

# 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 NOVEMBER 16, 2023

#### CALL TO ORDER:

Chair Conway called the meeting to order at 4:00 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 November 16, 2023 were presented. Commissioner Parker noted his appointment to the Billerica Affordable Housing Trust was not included in the Minutes. Commissioner O'Donnell motioned to amend the Minutes to include the appointment of Commissioner Parker to the BAHT. Commissioner Saulnier seconded the motion. Hearing no questions and with the motion having been made and seconded, Chair Conway called for a vote. The motion to amend the Minutes was approved unanimously (5-0-0). Commissioner O'Donnell then motioned to approve the Minutes of the October 12, 2023 Meeting as amended. His motion was seconded by Commissioner Saulnier. Hearing no questions and with the motion having been made and seconded, Chair Conway called for a vote. The motion to approve the Minutes as amended was approved unanimously (5-0-0).

**CORRESPONDENCE:**

Executive Director Correnti reviewed the letter of October 19, 2023 from HUD advising our SEMAP score for FY 6/30/23 was 96%. He noted this was the result of the outstanding management of Billerica's HCVP by the Dedham Housing Authority.

**REPORTS:**

The **Investment Accounts Report**, as of November 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 10/1/2023 through 10/31/23, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the 10/1/2023 to 10/31/23 Payment of Bills Report. Hearing no questions, Chair Conway called for a vote. The motion was approved unanimously (5-0-0).

The **Section 8 Voucher Payment Report**, for November 2023, was presented by the Executive Director. Commissioner O'Donnell, motioned to approve and authorize payment for the November 2023 Section 8 Vouchers in the amount of \$76,960.97. His motion was seconded by Commissioner Saulnier. Hearing no questions, Chair Conway called for a vote. The motion was approved unanimously (5-0-0).

Executive Director Correnti presented the **Fee Accountant's Report** as of October 31, 2023. Hearing no questions, Chair Conway directed the **Fee Accountant's Report**, of October 31, 2023 be accepted and placed on file.

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

Executive Director Correnti reviewed the **November 1, 2023 Vacancy Report**. Hearing no questions, Chair Conway directed the **Vacancy Report**, dated 11/1/2023, be accepted and placed on file.

**EXECUTIVE DIRECTOR'S REPORT:**

Prior to reviewing his Executive Director's Report, Executive Director Correnti advised the Board that the BHA had scored 100% on its latest Performance Management Review (PMR). The EOHLIC Management Specialist spoke to the Office staff to commend BHA Staff for its outstanding efforts. Further, the EOHLIC Maintenance Specialist commended the outstanding performance of BHA's Maintenance Team. The audience provided a round of applause recognizing the Staff and Maintenance Department for their efforts.

Executive Director Correnti then reviewed his Report.

**PUBLIC HEARING BHA 5 YEAR PLAN - FAIR HOUSING:**

Chair Conway noted it was 4:15 PM and the Public Hearing was in order. Commissioner O'Donnell motioned to open the Public Hearing on the BHA's Fair Housing 5 Year Plan. His motion was seconded by Commissioner O'Rourke. 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 and the Public Hearing opened.

Executive Director Correnti proceeded to review the 5 Year Plan as drafted. Following the Executive Director's presentation, Chair Conway asked if there were any questions from the audience. Hearing none, Chair Conway requested a motion to close the Public Hearing. Commissioner O'Donnell motioned to close the Public Hearing on the BHA's Fair Housing 5 Year Plan. 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 and the Public Hearing was closed.

Chair Conway opened the discussion for Board members. Hearing no questions or further discussion, Chair Conway called for a motion to approve the 5 year Fair Housing Plan and to authorize the Executive Director to submit the Plan to HUD. Commissioner O'Donnell motioned to approve the Fair Housing

5 Year Plan as submitted and to authorize the Executive Director to submit the approved plan to HUD. His motion was seconded by Commissioner Saulnier. 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 and the 5 Year Fair Housing Plan was approved.

**OLD BUSINESS:**

There was none.

**NEW BUSINESS:**

Chair Conway requested the Executive Director report back to the Board, at its December Meeting, on the status of the Town's implementation of the Warrant Article of the ASTM of May 2023 regarding the recording of Committee Meetings.

**ADJOURN:**

There being no other items for discussion, Chair Conway requested a motion to adjourn. Commissioner O'Donnell, seconded by Commissioner Saulnier, motioned to adjourn the meeting. Hearing no discussion, Chair Conway called for a vote. The motion was approved unanimously (5-0-0) and the Meeting adjourned at 4:33 PM.

Respectfully submitted,



Robert M. Correnti  
Executive Director/Secretary