

# 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 August 6, 2020

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

Chair Conway called the meeting to order at 4:00 PM. All Commissioners were present. The Executive Director, the Chair of the Billerica Board of Selectmen and the Town Manager were all 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 July 2, 2020 were reviewed. Commissioner Parker stated there were two errors in the Minutes. Namely, at the bottom of page two, "...another tenant's chive plant." should read "...a chive plant." Also, as regards the first paragraph on page three, Commissioner Parker stated an apology was offered. Chair Conway directed the Minutes be so amended unless there was an objection. As there was no objection, the Minutes were so amended. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the Minutes of the Meeting of July 2, 2020 as amended. Chair Conway called for a vote and the Minutes, as amended, were approved unanimously (5-0-0).

#### **PURCHASE OF CONDO UNITS AT 41 BOSTON ROAD:**

Hearing no objection, Chair Conway brought forward Select Chair Rosa's Agenda item listed under New Business.

Selectman Rosa addressed the Board regarding condos at 41 Boston Road indicating the BHA has declined to purchase condos when affordable units become available. He presented data in justification of BHA condo purchases. A lengthy discussion ensued. Commissioners O'Donnell, Ford, O'Rourke and Conway all stated their continued objection to the acquisition of condos as Condo Associations add another layer of regulations and fees. In addition, assessments can be levied. Nonetheless, all agreed about the need for additional affordable housing. While the consensus of the Board was evidently clear regarding condos, Commissioners expressed their appreciation to Chair Rosa and Town Manager Curran for their coming before the Board to discuss the need for affordable housing. Among the various options discussed:

- i. Does the Town have a process to insure the capture of funds should a unit be sold at market rate? Can these funds be then set aside for affordable housing?
- ii. Can Zoning ByLaws be changed to allow construction of duplexes?
- iii. Would the Board of Selectmen consider raising the CPA tax?
- iv. Would the Board of Selectmen consider the purchase of the Andover Road property to include a new COA facility, housing units, bike trail, walking trail?
- v. Would the Board of Selectmen consider the Masonic Hall for housing?

While Chair Rosa indicated he would review the above and get back to the Board, all expressed positive comments as regards the Board of Selectmen and the BHA Board of Commissioners working together relative to addressing the need for more affordable housing. Chair Rosa concluded advising he would update the Board of Selectmen on this discussion.

**CORRESPONDENCE:**

1. Executive Director Correnti reviewed his July 8, 2020, letter to Selectman Burrows. He noted he has not received a response.
2. Executive Director Correnti reviewed the July 6, 2020 email from Mark Efstratiou, Chair of the Billerica School Committee. The matter is on the Agenda of the Board's September 3<sup>rd</sup>, 2020 meeting.

**REPORTS:**

The **Investment Accounts Report**, as of July 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 7/1/2020, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the 7/1/2020 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 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). In addition, Executive Director Correnti presented the August 2020 HAP Payment Register. He reviewed the Register as it was the first time this Register format was presented to the Board. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the 8/1/2020 Section 8 Voucher Payment Report. Chair Conway called for a vote and the motion was approved unanimously (5-0-0).

Executive Director Correnti noted the **Fee Accountant's Report** for June 2020 was not yet completed as the Fee Accountant is working on the FY year end (6/30/2020).

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

Executive Director Correnti reviewed the August 1, 2020 **Vacancy Report**. Following a brief discussion, Chairman Conway directed the **Vacancy Report**, dated 8/1/2020, be accepted and placed on file.

**Executive Director's Report:** Executive Director Correnti reviewed his August 2020 Report. A brief discussion ensued.

**OLD BUSINESS:**

Chair Conway indicated the School Department response would be on the September's Agenda with the Chair of the School Committee in attendance at the BHA meeting.

**NEW BUSINESS:**

Executive Director Correnti noted the Roof and Fascia Repair project at the McColough House was complete. This was a Modernization Project (Formula Funding) #031075. The full value of the project was \$19,900 with payment #1 for 95% or \$18,905 and the 5% retainage, payment #2, for \$995.00. Executive Director Correnti requested the Board need the Board approve the Certificate of Final Completion as well as the second payment of the retainage. Following a brief discussion, Commissioner O'Donnell, seconded by Commissioner Ford, motioned that the Billerica Housing Authority Board of Commissioners approve the Certificate of Final Completion as well as the Final Payment of the 5% retainage for Fish #031075, in the amount of Nine Hundred Ninety-five Dollars (\$995.00) and, in addition, that the Board approve the Executive Director executing any documents required in connection with this project. 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 5:20 PM.

Respectfully submitted,



Robert M. Correnti  
Executive Director/Secretary