

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 September 3, 2020

CALL TO ORDER:

Chair Conway called the meeting to order at 4:01 PM. All Commissioners were present. The Executive Director, Mark Efstratiou, the Chair of the Billerica School Committee, as well as School Committee member James Gately and High School Building Committee member David Gagliardi 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 August 6, 2020 were reviewed. Commissioner Ford, seconded by Commissioner O'Rourke, motioned to approve the Minutes of the Meeting of August 6, 2020. Chair Conway called for a vote and the Minutes were approved unanimously (5-0-0).

CORRESPONDENCE:

There was no correspondence.

OLD BUSINESS:

Update on Open Issues/Billerica School Department: As there were speakers present to address this issue, Chair Conway suggested this matter be brought forward for discussion. Hearing no objection, the issue was placed before the Board.

Billerica School Committee Chair Mark Efstratiou addressed the Board. He began by stressing the School Department wants to continue to be a good neighbor. He then provided an update on the issues:

- i. The Practice Field in front of the High School did have some underground conduit, for future lighting, installed. However, due to the estimated cost of \$600k, the lighting project did not proceed. At some future point, lighting will be reviewed. If it were to proceed forward, it will be reviewed by the appropriate Town Boards;
- ii. The lighting for the main field is supplied by four (4) light poles. These lights were calibrated and aimed at the field itself. There is projected to be little light spillover outside of the targeted field area;
- iii. As regards noise, the Board of Health approved a 2016 Accoustical report limiting the noise level to no greater than 10 db over pre-construction levels;
- iv. Fencing was reviewed but costs were significant and thus no action was taken for fencing;
- v. Concerns about emergency access and traffic, during events, were expressed. School Committee Chair Efstratiou indicated that this activity will be reviewed as events are held.

While Board members expressed disappointment at the School Department's lack of communication and cooperation, Board members unanimously expressed their appreciation to Chair Efstratiou, School Committee Member Gately and HSBC member Gagliardi for attending the meeting and their update to issues of concern. Once again, Chair Efstratiou assured BHA Commissioners of the School Department's intent to be a good neighbor and work with the Billerica Housing Authority on issues of concern.

REPORTS:

The **Investment Accounts Report**, as of August 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 9/1/2020, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the 9/1/2020 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 9/1/2020, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Ford, motioned to approve the 9/1/2020 Section 8 Voucher Payment Report. Chair Conway called for a vote and the motion was approved unanimously (5-0-0).

Executive Director Correnti discussed the **Fee Accountant's Report of** FY20 year end dated June 30, 2020. Hearing no objection, Chair Conway directed the **Fee Accountant's Report**, as of 6/30/2020, be accepted and placed on file.

Executive Director Correnti discussed the **Fee Accountant's Report** of July 31, 2020. A brief discussion ensued. Hearing no objection, Chair Conway directed the **Fee Accountant's Report**, as of 7/31/2020, be accepted and placed on file.

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

Executive Director Correnti reviewed the September 1, 2020 **Vacancy Report**. Following a brief discussion, Chairman Conway directed the **Vacancy Report**, dated 9/1/2020, be accepted and placed on file.

Executive Director's Report: Prior to reviewing his Report, Executive Director Correnti noted the front page article, appearing in the 8/27/2020 issue of the **Billerica Minuteman**, regarding Commissioner O'Rourke's forty years of service in the Veterans' Office. All expressed their congratulations to Commissioner O'Rourke. Executive Director Correnti then reviewed his September 2020 Report. Commissioner O'Donnell requested the Executive Director seek an update from BOS Chair Rosa relative to the outstanding items from the 8/6/2020 meeting.

After updating the Board on the Home Inspection for the potential acquisition of the property at 16-18 Mason Avenue, Commissioner O'Rourke inquired about the lack of the Board's involvement in the process, Executive Director Correnti responded that, with current market conditions, it is a fast moving process but he had no objections if the Board wanted a member involved. Hearing no objections, Commissioner O'Rourke offered to represent the Board in the process.

NEW BUSINESS:

- 1. 2021 BHA Holiday Schedule:** Executive Director Correnti reviewed his memo of August 12, 2020 indicating Juneteenth is now a recognized State holiday. Accordingly, he asked the Board to approve Juneteenth as a BHA holiday. Accordingly, Commissioner Ford, seconded by Commissioner O'Rourke, motioned that the Billerica Housing Authority Board of Commissioners approve the addition of Juneteenth as a BHA holiday. Chair Conway called for a vote and the motion was approved unanimously (5-0-0). Executive Director Correnti then reviewed the 2021 BHA Holiday Schedule;
- 2. 2021 Board Meeting Schedule:** Executive Director Correnti reviewed the draft of the 2021 Board Meeting Schedule. As the Meeting dates are subject to change and hearing no objection, Chair Conway directed the 2021 Board Meeting Schedule be adopted;
- 3. HAP Payment Standards:** Executive Director Correnti recommended the Board approve the draft HAP Payment Standards effective 10/1/2020. Accordingly, Commissioner O'Donnell, seconded by Commissioner Ford, motioned that the Billerica Housing Authority Board of Commissioners approve the HAP Payment Standards effective October 1, 2020. Chair Conway called for a vote and the motion was approved unanimously (5-0-0);

4. **Lead Paint Certification:** Executive Director Correnti reviewed his memo of August 21, 2020 regarding the Certificate of Compliance for Lead Paint. This Certificate is for FY2021. Accordingly, Commissioner Ford, 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:
- i. 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*";
 - ii. Massachusetts Department of Public Health *Lead Paint Poisoning Prevention and Control* regulations at 105 CMR 460.725;
 - iii. EPA regulations at 40 CFR 745 Subpart E "*Residential Property Renovation*" and
 - iv. 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'Donnell voted "aye", Commissioner O'Rourke voted "aye", Commissioner Parker voted "aye", and Chair Conway voted "aye". Thus, the motioned passed unanimously (5-0-0) by a roll call vote;

5. **Certification of:**

- i. **Top 5 Compensation:** Executive Director Correnti presented the completed Top 5 Compensation Form dated 9/3/2020. Hearing no discussion, Chair Conway called for a motion and roll call vote. Accordingly, Commissioner O'Donnell, seconded by Commissioner O'Rourke, moved that the Billerica Housing Authority approve the Top 5 Compensation Form dated 9/3/2020 and submit said form to DHCD as required. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Donnell voted "aye", Commissioner O'Rourke voted "aye", Commissioner Parker voted "aye", and Chair Conway voted "aye". Thus, the motioned passed unanimously (5-0-0) by a roll call vote;

ii. **FY20 Year End Financials:** Executive Director Correnti reviewed the FY Year End Financials. Hearing no discussion, Chair Conway called for a motion and roll call vote. Accordingly, Commissioner O'Donnell, seconded by Commissioner O'Rourke, moved that the Billerica Housing Authority approve the FY20 Year End Financials dated 6/30/2020 and submit said financials to DHCD as required. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Donnell voted "aye", Commissioner O'Rourke voted "aye", Commissioner Parker voted "aye", and Chair Conway voted "aye". Thus, the motioned passed unanimously (5-0-0) by a roll call vote.

6. **Approve Final Payment (Fish #031068) for 13 River Street Repaving Project:** Executive Director Correnti advised the Board of the completion of the project. This is the Final Payment of the 5% Retainage. Executive Director Correnti requested the Board approve the Certificates as well as the Final Payment of \$14,550.00 to Family Paving. Following a brief discussion, Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned that the Billerica Housing Authority Board of Commissioners approve the Certificate of Substantial Completion and Certificate of Final Payment and authorize the Final Payment of \$14,550.00 to Family Paving. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Donnell voted "aye", Commissioner O'Rourke voted "aye", Commissioner Parker voted "aye", and Chair Conway voted "aye". Thus, the motioned 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