

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 APRIL 13, 2023

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.

OPEN MIC:

No one spoke at Open Mic.

REORGANIZATION OF THE BOARD:

Chair Conway noted the Reorganization of the Board was the first Agenda item before the Board. Commissioner O'Rourke stated the Board was functioning well as organized and should remain as currently constituted. Brief comments from Commissioners O'Donnell and Saulnier followed and were in agreement. Commissioner O'Rourke motioned that the Board remain as currently organized. Commissioner O'Donnell seconded her motion. Hearing no further discussion, Chair Conway called for a vote. The motion passed unanimously (5-0-0). Hence, the Board remains as currently organized.

MINUTES:

The Meeting Minutes of March 9, 2023 were presented. Commissioner O'Rourke, seconded by Commissioner O'Donnell, motioned to accept the Minutes of the March 9, 2023 meeting as submitted and to place the Minutes on file. Hearing no questions, Chair Conway called for a vote. The motion was unanimously approved (5-0-0).

CORRESPONDENCE:

Executive Director Correnti noted his letter, of 3/9/23 to Commissioner Parker, was being provided to the full Board as it was an issue raised at the March Meeting.

REPORTS:

The **Investment Accounts Report**, as of April 1, 2023, was presented by the Executive Director. Hearing no questions, Chair Conway directed the report be placed on file. Executive Director Correnti updated the Board on his discussions regarding interest rates on BHA Deposits. Northern Bank will be increasing CD interest rates (to 4.5%) and is not assessing any cancellation penalties on the CD's. Once this has been finalized, Executive Director Correnti will discuss rates with Enterprise Bank.

The **Payment of Bills Report**, for the period of 3/1/2023 through 3/31/23, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the 3/1/2023 to 3/31/23 Payment Report. Hearing no questions, Chair Conway called for a vote. The motion was unanimously approved (5-0-0).

The **Section 8 Voucher Payment Report**, for April 2023, was presented by the Executive Director. Commissioner O'Rourke, motioned to approve and authorize payment for the April 2023 Section 8 Vouchers in the amount of \$84,813.33. Her motion was seconded by Commissioner O'Donnell. Hearing no questions, Chair Conway called for a vote. The motion was unanimously approved (5-0-0).

Hearing no objection, Chair Conway directed the **Fee Accountant's Report** as of 3/31/2023 be accepted and placed on file. Executive Director Correnti noted for Account 4001 Account Number 2806 was at 31% - he was monitoring this closely to achieve the minimum of 35%. There were extraordinary expenses that had occurred impacting this account.

The **March 2023 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the **March 2023 Payroll Report**. Hearing no questions, Chair Conway called for a vote. The motion was unanimously approved (5-0-0).

Executive Director Correnti reviewed the **April 1, 2023 Vacancy Report**. A brief discussion ensued. Hearing no questions, Chair Conway directed the **Vacancy Report**, dated 4/1/2023, be accepted and placed on file.

EXECUTIVE DIRECTOR'S REPORT:

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

1. The Quarterly Tenant Meetings were just held on Tuesday April 11, 2023:
 - i. (5) five attended from Talbot
 - ii. (13) thirteen attended from 13 River
 - iii. (8) eight attended from 16 River(1) Approx. 14% attendance (low)
Andrew Jennings, Billerica's representative on the LRTA, and John Pellegrino and Jeanne Teehan, from Billerica's COA, attended and made presentations regarding transportation options available to residents.

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

OLD BUSINESS:

There was none.

NEW BUSINESS:

WAGE MATCH CERTIFICATION AND CONFIDENTIALITY OF INFORMATION:

Executive Director Correnti reviewed his memo of March 30, 2023 regarding Wage Match and confidentiality of information requested and received through Wage Match. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned that the Billerica Housing Authority Board of Commissioners has received PHN 2023-03 and prior PHN 2019-16 and that each Commissioner has read and thoroughly understands the contents of these Notices. Additionally, the Executive Director, Robert M. Correnti, the Tenant Selection Coordinator, Berlande Edouard, and BHA's Administrative Assistant, Debra Souza, have all read and signed PHN 2019-16 Attachment E Wage Match Acknowledgement Regarding Confidentiality of the Department of Revenue's Information and PHN 2019-16 Attachment F, the DOR Disclosure and Security Training for Safeguarding Information. The Board also authorizes the

Executive Director and the Chair of the Board to execute Attachment A of PHN 2023-03. Hearing no questions, Chair Conway called for a vote. The motion was unanimously approved (5-0-0).

EXECUTIVE DIRECTOR'S CONTRACT:

Executive Director Correnti reviewed his memo of 3/16/2023 regarding the Executive Director's contract which expires June 30, 2023. A discussion ensued regarding the contract. Following the brief discussion, Commissioner O'Donnell motioned to approve a contract for five (5) years for the period from July 1, 2023 ending June 30, 2028 with benefits in accordance with the current Billerica Housing Authority Personnel Policy and further that the Chair and the Executive Director execute any required documents regarding this contract. Hearing no questions, Chair Conway called for a vote. The motion was unanimously approved (5-0-0).

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 the meeting. Chair Conway called for a vote. The motion was unanimously approved (5-0-0) and the Meeting adjourned at 4:56 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary