

BILLERICA

HOUSING AUTHORITY

Martin E. Conway, Chair
James F. O'Donnell, Jr.,
Marie O'Rourke, Treasurer
John Saulnier, Assistant Treasurer
John Parker
Robert M. Correnti, Executive Director

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MINUTES OF THE BILLERICA HOUSING AUTHORITY REGULAR MEETING OF October 14, 2021

CALL TO ORDER:

Chair Conway called the meeting to order at 4:01 PM. All Commissioners were present. The meeting began with the Pledge of Allegiance.

WELCOME AND REORGANIZATION:

Following the Pledge of Allegiance, Chair Conway introduced and welcomed John Saulnier's return to the Board. Commissioner Saulnier will be filling Commissioner Ford's unexpired term until April 2022. Subsequently, Chair Conway advised that nominations were in order for Vice Chair of the Board. Commissioner O'Rourke, seconded by Commissioner Saulnier, nominated Commissioner O'Donnell for Vice Chair of the Board. Hearing no further nominations, Chair Conway requested a motion to close nominations. Commissioner Saulnier, seconded by Commissioner O'Rourke, moved to close nominations. Chair Conway called for a vote on the motion to close the nominations. The motion passed unanimously (5-0-0). Chair Conway then called for a vote on the motion to appoint Commissioner O'Donnell Vice Chair of the Board. The motion passed unanimously (5-0-0).

With Commissioner O'Donnell's appointment as Vice Chair, Chair Conway noted the position of Treasurer was vacant and opened the floor for nominations for Treasurer. Commissioner O'Donnell, seconded by Commissioner Saulnier, nominated Commissioner O'Rourke for Treasurer of the Board. Hearing no further nominations, Chair Conway requested a motion to close nominations. Commissioner Saulnier, seconded by Commissioner O'Donnell, moved to close nominations. Chair Conway called for a vote on the motion to close the nominations. The motion passed unanimously (5-0-0). Chair Conway then called for a vote on the motion to appoint Commissioner O'Rourke as Treasurer of the Board. The motion passed unanimously (5-0-0).

With Commissioner O'Rourke's appointment as Treasurer, Chair Conway noted the position of Assistant Treasurer was vacant and opened the floor for nominations for Assistant Treasurer. Commissioner O'Donnell, seconded by Commissioner O'Rourke, nominated Commissioner Saulnier for Assistant Treasurer of the Board. Hearing no further nominations, Chair Conway requested a motion to close nominations. Commissioner O'Donnell, seconded by Commissioner O'Rourke, moved to close nominations. Chair Conway called for a vote on the motion to close the nominations. The motion passed unanimously (5-0-0). Chair Conway then called for a vote on the motion to appoint Commissioner Saulnier as Assistant Treasurer of the Board. The motion passed unanimously (5-0-0).

OPEN MIC:

No one signed up to speak at Open Mic.

FORD MEMORIAL:

As members of the Ford family were present, Chair Conway brought the Ford Memorial discussion forward. A discussion from some Board members ensued. Chair Conway emphasized the Board wished to make a decision consistent with the Ford family. The sense of the Board favored naming the Community Building in honor of Commissioner Ford rather than a granite bench. The Ford family expressed their approval and appreciation of the naming of the Community Building in lieu of the granite bench.

As Ms. Ford advised she could not attend the November Meeting of the Board, it was agreed that Executive Director Correnti would draft a proposal for a building plaque. Ms. Ford would supply an appropriate photo to Executive Director Correnti. Samples of building plaques from a plaque company web page were provided to Ms. Ford. The agreed plan would be to finalize the plaque design and wording so it could be voted upon at the Board's December 2, 2021 Meeting. All were in agreement.

MINUTES :

The Meeting Minutes of September 2, 2021, were presented. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to accept the Minutes of the September 2, 2021 meeting as submitted and to place the Minutes on file. Chair Conway called for a vote. The motion was approved (4-0-1) with Commissioner Saulnier abstaining.

The Meeting Minutes of the Special Joint Meeting of October 4 2021, were presented. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to accept the Minutes of the Joint Meeting of October 4, 2021 meeting as submitted and to place the Minutes on file. Chair Conway called for a vote. The motion was approved (3-0-2) with Commissioners O'Rourke and Saulnier abstaining.

CORRESPONDENCE :

1. Executive Director Correnti briefly discussed the 9/3/2021 letter from Chair Conway to Select Board Chair Burns. Chair Conway directed the correspondence be placed on file;
2. Executive Director Correnti noted the email, dated 9/24/2021, to Select Board Chair Burns. Chair Conway directed the correspondence be placed on file;
3. Executive Director Correnti noted the letter, dated 10/6/2021, to John Saulnier. Chair Conway directed the correspondence be placed on file.

REPORTS :

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

The **Investment Accounts Report**, as of October 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 September 2021, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the September 2021 Payment Report. Chair Conway called for a vote. The motion was approved unanimously (5-0-0).

The **Section 8 Voucher Payment Report**, for October 2021, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve and authorize payment for the October 2021 Section 8 Vouchers in the amount of \$65,363. Chair Conway called for a vote. The motion was approved unanimously (5-0-0).

Executive Director Correnti discussed the **Fee Accountant's Report** as of July 31, 2021. Hearing no questions, Chair Conway directed the **Fee Accountant's Report**, as of 7/31/2021, be accepted and placed on file.

Executive Director Correnti discussed the **Fee Accountant's Report** as of August 31, 2021. Hearing no questions, Chair Conway directed the **Fee Accountant's Report**, as of 8/31/2021, be accepted and placed on file.

Executive Director Correnti discussed the **Fee Accountant's Report** as of September 30, 2021. Chair Conway noted this Report was included on the Addendum provided and distributed at this Meeting. Hearing no objections, Chair Conway directed the **Fee Accountant's Report**, as of 9/30/2021, be accepted and placed on file.

The **September 2021 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the **September 2021 Payroll Report**. Chair Conway called for a vote. The motion was approved unanimously (5-0-0).

Executive Director Correnti reviewed the **October 1, 2021 Vacancy Report**. Hearing no questions, Chair Conway directed the **Vacancy Report**, dated 10/1/2021, be accepted and placed on file.

Executive Director's Report:

Executive Director Correnti reviewed his October 2021 Report. In addition, Executive Director Correnti noted the article in the Thursday, September 23, 2021 **Billerica Minuteman** regarding BHA residents remembering 9/11 and thanked residents Steve Strykowski and Deb Meehan for making the remembrance event possible.

OLD BUSINESS:

With the earlier discussion of the Ford Memorial, there was no other old business for discussion.

NEW BUSINESS:**16 DARTMOUTH DRIVE FURNANCE REPLACEMENT:**

Executive Director Correnti reviewed his September 8, 2021 memo regarding replacement of the oil furnace at 16 Dartmouth Drive with a high efficiency electric alternative. Following a brief discussion, Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned that the Billerica Housing Authority Board of Commissioners accept and approve the bid, for Project #031078, from Davison Co., Inc. of Somerville, MA, in the amount of \$49,990 for a Furnace Replacement by a High Efficiency Electric Alternative and that the Board authorizes the Executive Director to execute any documents relating thereto. Hearing no further discussion, Chair Conway called for a vote on the motion. The motion was approved unanimously (5-0-0).

USE OF COMMUNITY ROOM POLICY:

Executive Director Correnti noted that no Policy currently exists. Hence, he requested the Board's approval of the Policy submitted. Hearing no further discussion, Chair Conway called for a vote on the motion. The motion was approved unanimously (5-0-0).

REVISED FINANCE, ACCOUNTING & INTERNAL CONTROLS POLICY:

The previous Policy approved by the Board was not approved by Hud. Thus, Executive Director Correnti submitted the revised Policy, which has been reviewed and approved by HUD, for the Board's approval. After a brief discussion, Commissioner O'Donnell, seconded by Commissioner O'Rourke, moved to approve the Revised Finance, Accounting & Internal Controls Policy as submitted. Chair Conway called for a vote. The motion was approved unanimously (5-0-0).

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. The motion was approved unanimously (5-0-0). Accordingly, the Board adjourned at 4:54 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary