

# BILLERICA HOUSING AUTHORITY

John Saulnier, Chair  
James F. O'Donnell, Jr., Vice Chair  
Treasurer  
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MINUTES OF THE  
BILLERICA HOUSING AUTHORITY  
REGULAR MEETING OF  
OCTOBER 10, 2024  
IN THE  
CAROL A. FORD COMMUNITY BUILDING  
16 RIVER STREET  
COMMON ROOM

RECEIVED  
2024 OCT 15 A 8:43  
TOWN CLERK  
BILLERICA

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 Conway, Commissioner Moschner, Commissioner O'Donnell and Chair Saulnier were present and a quorum was thereby established. Executive Director Correnti was also present. The meeting began with the Pledge of Allegiance.

MINUTES:

The Meeting Minutes of September 12, 2024, were presented. Commissioner O'Donnell motioned to approve the Minutes of the September 12, 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 (4-0-0).

**CORRESPONDENCE:**

There was none.

**REPORTS:**

The **Investment Accounts Report**, as of September 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 October 1, 2024, was then presented by the Executive Director. Executive Director Correnti reviewed the Glenside Ave mortgage rate and the rate on the Affordable Housing checking account noting the financial advantages of paying this mortgage off. Hearing no objections, Executive Director Correnti indicated he would do so. Commissioner Conway urged that the interest rate on checking account 225001 be reviewed and an account, with a competitive interest rate, be sought. Executive Director Correnti agreed to do so. Hearing no further questions, Chair Saulnier directed the report be accepted and placed on file.

The **Payment of Bills Report**, for the period of 9/1/2024 through 9/30/24, was presented by the Executive Director. A brief discussion ensued. Commissioner O'Donnell, seconded by Commissioner Conway, motioned to approve the 9/1/2024 to 9/30/24 **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 **Section 8 Voucher Payment Report**, for October 2024, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Conway, motioned to approve and authorize payment for the October 2024 Section 8 Vouchers in the amount of \$91,502.96. 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 August 31, 2024. Hearing no discussion, Chair Saulnier directed the **Fee Accountant's Report**, as of August 31, 2024, be accepted and placed on file.

Executive Director Correnti presented the **Fee Accountant's Report** as of September 30, 2024. Hearing no discussion, Chair Saulnier directed the **Fee Accountant's Report**, as of September 30, 2024, be accepted and placed on file

The **September 2024 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Conway, motioned to approve the **September 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 Executive Director presented the **October 1, 2024 Vacancy Report**. Hearing no questions, Chair Saulnier directed the **Vacancy Report**, dated 10/1/2024, be accepted and placed on file.

**EXECUTIVE DIRECTOR'S REPORT:**

Prior to reviewing his report, Executive Director Correnti updated the Board on items that had developed after his report was provided.

First, the BHA received a three Hundred Dollar (\$300.00) check, from Holland Junk Yard, for the disposal of the green 2008 Ford truck. The BHA will recognize this contribution and conduct a raffle, at the Thanksgiving Lunch, of ten (10) Twenty-five dollar (\$25.00) Market Basket Gift cards and one Fifty-dollar Market Basket Gift card.

Secondly, Executive Director Correnti announced that Resident Services Coordinator Deb Imperioso would be transferring to a RSC position in Amesbury, closer to her home. She thoroughly enjoyed working in Billerica. Director Correnti noted the impact RSC Imperioso has had on BHA residents. Programs and Outreach have expanded to both 13 River Street and Talbot residents. She has been an outstanding resource and colleague. Her efforts have justified having a full-time RSC for BHA residents. While there has been no final decision, the BHA has had positive discussions, with AgeSpan, to increase the RSC position to full-time. An update will be provided at the November 2024 meeting.

Third, the Parking Lot project for the Talbot is going out to bid. Although progress has been slow, it is moving along.

Lastly, Executive Director Correnti briefly noted the memo sent to residents regarding the clearing of porches. It is hoped the process this year will not be as contentious.

Executive Director Correnti then reviewed his September 2024 Report.

**OLD BUSINESS:**

**UPDATE ON 9/26/24 PMR:**

Executive Director Correnti briefly reviewed the positive results of the 9/26/24 PMR. A brief discussion ensued.

**NEW BUSINESS**

**AGESPAN SUPPORTIVE CARE/REPURPOSING UNIT:**

Executive Director Correnti reviewed his memo of September 16, 2024 and provided a history of the program. Following a brief discussion, Commissioner O'Donnell moved that the Billerica Housing Authority Board of Commissioners approve the continued repurposing of a residential unit at 13 River Street to AgeSpan for their Supportive Care Coordinator and that such unit, per the existing contract, be provided at no charge to AgeSpan. His motion was seconded by Commissioner Conway. Hearing no further discussion, Chair Saulnier called for a vote. The motion was approved unanimously (4-0-0).

**NEW ASPHALT ROOF (TREBLE COVE ROAD):**

Executive Director Correnti reviewed this Addendum item concerning Project #031087 for a new asphalt roof at 29-31 Treble Cove Road. Following a brief discussion, Commissioner O'Donnell motioned that the Billerica Housing Authority accept the quote and enter into a contract with NSI Clean Worldwide for the 29-31 Treble Cove Road roof project #031087 in the amount of \$18,500 and that the Board of Commissioners authorize the Executive Director to execute any required documentation in relation to this project. His motion was seconded by Commissioner Conway. Hearing no further discussion, Chair Saulnier called for a vote. The motion was approved unanimously (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 Conway, 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 4:32 PM.

Respectfully submitted,



Robert M. Correnti  
Executive Director/Secretary