

# 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 February 4, 2021

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

Chair Conway called the meeting to order at 4:00 PM. All Commissioners were present with Commissioners Ford and O'Donnell participating via telephone. The meeting began with the Pledge of Allegiance.

#### **OPEN MIC:**

No one signed up to speak at Open Mic.

Chair Conway recognized Commissioner Parker who requested the opportunity to briefly address the Board. Commissioner Parker indicated he was still dealing with some medical issues and was awaiting cataract surgery. Chair Conway wished Commissioner Parker a speedy resolution to his health issues and offered the Board's assistance to him.

#### **MINUTES:**

The Meeting Minutes of January 7, 2021, were presented. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to accept the Minutes of the January 7, 2021 meeting as submitted. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner Parker voted "aye", Commissioner O'Donnell voted "aye" and Chair Conway voted "aye". Thus, the Minutes of the January 7, 2021 Meeting were unanimously approved (5-0-0) by a roll call vote.

CORRESPONDENCE:

There was none.

REPORTS:

The **Investment Accounts Report**, as of January 1, 2021 was presented by the Executive Director. Hearing no questions, Chair Conway directed the report be placed on file.

The **Payment of Bills Report**, for January 2021, was presented by the Executive Director. Commissioner Ford, seconded by Commissioner O'Rourke, motioned to approve the January 2021 Payment Report. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner Parker voted "aye", Commissioner O'Donnell voted "aye" and Chair Conway voted "aye". Thus, the motion passed unanimously (5-0-0) by a roll call vote and the **January 2021 Payment Report** was approved.

The **Section 8 Voucher Payment Report**, for February 2021, was presented by the Executive Director. Commissioner Ford, seconded by Commissioner O'Rourke, motioned to approve the **February 2021 Section 8 Voucher Payment Report**. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner Parker voted "aye", Commissioner O'Donnell voted "aye" and Chair Conway voted "aye". Thus, the **February 2021 Section 8 Voucher Payment Report** was unanimously approved (5-0-0) by a roll call vote.

Executive Director Correnti discussed the **Fee Accountant's Report** as of December 31, 2020. Hearing no questions, Chair Conway directed the **Fee Accountant's Report**, as of 12/31/2020, be accepted and placed on file.

The **January 2021 Payroll Report** was presented by the Executive Director. Commissioner O'Rourke, seconded by Commissioner Ford, motioned to approve the **January 2021 Payroll Report**. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner Parker voted "aye", Commissioner O'Donnell voted "aye" and Chair Conway voted "aye". Thus, the **January 2021 Payroll Report** was unanimously approved (5-0-0) by a roll call vote.

Executive Director Correnti reviewed the **February 1, 2021 Vacancy Report**. Following a brief discussion, Chair Conway directed the **Vacancy Report**, dated 2/1/2021, be accepted and placed on file.

**Executive Director's Report:** Prior to reviewing his Report, Executive Director Correnti advised he should have included this within the Correspondence section of the Agenda and that was the Board received a Thank You card from Commissioner Ford for the Edible Arrangement Bouquet she received during her first hospitalization. Additionally, previous correspondence regarding term expiration dates for Board members was inaccurate. The latest information, dated 1/28/2021, was correct per the Town Clerk.

Relative to on-site Covid-19 Vaccinations, Executive Director Correnti advised that he was working with the Town Administration, the Town Board of Health and Elder Services of Merrimack Valley. As of noon today, 110 BHA individuals pre-registered for the Covid vaccinations to be offered at 16 River Street. At present, the Town has not received the doses needed for the BHA. As soon as doses are available, the on-site vaccinations will be scheduled.

Also, Executive Director Correnti advised the Board that a resident had accidentally driven into the Maintenance building damaging a cinder block section. The resident's auto insurer is working with the BHA relative to the claim.

Executive Director Correnti then reviewed his written February 2021 report. He concluded by noting the excellent work by the Maintenance crew over the past few days dealing with the significant snowfall. Chair Conway thanked the Maintenance Staff for their efforts.

**OLD BUSINESS:**

There was none.

**NEW BUSINESS:**

**16-18 Mason Avenue:** Executive Director Correnti advised the Board that one tenant has vacated the premises. However, the other tenant has not. The Seller has agreed to an extension for the closing until noon on February 12, 2021. In the meantime, the Seller has action pending with the Housing Court. Executive Director Correnti indicated the closing would most likely be further extended. Chair Conway requested Executive Director Correnti seek a further reduction of the sell price. Following a brief discussion, the Board considered the items noted on the draft Certificate of Vote.

Commissioner O'Rourke, seconded by Commissioner O'Donnell, motioned that the Billerica Housing Authority purchase the premises located at 16-18 Mason Avenue, North Billerica, Massachusetts (the "Property") for the sum of five hundred and five thousand dollars (\$505,000.00). Chair Conway called for a vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner Parker voted "aye", Commissioner O'Donnell voted "aye" and Chair Conway voted "aye". Thus, the motion passed unanimously (5-0-0) by a roll call vote.

Next, Commissioner O'Rourke, seconded by Commissioner O'Donnell, motioned that the Billerica Housing Authority borrow up to one hundred eighty thousand five hundred dollars from the Northern Bank & Trust Company and pursue all other available sources of funding for the purposes of acquiring title to the Property. Chair Conway called for a vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner Parker voted "aye", Commissioner O'Donnell voted "aye" and Chair Conway voted "aye". Thus, the motion passed unanimously (5-0-0) by a roll call vote.

Following that vote, Commissioner O'Rourke, seconded by Commissioner O'Donnell, motioned that Robert M. Correnti, as Executive Director, be authorized and otherwise empowered to sign, deliver and execute in the name of the Billerica Housing Authority any and all documents deemed necessary and proper to purchase the Property including, but not limited to a Purchase and Sale Agreement, loan applications, mortgage and mortgage related documents, including Assignments of Leases and Rents. Chair Conway called for a vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner Parker voted "aye", Commissioner O'Donnell voted "aye" and Chair Conway voted "aye". Thus, the motion passed unanimously (5-0-0) by a roll call vote.

Next, Commissioner O'Rourke, seconded by Commissioner O'Donnell, motioned that the Billerica Housing Authority accept the transfer of funds from the Billerica Housing Trust for the purpose of funding the purchase of the Property. Chair Conway called for a vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner Parker voted "aye", Commissioner O'Donnell voted "aye" and Chair Conway voted "aye". Thus, the motion passed unanimously (5-0-0) by a roll call vote.

Lastly, Commissioner O'Rourke, seconded by Commissioner O'Donnell, motioned that all actions in anyway relating to the acquisition of Property taken to date be and are hereby ratified. Chair Conway called for a vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner Parker voted "aye", Commissioner O'Donnell 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'Rourke, seconded by Commissioner O'Donnell, motioned to adjourn. Chair Conway called for a vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner Parker voted "aye", Commissioner O'Donnell voted "aye" and Chair Conway voted "aye". Thus, the motion passed unanimously (5-0-0) by a roll call vote. Accordingly, the Board adjourned at 4:29 PM.

Respectfully submitted,



Robert M. Correnti  
Executive Director/Secretary