

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 AUGUST 10, 2023

CALL TO ORDER:

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

OPEN MIC:

No one signed up to speak at Open Mic.

MINUTES:

The Meeting Minutes of June 8, 2023 were presented. Commissioner O'Donnell, seconded by Commissioner Saulnier, motioned to accept the Minutes of the June 8, 2023 meeting as submitted and to place the Minutes on file. Hearing no questions and with the motion having been made and seconded, Chair Conway called for a roll call vote. Commissioner O'Rourke voted "aye", Commissioner Saulnier voted "aye", Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye" and Chair Conway voted "aye". Thus, the motion was approved unanimously (5-0-0) by a roll call vote.

CORRESPONDENCE:

Executive Director Correnti noted the 7/25/23 email from a Talbot neighbor and his response.

Also, Executive Director Correnti briefly reviewed Representative Lombardo's recent visit to BHA properties and letters sent to the residents who opened their apartment to a visit by Representative Lombardo.

REPORTS:

The **Investment Accounts Report**, as of July 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 6/1/2023 through 6/30/23, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Saulnier, motioned to approve the 6/1/2023 to 6/30/23 Payment Report. Hearing no questions, Chair Conway called for a roll call vote. Commissioner O'Rourke voted "aye", Commissioner Saulnier voted "aye", Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye" and Chair Conway voted "aye". Thus, the motion was approved unanimously (5-0-0) by a roll call vote.

The **Payment of Bills Report**, for the period of 7/1/2023 through 7/31/23, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Saulnier, motioned to approve the 7/1/2023 to 7/31/23 Payment Report. Hearing no questions, Chair Conway called for a roll call vote. Commissioner O'Rourke voted "aye", Commissioner Saulnier voted "aye", Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye" and Chair Conway voted "aye". Thus, the motion was approved unanimously (5-0-0) by a roll call vote.

The **Section 8 Voucher Payment Report**, for July 2023, was presented by the Executive Director. Commissioner O'Donnell, motioned to approve and authorize payment for the July 2023 Section 8 Vouchers in the amount of \$78,940.21. His motion was seconded by Commissioner Saulnier. Hearing no questions, Chair Conway called for a roll call vote. Commissioner O'Rourke voted "aye", Commissioner Saulnier voted "aye", Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye" and Chair Conway voted "aye". Thus, the motion was approved unanimously (5-0-0) by a roll call vote.

The **Section 8 Voucher Payment Report**, for August 2023, was presented by the Executive Director. Commissioner O'Donnell, motioned to approve and authorize payment for the August 2023 Section 8 Vouchers in the amount of \$80,159.21. His motion was seconded by Commissioner Saulnier. Hearing no questions, Chair Conway called for a roll call vote. Commissioner O'Rourke voted "aye", Commissioner Saulnier voted "aye", Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye" and Chair Conway voted "aye". Thus, the motion was approved unanimously (5-0-0) by a roll call vote.

Executive Director Correnti noted that, with the end-of-year financial reports, the **Fee Accountant's Report for July 31, 2023 and August 31, 2023** would be provided at the September Meeting.

The **June 2023 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Saulnier, motioned to approve the **June 2023 Payroll Report**. Hearing no questions, Chair Conway called for a roll call vote. Commissioner O'Rourke voted "aye", Commissioner Saulnier voted "aye", Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye" and Chair Conway voted "aye". Thus, the motion was approved unanimously (5-0-0) by a roll call vote. The motion was unanimously approved (5-0-0).

The **July 2023 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Saulnier, motioned to approve the **July 2023 Payroll Report**. Hearing no questions, Chair Conway called for a roll call vote. Commissioner O'Rourke voted "aye", Commissioner Saulnier voted "aye", Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye" and Chair Conway voted "aye". Thus, the motion was approved unanimously (5-0-0) by a roll call vote. The motion was unanimously approved (5-0-0).

Executive Director Correnti reviewed the **July 1, 2023 and August 1, 2023 Vacancy Reports**. Hearing no questions, Chair Conway directed the **Vacancy Reports**, dated 7/1/2023 and 8/1/2023, be accepted and placed on file.

EXECUTIVE DIRECTOR'S REPORT:

Executive Director Correnti reviewed his June/July 2023 Executive Director's Report. A brief discussion ensued.

OLD BUSINESS:

There was none.

NEW BUSINESS:

Approve Revised Parking Policy:

Executive Director Correnti reviewed the revised Parking Policy and requested the Board approve the revised Policy. A brief discussion ensued. Commissioner O'Donnell, seconded by Commissioner Saulnier, motioned that the Board approve the revised Parking Policy as submitted. Chair Conway called for a roll call vote. Commissioner O'Rourke voted "aye", Commissioner Saulnier voted "aye", Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye" and Chair Conway voted "aye". Thus, the motion was approved unanimously (5-0-0) by a roll call vote.

