

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 MARCH 9, 2023

CALL TO ORDER:

Chair Conway called the meeting to order at 4:01 PM. All Commissioners were present with the exception of Commissioner O'Donnell who participated via telephone. The meeting began with the Pledge of Allegiance.

ANNUAL PLAN:

It being after 4:00 PM, Chair Conway stated he would entertain a motion to open the Public Hearing on the Annual Plan for FY2024. Commissioner Saulnier, seconded by Commissioner O'Rourke, moved to open the Public Hearing on the Billerica Housing Authority's FY2024 Annual Plan. Chair Conway requested a roll call on the motion to open the Public Hearing. Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye", Commissioner O'Rourke vote "aye", Commissioner Saulnier voted "aye" and Chair Conway voted "aye". As the motion passed unanimously (5-0-0) by a roll call vote, Chair Conway declared the Public Hearing on the Billerica Housing Authority's FY2024 Annual Plan as open.

Chair Conway then stated there were no comments submitted by email to the Billerica Housing Authority. In addition, there were no written comments submitted to the Billerica Housing Authority. Further, there were no reasonable accommodation requests submitted to the Billerica Housing Authority by 4:00 PM on 2/23/2023.

Chair Conway stated that, as indicated in the Public Hearing Notice, residents and the general public were invited to

review and submit comments relative to the FY2024 Annual Plan for the Billerica Housing Authority. The Authority will consider the concerns of residents and/or the general public regarding needs and priorities and will incorporate some or all of such needs and priorities in the draft plan if deemed by the Authority to be consistent with sound management. Chair Conway then invited individuals to address the Board.

There being no comments and/or concerns, Chair Conway requested a motion to close the Public Hearing.

Commissioner Saulnier, seconded by Commissioner O'Rourke, motioned to close the Public Hearing on the FY2024 Annual Plan. Chair Conway requested a roll call on the motion to close the Public Hearing. Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye", Commissioner O'Rourke vote "aye", Commissioner Saulnier voted "aye" and Chair Conway voted "aye". As the motion passed unanimously (5-0-0) by a roll call vote, Chair Conway declared the Public Hearing closed.

Chair Conway then opened the discussion to the Board. Hearing no discussion, Chair Conway requested a motion. Commissioner Saulnier, seconded by Commissioner O'Rourke, moved that the Billerica Housing Authority approve and submit to DHCD the FY2024 Annual Plan as submitted at the 3/9/2023 Public Hearing and that a properly advertised Public Hearing was conducted with no resident or general public concerns incorporated into the Plan. Chair Conway requested a roll call on the motion. Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye", Commissioner O'Rourke vote "aye", Commissioner Saulnier voted "aye" and Chair Conway voted "aye". As the motion passed unanimously (5-0-0) by a roll call vote, Chair Conway declared that the submitted FY2024 Annual Plan was approved by the Board and is to accordingly be submitted to DHCD.

OPEN MIC:

No one spoke at Open Mic.

MINUTES:

The Meeting Minutes of February 9, 2023 were presented. Commissioner Saulnier, seconded by Commissioner O'Donnell, motioned to accept the Minutes of the February 9, 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:

There was no correspondence.

REPORTS:

The **Investment Accounts Report**, as of March 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 2/1/2023 through 2/28/23, was presented by the Executive Director. Commissioner Saulnier, seconded by Commissioner O'Rourke, motioned to approve the 2/1/2023 to 2/28/23 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 March 2023, was presented by the Executive Director. Commissioner O'Donnell, motioned to approve and authorize payment for the March 2023 Section 8 Vouchers in the amount of \$78,613.33. His motion was seconded by Commissioner Saulnier. 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 2/28/2023 be accepted and placed on file.

The **February 2023 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Saulnier, motioned to approve the **February 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 **March 1, 2023 Vacancy Report**. A brief discussion ensued. Hearing no questions, Chair Conway directed the **Vacancy Report**, dated 3/1/2023, be accepted and placed on file.

EXECUTIVE DIRECTOR'S REPORT:

Before beginning his report, Executive Director Correnti updated the Board on:

- (1) 16 River Street Paint Project: This project will begin this spring;
- (2) Talbot Parking Lot Project: This project is to provide a walkway to the cement pad as well as improve the handicap spaces. Estimated at \$53k. ED Correnti is seeking funding through DHCD Compliance Reserves.

Executive Director Correnti then reviewed his February Executive Director's Report. A brief discussion ensued.

OLD BUSINESS:

There was none.

NEW BUSINESS:**APPROVE REVISED FINANCE, ACCOUNTING & INTERNAL CONTROLS POLICY:**

Executive Director Correnti reviewed his memo of 2/16/2023. This draft revises the policy to require system passwords to be changed at least annually. Commissioner Saulnier motioned to approve the revised policy. 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.

INVESTMENT POLICY:

Executive Director Correnti reviewed his memo of 2/16/2023. This draft revises the a policy approved in 1996. Generally, policies should be reviewed and revised every five years. Commissioner Saulnier motioned to approve the revised policy. 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'Rourke, seconded by Commissioner Saulnier, 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 4:31 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary