

# 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 8, 2021

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

Chair Conway called the meeting to order at 4:03 PM. All Commissioners were present. The meeting began with the Pledge of Allegiance. Chair Conway then asked for a Moment of Silence in memory of Commissioner Ford. Following the Moment of Silence, Chair Conway offered his comments regarding Commissioner Ford. Commissioner O'Donnell also offered some personal comments. Additionally, resident Connie Carbone provided her personal comments in Commissioner Ford's memory. Executive Director Correnti indicated he had not as yet heard from the Ford Family. However, due to granite leadtimes he has proceeded with planning for a Tree Planting.

#### **OPEN MIC:**

No one signed up to speak at Open Mic.

#### **MINUTES:**

The Meeting Minutes of June 3, 2021, were presented. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to accept the Minutes of the June 3, 2021 meeting as submitted and to place the Minutes on file. Chair Conway called for a vote. The motion was approved (4-0-0).

#### **CORRESPONDENCE:**

##### **Reappointments to BAHT:**

Executive Director Correnti reviewed his June 3, 2021 memo to Chair Burns of the Select Board. The issue has been resolved and Chair Conway has been reappointed.

**Board Waiver Request:**

Executive Director Correnti reviewed the Waiver Request submitted to DHCD. He will submitted a request again next year.

**6/19/2021 Response to HUD:**

Executive Director Correnti reviewed the lengthy response provided to HUD.

**REPORTS:**

The **Investment Accounts Report**, as of June 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 June 2021, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the June 2021 Payment Report. Chair Conway called for a vote. The motion was approved unanimously (4-0-0).

The **Section 8 Voucher Payment Report**, for July 2021, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve and authorize payment for the July 2021 Section 8 Vouchers in the amount of \$71,915.82. Chair Conway called for a vote. The motion was approved unanimously (4-0-0).

Executive Director Correnti discussed the **Fee Accountant's Report** as of May 31, 2021. Hearing no questions, Chair Conway directed the **Fee Accountant's Report**, as of 5/31/2021, be accepted and placed on file.

The **June 2021 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the **June 2021 Payroll Report**. Chair Conway called for a vote. The motion was approved unanimously (4-0-0).

Executive Director Correnti reviewed the **July 1, 2021 Vacancy Report**. Hearing no questions, Chair Conway directed the **Vacancy Report**, dated 7/1/2021, be accepted and placed on file.

**Executive Director's Report:**

Executive Director Correnti reviewed his July 2021 Report. In addition, Executive Director Correnti discussed the new HUD tenant Lease for 16 River Street. He is planning to review the new lease at the 7/20/2021 Tenant Meeting. Further, he reviewed the excellent results of the recent REAC Inspection.

**OLD BUSINESS:**

There was none.

**NEW BUSINESS:****Internal Controls Policy:**

Executive Director Correnti noted the need for an Internal Controls Policy. It was also a finding on the AUP Audit. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the **Internal Controls Policy** as submitted. Chair Conway called for a vote. The motion was approved unanimously (4-0-0).

**Air Conditioner Policy:**

Per Executive Director Correnti, there is no current approved Policy. DHCD PHN 2021-10 recommends a policy be adopted and provided policy guidance. A discussion ensued. The BHA is spending almost \$10k per month for electricity-A/C units are running and windows are open. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the **Air Conditioner Policy** as submitted. Chair Conway called for a vote. The motion was approved unanimously (4-0-0).

**Personnel Policies and Procedures:**

The last time these Policies were updated was February 2, 2006. There are significant updates to comply with current Labor Law. NAHRO engaged KP Law to provide a template for Housing Authorities. The draft submitted brings us in compliance. A brief discussion ensued. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the **Personnel Policies and Procedures** submitted. Chair Conway called for a vote. The motion was approved unanimously (4-0-0).

**Affirmative Action Plan:**

As Executive Director Correnti found no Affirmative Action Plan on file, he requested the Board approve the submitted draft Plan. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the **Affirmative Action Plan** submitted. Chair Conway called for a vote. The motion was approved unanimously (4-0-0).

**Capitalization Policy:**

Executive Director Correnti requested the Board approve an updated Capitalization Policy. Following a brief discussion, Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the **Capitalization Policy** submitted. Chair Conway called for a vote. The motion was approved unanimously (4-0-0).

**ADDENDUM****Approve Fenton Ewald Contract for FY22:**

Executive Director Correnti advised that the contract increased 3.3% and their service is outstanding. He recommended approval. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned the Board of Commissioners of the Billerica Housing Authority approve the Fee Accountant Federal and State Services Contracts, totaling \$1512.00 per month, between the Billerica Housing Authority and Fenton, Ewald & Associates, P.C. for the period of July 1, 2021 through June 30, 2022 and authorize the Executive Director to execute any required documents in that regard. Chair Conway called for a vote. The motion was approved unanimously (4-0-0).

**AUGUST MEETING DATE CHANGED:**

Due to the year end closing, Executive Director Correnti requested the Board move the date of its August Meeting to **THURSDAY, AUGUST 19<sup>th</sup>, 2021**. A brief discussion followed and, hearing no objection, Chair Conway so ordered the meeting date changed.

**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. The motion was approved unanimously (4-0-0). Accordingly, the Board adjourned at 5:04 PM.

Respectfully submitted,



Robert M. Correnti  
Executive Director/Secretary