Approve Parker House Interior/Exterior Paint Project #031084:

Executive Director Correnti reviewed his July 6th, 2023 regarding this project. Commissioner O'Donnell motioned that the Billerica Housing Authority Board of Commissioners accept the bids received for Project #031084 and award the contract to Fox Painting Co. Inc. of Arlington, Massachusetts with their bid of \$40,000 and that the Board of Commissioners approves the Executive Director to execute all required documentation as regards this project. His motion was seconded by Commissioner Saulnier. Chair Conway called for a roll call vote. Commissioner O'Rourke voted "aye", Commissioner Saulnier voted "aye", Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye" and Chair Conway voted "aye". Thus, the motion was approved unanimously (5-0-0) by a roll call vote.

Approve Talbot Roof Replacement Project #031083:

Executive Director Correnti reviewed his July 6th, 2023 regarding this project. Commissioner O'Donnell motioned that the Billerica Housing Authority Board of Commissioners accept the bids received for Project #031083 and award the contract to Young Developers LLC with their bid of \$88,338 and that the Board of Commissioners approves the Executive Director to execute all required documentation as regards this project. His motion was seconded by Commissioner Saulnier. Chair Conway called for a roll call vote. Commissioner O'Rourke voted "aye", Commissioner Saulnier voted "aye", Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye" and Chair Conway voted "aye". Thus, the motion was approved unanimously (5-0-0) by a roll call vote.

At this point, Commissioner O'Rourke announced she was exiting the meeting. Chair Conway thanked her and wished her well on her surgery.

Year end Financials and Certifications:

Executive Director Correnti reviewed the Year End Financials noting the Authority's strong financial position and reserves. The Top 5 Compensation Report for 2023 was reviewed as well as the 2023 Tenants Accounts Receivable Report. A brief discussion ensued. Commissioner O'Donnell moved that the Billerica Board of Commissioners certifies, under the pains and penalties of perjury, that members have been provided with (1) financials for FY2023 and (2) a copy of the Top 5 Compensation Form submitted to EOHLIC for Billerica for FY2023 and that the information is true, correct and complete to the best of the knowledge of Members of the Board. In addition, the Members of the Billerica Housing Authority Board of Commissioners certifies, under the pains and penalties of perjury, that the facts and information provided in the year end financial statements and Tenant Accounts Receivables for 4001 and 689 programs for FY2023 are true, correct and complete to the best of the Board's knowledge and that the statements fairly and accurately represent the physical condition of the development and the Housing Authority for this period. In addition, the Billerica Housing Authority Board of Commissioners certifies the Billerica Housing Authority is in compliance with (1) EPA Regulations at 40 CFR 745 Subpart F "Disclosure of known lead based paint and/or lead based paint hazards upon sale or lease of residential property (2) Massachusetts Department of Public Health Lead Poisoning Prevention and Control regulations at 105 CMR 460.725 (3) EPA Regulations at 40 CFR 745 subpart E "Residential and Property Renovation" and (4) Massachusetts

Division of Occupational Safety Deleading and Lead-Safe Renovations at 454 CMR 22.00. The Billerica Housing Authority Board of Commissioners approves the Section 8 New Construction Substantial Rehabilitation Compliance Certification required by EOHLIC and authorizes the Chair of the Board to execute the document. His motion was seconded by Commissioner Saulnier. Chair Conway noted that although a roll call vote would no longer be necessary as Commissioner O'Rourke is no longer in attendance, he requested a roll call vote on this motion. Commissioner Saulnier voted "aye", Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye" and Chair Conway voted "aye". Thus, the motion was approved unanimously (4-0-0) by a roll call vote.

Section 8 New Construction Certification:

Executive Director Correnti explained the requirement for this new Certification. Hearing no questions, Chair Conway called for a motion. Commissioner O'Donnell moved that the Billerica Housing Authority Board of Commissioners approve the Section 8 New Construction Substantial Rehabilitation Compliance Certification and authorize the Chair of the Board to execute said Certification. His motion was seconded by Commissioner Saulnier. Again, Chair Conway requested a roll call vote. Commissioner Saulnier voted "aye", Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye" and Chair Conway voted "aye". Thus, the motion was approved unanimously (4-0-0) by a roll call vote.

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 roll call vote. Commissioner Saulnier voted "aye", Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye" and Chair Conway voted "aye". Thus, the motion was approved unanimously (4-0-0) by a roll call vote and the Meeting adjourned at 4:46 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary