
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 July 2, 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 June 11, 2020 were reviewed. Commissioner O'Donnell, seconded by Commissioner Parker, motioned to approve the Minutes of the Meeting of June 11, 2020. Chair Conway called for a vote and the Minutes were approved unanimously (5-0-0).

CORRESPONDENCE:

There was none.

REPORTS:

The **Investment Accounts Report**, as of June 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 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 6/1/2020, 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 7/1/2020, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the 7/1/2020 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 5/31/2020. Hearing no objection, Chair Conway directed the **Fee Accountant's Report**, as of 5/31/2020, be accepted and placed on file.

The **June 2020 Payroll Report** was presented by the Executive Director. Commissioner O'Rourke had a couple of questions. One was regarding no earnings indicated for employee Darrick Yates. Executive Director Correnti advised that employee Yates was out on Workers Compensation. Commissioner O'Rourke then asked why so much overtime for employee John Simolaris. Executive Director Correnti responded that having employee Yates out and continuing emergency work orders, it has been necessary to utilize overtime. As is the usual process, both Maintenance employees are given equal opportunity for overtime. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the June 2020 Payroll Report. Chair Conway called for a vote and the motion was approved unanimously (5-0-0).

Following the vote, Executive Director Correnti brought forth a recent issue. He noted Payroll information was provided to the Board relative to its role to insure the integrity and accuracy of the BHA payroll. However, he discussed Commissioner Parker's complaint regarding the removal of a chive plant. The plant was inadvertently

removed by a BHA seasonal employee cleaning and preparing the bed for wood chips. While Executive Director Correnti apologized, he noted it could happen again. He spoke with the tenant and offered to replace the plant. Executive Director Correnti assumed the matter had been addressed. However, the next day, Commissioner Parker spoke with John Simolaris. He stated to Mr Simolaris that with his base pay and overtime, he "earns almost as much as the Executive Director" and should supervise the seasonal employees so it doesn't happen again. Executive Director Correnti felt Commissioner Parker had overstepped his role. A discussion ensued. An opportunity for an apology was provided, the discussion ended with one being offered.

Following a brief discussion, Chairman Conway directed the **Vacancy Report**, dated 7/1/2020, be accepted and placed on file.

Executive Director's Report: Executive Director Correnti reviewed his July 2020 Report. In regards to the discussion at the last Board Meeting regarding fees to be paid to the Dedham Housing Authority, Executive Director Correnti distributed the most recent HCVP Disbursement Schedule indicating what the fees would be if the schedule did not change. Executive Director Correnti provided the Board with a copy of his 6/30/2020 memo to residents relative to Covid-19 testing. Commissioner O'Donnell brought forth information he had received from Ms. Marlies Henderson indicating CPA funds could be used for rental assistance. Executive Director Correnti noted the Dukes County Regional Housing Authority and the Eastham Affordable Housing Trust have had success in this regard. However, Executive Director Correnti noted the very few situations occurring here have been referred to Community Teamwork. CTI's R.A.F.T. program has successfully assisted those tenants. There really is no demand for this assistance with elderly/non-elderly disabled tenants. Further, a suitable partner would be needed to assist in administering such a program. Funds would need to be isolated, voted by Town Meeting and set aside. Since current needs are being addressed by current resources, Executive Director Correnti felt there was no need to embark on this program. A brief discussion ensued and the sense of the Board was in agreement.

Executive Director Correnti completed reviewing his Report.

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. The email of June 17, 2020 to the Chair of the School Committee was discussed. Executive Director Correnti advised he has not heard in response to the 6/17/2020 email. A discussion followed with all Commissioners expressing their dismay at the continuing lack of response. Chair Conway suggested School Committee Chair Efstratiou be invited to the next meeting. Other Commissioners agreed and Executive Director Correnti was instructed to extend the invitation to Chair Efstratiou.

NEW BUSINESS:**LEAD PAINT CERTIFICATION:**

Executive Director Correnti stated this was an annual Certification for the Board to vote. After a brief discussion, Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned that the Billerica Housing Authority Board of Commissioners certify that the Billerica Housing Authority is in compliance with the following:

1. Environmental Protection Agency (EPA) regulations at 40 CFR 745 Subpart F "*Disclosure of Known Lead-Based Paint and/or Lead-Based Paint Hazards Upon Sale or Lease of Residential Property,*"
2. Massachusetts Department of Public Health *Lead Poisoning Prevention and Control* regulations at 105 CMR 460.725,
3. EPA regulations at 40 CFR 745 Subpart E "*Residential Property Renovation,*" and
4. Massachusetts Division of Occupational Safety *Deleading and Lead-Safe Renovation Regulations* at 454 CMR 22.00.

and that the Billerica Housing Authority is maintaining proper record-keeping related to such requirements.

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 (5-0-0) by 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 O'Rourke, motioned to adjourn. Chair Conway called for a vote and the motion was approved unanimously (5-0-0). The Board adjourned at 4:46 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary