

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 OCTOBER 12, 2023

CALL TO ORDER:

Vice Chair O'Donnell called the meeting to order at 4:11 PM. All Commissioners were present with the exception of Commissioners Conway and O'Rourke. The meeting began with the Pledge of Allegiance.

OPEN MIC:

No one signed up to speak at Open Mic.

MINUTES:

The Meeting Minutes of September 14, 2023 were presented. Commissioner Saulnier, seconded by Commissioner Parker, motioned to accept the Minutes of the September 14, 2023 meeting as submitted and to place the Minutes on file. Hearing no questions and with the motion having been made and seconded, Vice Chair O'Donnell called for a vote. The motion was approved unanimously (3-0-0).

CORRESPONDENCE:

Executive Director Correnti reviewed his letter of October 2, 2023 to the Billerica Lodge of Elks thanking BHA resident and Billerica Elk Frank Canfield and his friends for providing a cookout for all BHA residents on Saturday, September 30, 2023.

Next Executive Director Correnti reviewed the September 29, 2023 grant of Waiver from EOH&LC regarding the BHA having a tenant Board member. He noted the grant letter was posted on the lobby Bulletin Board and is on the BHA web site.

CORRESPONDENCE (continued):

Lastly, Executive Director Correnti reviewed the recent correspondence from EOH&LC regarding mandatory Board Member training. As more information becomes available, it will be provided to Board Members.

REPORTS:

The **Investment Accounts Report**, as of October 1, 2023 was presented by the Executive Director. Hearing no questions, Vice Chair O'Donnell directed the report be placed on file.

The **Payment of Bills Report**, for the period of 9/1/2023 through 9/30/23, was presented by the Executive Director. Commissioner Saulnier, seconded by Commissioner Parker, motioned to approve the 9/1/2023 to 9/30/23 Payment of Bills Report. Hearing no questions, Vice Chair O'Donnell called for a vote. The motion was approved unanimously (3-0-0).

The **Section 8 Voucher Payment Report**, for October 2023, was presented by the Executive Director. Commissioner Saulnier, motioned to approve and authorize payment for the October 2023 Section 8 Vouchers in the amount of \$76,884.41. His motion was seconded by Commissioner Parker. Hearing no questions, Vice Chair O'Donnell called for a vote. The motion was approved unanimously (3-0-0).

Executive Director Correnti presented the **Fee Accountant's Report** as of September 30, 2023. Hearing no questions, Vice Chair O'Donnell directed the **Fee Accountant's Report**, of September 30, 2023 be accepted and placed on file.

The **September 2023 Payroll Report** was presented by the Executive Director. Commissioner Saulnier, seconded by Commissioner Parker, motioned to approve the **September 2023 Payroll Report**. Hearing no questions, Vice Chair O'Donnell called for a vote. The motion was approved unanimously (3-0-0).

Executive Director Correnti reviewed the **October 1, 2023 Vacancy Report**. Hearing no questions, Vice Chair O'Donnell directed the **Vacancy Report**, dated 10/1/2023, be accepted and placed on file.

EXECUTIVE DIRECTOR'S REPORT:

Prior to reviewing his Executive Director's Report, Executive Director Correnti noted a few recent items. First, in support of veterans, working with the Office of Billerica Veterans' Services and Resident Services Coordinator Deb Imperioso, a free Thanksgiving Luncheon will be provided to BHA Veterans, and their spouses, and BHA widows/widowers of Veterans on Thursday, November 9th, 2023. The BHA is covering the cost of the meal as well as providing transportation, if requested. Also, thru the Office of Billerica Veterans' Services, a frozen turkey as well as Thanksgiving meal fixins will be provided on November 20, 2023, to BHA Veterans, and their spouses, and BHA widows/widowers of Veterans. Executive Director Correnti thanked the Billerica Office of Veterans' Services and Resident Services Coordinator Deb Imperioso for their efforts and support of BHA veterans.

Executive Director Correnti then reviewed his Report.

OLD BUSINESS:

There was none.

NEW BUSINESS:**BAHT Appointments:**

Executive Director Correnti reviewed his September 27, 2023 memo indicating the Board needed to appoint a Board Member to replace the late Commissioner Carol Ford on the BAHT. Additionally, as Chair Conway's term expired on 6/30/23, the Board also needs to vote to either re-appoint Chair Conway or appoint another Commissioner. Executive Director Correnti indicated Chair Conway had advised he would accept a reappointment to the BAHT. Commissioner Saulnier, seconded by Commissioner Parker, motioned to reappoint Chair Martin Conway to the Billerica Affordable Housing Trust. Hearing no questions, Vice Chair O'Donnell called for a vote. The motion was approved unanimously (3-0-0). Following the vote, Commissioner Saulnier, seconded by Commissioner Parker, motioned to appoint Commissioner Parker to the Billerica Affordable Housing Trust. Hearing no discussion, Vice Chair O'Donnell called for a vote. The motion was approved unanimously (3-0-0).

BHA appointee to Community Teamwork Board of Directors (CTI):

Executive Director Correnti reviewed his memo Of October 5, 2023 regarding the BHA Appointee to CTI's Board of Directors. He noted the process has changed indicating the appointee will now represent low income individuals and a Certificate of Purpose and a Certificate of Election must be provided to CTI. He then indicated resident Lisa Jamieson was interested in serving. Her application for Membership on CTI's Board was provided. Commissioner Saulnier stated he was "proud to nominated resident Lisa Jamieson" to represent low income individuals on CTI's Board of Directors. Commissioner Parker seconded the motion. Hearing no questions, Vice Chair O'Donnell called for a vote. The motion was approved unanimously (3-0-0). Board Members offered their congratulations to Ms. Jamieson.

Executive Director Correnti introduced Ms. Jamieson. She noted her background and experience and thanked the Board for giving her an opportunity to serve low income individuals on CTI's Board.

ADJOURN:

There being no other items for discussion, Vice Chair O'Donnell requested a motion to adjourn. Commissioner Saulnier, seconded by Commissioner Parker, motioned to adjourn the meeting. Hearing no discussion, Vice Chair O'Donnell called for a vote. The motion was approved unanimously (3-0-0) and the Meeting adjourned at 4:36 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary