

BILLERICA

HOUSING AUTHORITY

John Saulnier, Chair
James F. O'Donnell, Jr., Vice Chair
Marie O'Rourke, Treasurer

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MINUTES OF THE BILLERICA HOUSING AUTHORITY REGULAR MEETING OF MAY 9, 2024

CALL TO ORDER:

Chair John Saulnier called the meeting to order at 4:01 PM. All Commissioners were present with the exception of Commissioner O'Rourke. Commissioner Moschner was not seated at the table and not participating. Nonetheless, as three (3) Commissioners were present, a quorum was established. The meeting began with the Pledge of Allegiance. Following the Pledge of Allegiance, Chair Saulnier requested a Moment of Silence in memory of Sergeant Ian Taylor of the Billerica Police Department.

OPEN MIC:

Chair Saulnier called upon Chief Robert Cole of the Billerica Fire Department. Chief Cole indicated he had spoken with the Executive Director and appreciated the opportunity to speak to BHA residents. He noted the excellent relationship between the Billerica Fire Department and the Billerica Housing Authority. He indicated he was always available should BHA residents have any questions. Residents should contact him or stop by Fire Headquarters to speak with him. He advised that BHA policies are BHA policies but he was available for Fire related issues. He answered questions from the residents. In conclusion, Commissioners and residents thanked him and his fellow firefighters for their continuing support. Residents applauded as he left.

MINUTES:

The Meeting Minutes of April 11, 2024 were presented. Commissioner O'Donnell motioned to approve the Minutes of the April 11, 2024 Meeting as submitted. His motion was seconded by Commissioner Conway. Hearing no questions and with the motion having been made and seconded, Chair Saulnier called for a vote. The minutes were unanimously approved by a voice vote (3-0-0)

CORRESPONDENCE:

Due to a computer glitch with his home computer, Chair Saulnier advised there was delay in distributing the email and attachment from resident Meehan, who spoke at the Open Mic segment of the Board's last meeting. Hearing no comments, he directed the Executive Director to present the customary various Reports.

REPORTS:

The **Investment Accounts Report**, as of May 1, 2024 was presented by the Executive Director. Hearing no questions, Chair Saulnier directed the report be placed on file.

The **Payment of Bills Report**, for the period of 4/1/2024 through 4/30/24, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Conway, motioned to approve the 4/1/2024 to 4/30/24 Payment of Bills Report. Hearing no questions, Chair Saulnier called for a vote. The motion was approved unanimously (3-0-0) on a voice vote.

The **Section 8 Voucher Payment Report**, for May 2024, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Conway, motioned to approve and authorize payment for the May 2024 Section 8 Vouchers in the amount of \$84,299.80. Hearing no questions, Chair Saulnier called for a vote. The motion was approved unanimously (3-0-0) on a voice vote.

Executive Director Correnti presented the **Fee Accountant's Report** as of April 30, 2024. Executive Director Correnti noted the 4001 reserves were 35.35%. This was concerning. He also noted NAHRO's Minutes of the 4/25/24 Housing Committee Meeting in which the minimum reserve level was discussed. Other Housing Authorities are likewise struggling with increasing costs. NAHRO's Minutes indicated EOHLIC will discuss this matter internally. Hearing no questions, Chair Saulnier directed the **Fee Accountant's Report**, of April 30, 2024, be accepted and placed on file.

The **April 2024 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Conway, motioned to approve the **April 2024 Payroll Report**. Hearing no questions, Chair Saulnier called for a vote. The motion was approved unanimously (3-0-0) on a voice vote.

Executive Director Correnti reviewed the **May 1, 2024 Vacancy Report**. Hearing no questions, Chair Saulnier directed the **Vacancy Report**, dated 5/1/2024, be accepted and placed on file.

EXECUTIVE DIRECTOR'S REPORT:

Executive Director Correnti reviewed his April 2024 Report as submitted. He discussed the recent EOHLIC Survey results in detail. Additionally, he noted the congratulatory email received from Housing Management Specialist Tommy Lee of EOHLIC.

OLD BUSINESS:

RECORDING OF MEETINGS:

Executive Director Correnti discussed his memo of April 26, 2024 regarding the recording of meetings per Article 41 of the 2023 ASTM. While the BHA Board of Commissioners was not a Board listed in the Article nor is the Board a "Town Board or Committee", he did recommend the BHA's voluntary compliance with the Article. A successful test recording, on the Owl device, was conducted at the April Board Meeting. Board members were sent a link to the test recording. Erica Miller of the BHA Office did receive training, using the Owl, from Robert Maynard in the Town Manager's Office. Presently, the BHA can borrow the Owl device, from the Town Manager's Office, for monthly BHA meetings. Thus, there is no cost to the BHA for the recording. Commissioner Conway supported moving forward as proposed but did request the Board be notified should the current zero cost process change. Hearing no further discussion, Chair Saulnier called for a motion and vote. Commissioner O'Donnell motioned to record meetings as per the zero cost process presented and that the Board be notified should costs change. Commissioner Conway seconded the motion. Chair Saulnier called for a vote. The motion was approved unanimously (3-0-0) on a voice vote.

NEW BUSINESS

TENANT BOARD MEMBER APPOINTMENT:

Executive Director Correnti reviewed his memo of May 1, 2024 regarding the Tenant Board Member appointment of March 4, 2024. Inadvertently, written notices were not provided to BHA households. The matter has been reviewed with Counsel and nullifying the appointment, without prejudice to Ms. Moschner, is the most judicious course of action. Counsel assisted with the drafting of the Tenant Board of Commissioner Policy. Hence, it is requested that the Board nullify the March 4, 2024 appointment and adopt the draft Tenant Board of Commissioner Policy. Following a brief discussion, Chair Saulnier called for a motion and vote. Commissioner O'Donnell motioned that the Billerica Housing Authority Board of Commissioners nullify the appointment of Ms. Cathie Moschner, without prejudice, and declare the Tenant Board

Member position vacant and adopt the Tenant Commissioner Policy authorizing the Executive Director to proceed accordingly. His motion was seconded by Commissioner Conway. Chair Saulnier called for a vote. The motion was approved unanimously (3-0-0) on a voice vote.

REVISED PORCH POLICY:

Executive Director Correnti reviewed his April 24, 2024 memo proposing a revision to the recently approved Porch Policy. He noted further resident input and a review of the policy. The revised policy deletes a reference to door wreaths thereby allowing wreaths on apartment and building doors. After his presentation, Chair Saulnier called for a motion and vote. Commissioner O'Donnell, seconded by Commissioner Conway, motioned that the Board approve the revision to the Porch Policy as presented. The motion was approved unanimously (3-0-0) on a voice vote.

RENT WRITE OFF:

Executive Director Correnti reviewed his memo of May 2, 2024 requesting a rent write off of \$442.00. Chair Saulnier called for a motion and vote. Commissioner O'Donnell, seconded by Commissioner Conway, motioned that the Board approve the rent write-off of \$442.00 as requested. The motion was approved unanimously (3-0-0) on a voice vote.

OPEN MIC POLICY:

Executive Director Correnti reviewed his memo of May 2, 2024 and the draft Open Mic Policy. He noted Chair Saulnier requested a policy draft which would include suggestions from Commissioners. Hearing no questions or discussion, Chair Saulnier called for a motion and vote. Commissioner O'Donnell motioned that the Billerica Housing Authority Board of Commissioners approve the Open Mic policy as submitted. His motion was seconded by Commissioner Conway. The motion was approved unanimously (3-0-0) on a voice vote.

ADJOURN:

There being no other items for discussion, Chair Saulnier noted the meeting schedule for June 2024 and July 2024. He then requested a motion to adjourn. Commissioner O'Donnell, seconded by Commissioner Conway, motioned to adjourn the meeting. Chair Saulnier called for a vote. The motion was approved (3-0-0) on a voice vote and the meeting adjourned at 4:50 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary