding assistance and support of Jeff Baxter, our NE RCAT Project Manager, we are proceeding with the Roof and Fascia repair at 609 Boston Road under Fish #031075. Executive Director Correnti requested the Board accept the quote from W.P.I. Construction for \$19,900 and authorize the Executive Director to enter into contract with W.P.I. Construction, Inc. for this project in the amount of \$19,900. Executive Director Correnti requested a roll call vote. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned that the Billerica Housing Authority accept the quote from W.P.I. Construction for \$19,900 for this project and authorize the Executive Director to enter into contract with W.P.I. Construction, Inc. for this project in the amount of \$19,900 as well as the Board authorizing the execution of all documents related to Fish #031075. 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 Chair Conway voted "aye." Thus the motion passed unanimously by 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 Parker, motioned to adjourn. Chair Conway called for a vote and the motion was approved unanimously (5-0-0). The Board adjourned at 5:38 PM.

Respectfully submitted,



Robert M. Correnti  
Executive Director/Secretary