

BILLERICA

HOUSING AUTHORITY

Martin E. Conway, Chair
James F. O'Donnell, Jr., Vice Chair
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 FEBRUARY 9, 2023

CALL TO ORDER:

Chair Conway called the meeting to order at 4:04 PM. All Commissioners were present with the exception of Commissioners O'Donnell and Saulnier who participated via telephone. The meeting began with the Pledge of Allegiance.

OPEN MIC:

No one spoke at Open Mic.

MINUTES:

The Meeting Minutes of January 12, 2023 were presented. Commissioner O'Rourke, seconded by Commissioner O'Donnell, motioned to accept the Minutes of the January 12, 2023 meeting as submitted and to place the Minutes on file. Chair Conway called for a roll call vote. Commissioner Parker voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye", Commissioner Saulnier voted "aye", and Commissioner Conway voted "aye". Thus, the motion was unanimously approved (5-0-0) with a roll call.

CORRESPONDENCE:

Executive Director Correnti reviewed the January 24, 2023 letter to National Grid regarding their prompt response to the incident of January 20, 2023.

REPORTS:

The **Investment Accounts Report**, as of February 1, 2023, was presented by the Executive Director. Hearing no questions, Chair Conway directed the report be placed on file.

The **Payment of Bills Report**, for the period of 1/1/2023 through 1/31/23, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the 1/1/2023 to 1/30/23 Payment Report. Chair Conway called for a roll call vote on the motion. Commissioner Parker voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye", Commissioner Saulnier voted "aye", and Commissioner Conway voted "aye". Thus, the motion was unanimously approved (5-0-0) with a roll call.

The **Section 8 Voucher Payment Report**, for February 2023, was presented by the Executive Director. Commissioner O'Donnell, motioned to approve and authorize payment for the February 2023 Section 8 Vouchers in the amount of \$79,374.33. His motion was seconded by Commissioner O'Rourke. Chair Conway called for a roll call vote on the motion. Commissioner Parker voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye", Commissioner Saulnier voted "aye", and Commissioner Conway voted "aye". Thus, the motion was unanimously approved (5-0-0) with a roll call.

Hearing no objection, Chair Conway directed the **Fee Accountant's Report** as of 1/31/2023 be accepted and placed on file.

The **January 2023 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the **January 2023 Payroll Report**. Chair Conway called for a roll call vote on the motion. Commissioner Parker voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye", Commissioner Saulnier voted "aye", and Commissioner Conway voted "aye". Thus, the motion was unanimously approved (5-0-0) with a roll call.

Executive Director Correnti reviewed the **February 1, 2023 Vacancy Report**. A brief discussion ensued. Hearing no questions, Chair Conway directed the **Vacancy Report**, dated 2/1/2023, be accepted and placed on file.

EXECUTIVE DIRECTOR'S REPORT:

Before beginning his report, Executive Director Correnti introduced Ms. Deb Imperioso, the new Resident Services Coordinator. She brings a background in social services with youths and young adults and is a welcomed addition to the team. Ms. Imperioso spoke briefly and all welcomed her.

Executive Director Correnti then reviewed his January Executive Director's Report. Executive Director Correnti also noted the Annual Plan Hearing is scheduled for the Board's March 9, 2023 meeting. Notices have been posted at 13 River Street, 16 River Street and the Talbot. In addition, the Notice has been posted online at the BHA website.

OLD BUSINESS:

There was none.

NEW BUSINESS:

13 RIVER PROJECT #031070:

Executive Director Correnti reviewed his 1/19/23 memo regarding the completion of the Exterior Project #031070 at 13 River Street. A brief discussion ensued. Hearing no further questions, Chair Conway requested a motion. Commissioner O'Donnell moved that the Billerica Housing Authority Board of Commissioners approve the Certificate of Final Completion for the 13 River Street Exterior Painting, shutters and ADA Compliant ramps project (Project #031070) and authorize the Executive Director to complete any documentation required in regards to this project. His Motion was seconded by Commissioner O'Rourke. Chairman Conway called for a roll call vote. Commissioner Parker voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye", Commissioner Saulnier voted "aye", and Commissioner Conway voted "aye". Thus, the motion was unanimously approved (5-0-0) with a roll call.

APPOINTMENT TO BAHT:

Executive Director Correnti reviewed his 2/2/23 memo indicating the Board is required to have two Commissioners on the Billerica Affordable Housing Trust. Accordingly, the Board needs to fill the vacancy created by Commissioner Ford's passing. A brief discussion ensued and Commissioner Saulnier volunteered to fill the vacancy. Chair Conway requested a motion. Commissioner O'Donnell moved that the Billerica Housing Authority Board of Commissioners appoint Commissioner Saulnier as their representative on the Billerica Affordable Housing Trust. His Motion was seconded by Commissioner O'Rourke. Chairman Conway called for a roll call vote. Commissioner Parker voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye", Commissioner Saulnier voted "aye", and Commissioner Conway voted "aye". Thus, the motion was unanimously approved (5-0-0) with a roll call.

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. Chairman Conway called for a roll call vote. Commissioner Parker voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye", Commissioner Saulnier voted "aye", and Commissioner Conway voted "aye". Thus, the motion was unanimously approved (5-0-0) with a roll call and the Meeting adjourned at 4:40 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary