

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 DECEMBER 14, 2023

CALL TO ORDER:

Chair Conway called the meeting to order at 4:01 PM. All Commissioners were present with the exception of Commissioners O'Donnell 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 November 16, 2023 were presented. Commissioner Saulnier motioned to approve the Minutes of the November 16, 2023 Meeting. His motion was seconded by Commissioner Parker. 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 submitted was approved unanimously (3-0-0).

CORRESPONDENCE:

Executive Director Correnti reviewed the Mandatory Board Training Requirement. Board Members should have received an email indicating they are enrolled. That email contains a link to log-in. Board members will need to use that link to set up a password and then begin the course. They will receive reminders until the program is completed within the **NINETY DAYS (90) REQUIRED BY LAW**. It is imperative Board Members complete this training within 90 days.

They will receive a certificate upon successfully completing the program and should provide the Executive Director with a copy of the certificate. Executive Director Correnti urged Board members to contact him should they have questions relative to this training. It is estimated the Training program takes about 3 ½ hours.

REPORTS:

The **Investment Accounts Report**, as of December 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 11/1/2023 through 11/30/23, was presented by the Executive Director. Commissioner Saulnier, seconded by Commissioner Parker, motioned to approve the 11/1/2023 to 11/30/23 Payment of Bills Report. Hearing no questions, Chair Conway called for a vote. The motion was approved unanimously (3-0-0).

The **Section 8 Voucher Payment Report**, for December 2023, was presented by the Executive Director. Commissioner Saulnier, motioned to approve and authorize payment for the December 2023 Section 8 Vouchers in the amount of \$77,827.97. His motion was seconded by Commissioner Parker. Hearing no questions, Chair Conway called for a vote. The motion was approved unanimously (3-0-0).

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

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

Executive Director Correnti reviewed the **December 1, 2023 Vacancy Report**. Hearing no questions, Chair Conway directed the **Vacancy Report**, dated 12/1/2023, be accepted and placed on file.

EXECUTIVE DIRECTOR'S REPORT:

Prior to reviewing his Executive Director's Report, Executive Director Correnti presented Board Members with copies of **Community Teamwork's 2023 Community Needs Assessment**. ED Correnti indicated the Report offers a significant amount of data. Of particular note, all communities in Merrimack Vally indicate Affordable Housing as the number one community need.

Executive Director Correnti updated the Board on its recent Agreed Upon Procedures Audit (AUP). Auditors verbally advised there were no findings. ED Correnti complimented the BHA's Office staff for their diligence and efforts.

Executive Director Correnti then reviewed his Report.

OLD BUSINESS:

Executive Director Correnti then provided the report, requested by Chair Conway, regarding Article 41 of the Annual Spring Town Meeting (relative to the recording of meetings). In addition to the information provided in the Report, ED Correnti advised it is currently a work-in-progress on the Town side. Chair Conway requested an update at the Board's next meeting.

NEW BUSINESS:

Fenton Ewald FY24 Contract:

Executive Director Correnti reviewed his November 29, 2023 memo regarding Fenton Ewald's FY24 Contracts. He requested the Board approve the contracts. Hearing no discussion, Commissioner Saulnier motioned that the Board of Commissioners of the Billerica Housing Authority approve the Fee Accountant Federal and State Services Contracts, totaling \$1711.00 per month, between the Billerica Housing Authority and Fenton, Ewald & Associates, P.C. for the period of July 1, 2023 through June 30, 2024 and authorize the Executive Director to execute any required documents in that regard. His motion was seconded by Commissioner Parker. Hearing no questions, Chair Conway called for a vote. The motion was approved unanimously (3-0-0).

ADJOURN:

There being no other items for discussion, Chair Conway, on behalf of the entire Board, wished all a Happy Holiday and a Healthy New Year. He then requested a motion to adjourn. Commissioner Saulnier, seconded by Commissioner Parker, motioned to adjourn the meeting. Hearing no discussion, Chair Conway called for a vote. The motion was approved unanimously (3-0-0) and the Meeting adjourned at 4:18- PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary