

BILLERICA
HOUSING AUTHORITY

RECEIVED

2024 AUG 13 P 2: 57

TOWN CLERK
BILLERICA

John Saulnier, Chair
James F. O'Donnell, Jr., Vice Chair
Marie O'Rourke, Treasurer
Catherine Moschner, Assistant Treasurer
978-667-1156
Martin E. Conway
Robert M. Correnti, Executive Director

16 River St
BillERICA, MA 01821
Tel 978-667-2175 Fax

email: bcorrenti@billericahousing.org

**MINUTES OF THE
BILLERICA HOUSING AUTHORITY
REGULAR MEETING OF
AUGUST 8, 2024
IN THE
CAROL A. FORD COMMUNITY BUILDING
16 RIVER STREET
COMMON ROOM**

CALL TO ORDER:

Prior to calling the meeting to order, Chair John Saulnier reminded all that the meeting was being audio and video recorded. Chair Saulnier then called the meeting to order at 4:00 PM noting Commissioner O'Rourke, Commissioner Moschner, Commissioner O'Donnell and Chair Saulnier were present and a quorum was thereby established. Commissioner Conway was absent. The meeting began with the Pledge of Allegiance.

MINUTES:

The Meeting Minutes of June 13, 2024 were presented. Commissioner O'Donnell motioned to approve the Minutes of the June 13, 2024 Meeting as submitted. His motion was seconded by Commissioner O'Rourke. 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 (4-0-0).

CORRESPONDENCE:

The letter to Ms. Gould, relative to her recognition by AgeSpan, was noted by the Executive Director and placed on file.

Executive Director Correnti reviewed the correspondence with Ms. Dina Favreau, Vice Chair of the Billerica Select Board, regarding HCVP.

Executive Director Correnti presented the Board with a copy of Commissioner O'Rourke's letter of resignation sent to Governor Healey. Her resignation is effective August 9, 2024. Commissioner O'Donnell recognized and praised Commissioner O'Rourke's contributions to not only the Housing Authority but also Veterans as well as her service on the Board of Health. Executive Director Correnti also spoke about Commissioner O'Rourke's support of those in need. She received a standing ovation from the Board and from those attending the meeting.

Executive Director Correnti briefly reviewed the correspondence regarding Commissioner Moschner's appointment. Her appointment remains as originally made, per Billerica Chair John Burrows. Board members welcomed Ms. Moschner back to the Board.

REPORTS:

The **Investment Accounts Report**, as of July 1, 2024 was presented by the Executive Director. Hearing no questions, Chair Saulnier directed the report be accepted and placed on file. The **Investment Accounts Report**, as of August 1, 2024, will be provided at the September meeting.

The **Payment of Bills Report**, for the period of 6/1/2024 through 6/30/24, was presented by the Executive Director. A brief discussion ensued. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the 6/1/2024 to 6/30/24 Payment of Bills Report. Hearing no questions, Chair Saulnier called for a vote. The motion was approved unanimously (4-0-0) on a voice vote.

The **Payment of Bills Report**, for the period of 7/1/2024 through 7/31/24, was presented by the Executive Director. A brief discussion ensued. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the 7/1/2024 to 7/31/24 Payment of Bills Report. Hearing no questions, Chair Saulnier called for a vote. The motion was approved unanimously (4-0-0) on a voice vote.

The **Section 8 Voucher Payment Report**, for July 2024, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve and authorize payment for the July 2024 Section 8 Vouchers in the amount of \$86,717.84. Hearing no questions, Chair Saulnier called for a vote. The motion was approved unanimously (4-0-0) on a voice vote.

The **Section 8 Voucher Payment Report**, for August 2024, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve and authorize payment for the August 2024 Section 8 Vouchers in the amount of \$84,356.60. Hearing no questions, Chair Saulnier called for a vote. The motion was approved unanimously (4-0-0) on a voice vote.

Executive Director Correnti presented the **Fee Accountant's Report** as of June 30, 2024. Following a brief discussion, Chair Saulnier directed the **Fee Accountant's Report**, as of June 30, 2024, be accepted and placed on file. Executive Director Correnti advised that the Fee Accountant's Report for July 31, 2024 will be presented at the Board's September 2024 meeting.

The **June 2024 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the **June 2024 Payroll Report**. Hearing no questions, Chair Saulnier called for a vote. The motion was approved unanimously (4-0-0) on a voice vote.

The **July 2024 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the **July 2024 Payroll Report**. Hearing no questions, Chair Saulnier called for a vote. The motion was approved unanimously (4-0-0) on a voice vote.

Executive Director Correnti reviewed the **July 1, 2024 Vacancy Report**. Hearing no questions, Chair Saulnier directed the **Vacancy Report**, dated 7/1/2024, be accepted and placed on file.

Executive Director Correnti reviewed the **August 1, 2024 Vacancy Report**. Hearing no questions, Chair Saulnier directed the **Vacancy Report**, dated 8/1/2024, be accepted and placed on file.

EXECUTIVE DIRECTOR'S REPORT:

Prior to reviewing his report, Executive Director Correnti noted an item that developed subsequent to posting the Agenda. As the item does not requires a vote, Executive Director Correnti publicly updated the Board.

The property at 13 River Street is named the "Oliver Greenwood Complex." Executive Director Correnti provided information he received from Alec Ingraham regarding Oliver Greenwood. Mr. Greenwood's photo is displayed in the 13 River Street Common Room. The background information on Oliver Greenwood is now displayed in a frame near Oliver Greenwood's portrait.

Executive Director Correnti then reviewed his June/July 2024 Report.

OLD BUSINESS:

There was none.

NEW BUSINESS

Project #031083, for the Talbot slate roof replacement, is substantially complete. There is a punch list but Payment #1 is in order. Commissioner O'Donnell motioned that the Billerica Housing Authority Board of Commissioners approve the Application and Certificate for Payment No. 1, in the amount of \$67,961.10, to Young Developers LLC and authorize the Executive Director to execute any required documents relating to this payment. Commissioner O'Rourke seconded the motion. Chair Saulnier called for a roll call vote on the motion. Commissioner Moschner voted "aye", Commissioner O'Donnell voted "aye", Commissioner O'Rourke voted "aye" and Chair Saulnier voted "aye." Thus the motioned passed unanimously (4-0-0) on a roll call vote.

Executive Director Correnti presented the Board with the 2025 Board Meeting Schedule noting dates are subject to change by the Board.

The FY2024 OPEB Report, prepared by Odyssey Advisors, was presented to the Board. A brief discussion ensued. Commissioner O'Donnell, seconded by Commissioner O'Rourke, moved to accept the FY2024 OPEB Report, in compliance with GASB 74/75, from Odyssey Advisors and to place the report on file. Hearing no further discussion and with the motion having been made and seconded, Chair Saulnier called for a vote. The motion was unanimously approved by a voice vote (4-0-0).

OPEN MIC:

No one signed up for the Open Mic.

ADJOURN:

There being no other items for discussion, Chair Saulnier then requested a motion to adjourn. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to adjourn the meeting. Chair Saulnier called for a vote. The motion was approved (4-0-0) on a voice vote and the meeting adjourned at 4:52 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary

