

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 January 7, 2021

CALL TO ORDER:

Chair Conway called the meeting to order at 4:05 PM. All Commissioners were present with the exception of Commissioner Ford who was absent. The meeting began with the Pledge of Allegiance.

OPEN MIC:

No one signed up to speak at Open Mic.

MINUTES:

The Meeting Minutes of December 10, 2020, were reviewed. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the Minutes of the Meeting of December 10, 2020. Chair Conway called for a vote and the Minutes were approved unanimously (4-0-0).

CORRESPONDENCE:

Correspondence to BOS Chair Rosa:

Executive Director Correnti discussed his response of 12/22/2020 to Select Chair Rosa's email of 12/22/2020. A brief discussion ensued regarding the tone and tenor of Select Chair Rosa's response. The sense of the Board was to table the matter for the present time and to pursue the issues at a later date. Chair Conway requested Executive Director Correnti bring the matter back to the Board in the Spring of 2021.

REPORTS:

The **Investment Accounts Report**, as of December 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**, for December 2020, was presented by the Executive Director. Following a brief discussion, Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the December 2020 Payment Report. Chair Conway called for a vote and the **December 2020 Payment Report** was unanimously approved (4-0-0).

The **Section 8 Voucher Payment Report**, for January 2021, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the **January 2021 Section 8 Voucher Payment Report**. Chair Conway called for a roll call vote and the Report was unanimously approved (4-0-0).

Executive Director Correnti discussed the **Fee Accountant's Report** as of November 30, 2020. Hearing no questions, Chair Conway directed the **Fee Accountant's Report** as of 11/30/2020 be accepted and placed on file.

The **December 2020 Payroll Report** was presented by the Executive Director. Executive Director Correnti advised the Board that, while one member of the Maintenance Staff is on inactive status due to a Workers' Compensation claim, a temporary addition has been made to the Maintenance Staff. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the **October 2020 Payroll Report**. Chair Conway called for a vote and the Report was unanimously approved (4-0-0).

Executive Director Correnti reviewed the **January 1, 2021 Vacancy Report**. Following a brief discussion, Chair Conway O'Donnell directed the **Vacancy Report**, dated 1/1/2021 be accepted and placed on file.

Executive Director's Report: Prior to reviewing his Report, Executive Director Correnti noted the Billerica Animal Control Facebook page commended the BHA for a Donation Drive to benefit Billerica Animal Control. The drive was led by residents Steve Strykowski and Deb Meehan.

Relative to the Covid-19 Testing conducted onsite on 12/17/2020, Executive Director Correnti advised that 168 tests were administered of which 54 were for BHA residents and staff. It was well received by residents.

Executive Director Correnti concluded his review of his January 2021 Report.

OLD BUSINESS:

There was none.

NEW BUSINESS:

Rent Write Off Requests: Executive Director Correnti reviewed both requests. Following a brief discussion, Commissioner O'Donnell, seconded by Commissioner O'Rourke, moved to approve the write off of \$844.00 in unpaid rent for Talbot #108. Chair Conway called for a vote and the motion was unanimously approved (4-0-0). Subsequent to that vote, Commissioner O'Donnell, seconded by Commissioner O'Rourke, moved to approve the write off of \$10,179.00 for 13 River Street Apt 3-5. Chair Conway called for a vote and the motion was unanimously approved (4-0-0).

ADJOURN:

There being no other items for discussion, Chair Conway requested a motion to adjourn. Commissioner O'Donnell, seconded by Commissioner Parker, motioned to adjourn. Chair Conway called for a vote and the motion was unanimously approved (4-0-0). The Meeting adjourned at 4:55 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary