

# 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 JUNE 8, 2023

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

Chair Conway called the meeting to order at 4:02 PM. All Commissioners were present. The meeting began with the Pledge of Allegiance.

#### **OPEN MIC:**

No one signed up to speak at Open Mic.

#### **MINUTES:**

The Meeting Minutes of May 11, 2023 were presented. Commissioner O'Rourke, seconded by Commissioner O'Donnell, motioned to accept the Minutes of the May 11, 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 the recent communication from DHCD indicating their name change, effective May 30<sup>th</sup>, 2023, to the Executive Office of Housing and Livable Communities (EOHLC).

Also, Executive Director Correnti briefly reviewed his May 30, 2023 letter to Northern Bank and the reasons for the request.

**REPORTS:**

The **Investment Accounts Report**, as of June 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 regarding interest rates on BHA Deposits.

The **Payment of Bills Report**, for the period of 5/1/2023 through 5/31/23, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Saulnier, motioned to approve the 5/1/2023 to 5/31/23 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 June 2023, was presented by the Executive Director. Commissioner O'Donnell, motioned to approve and authorize payment for the June 2023 Section 8 Vouchers in the amount of \$76,219.21. His motion was seconded by Commissioner Saulnier. 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 5/31/2023 be accepted and placed on file.

The **May 2023 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the **May 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 **June 1, 2023 Vacancy Report**. Hearing no questions, Chair Conway directed the **Vacancy Report**, dated 6/1/2023, be accepted and placed on file.

**EXECUTIVE DIRECTOR'S REPORT:**

Executive Director Correnti reviewed his May 2023 Executive Director's Report. A brief discussion ensued.

**OLD BUSINESS:**

There was none.

**NEW BUSINESS:**

**Revised Admissions and Continued Occupancy Policy:**

Executive Director Correnti reviewed his memo of 5/19/23 requesting the Board approve the revised Admissions and Continued Occupancy Policy. The requested revision adds reference to the Housing Opportunity Through Modernization Act of 2016 (HOTMA). Following a brief discussion, Commission O'Donnell, seconded by Commissioner Saulnier, motioned that the Board approve the revised Admissions and Continued Occupancy Policy as submitted. Chair Conway called for a vote. The motion was unanimously approved (5-0-0).

**ADJOURN:**

Chair Conway noted that the Board has canceled their July Meeting in the past. Considering vacation schedules for each Commissioner, he asked if it was the sense of the Board to cancel the July 2023 Meeting. As a majority of other Commissioners spoke in favor of the cancelation, Chair Conway advised that the Board's July 2023 Meeting would be canceled. Therefore, the next Meeting of the Board would be August 10, 2023. 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 4:32 PM.

Respectfully submitted,



Robert M. Correnti  
Executive Director/Secretary