

**BILLERICA**  
**HOUSING AUTHORITY**

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John Saulnier, Chair  
James F. O'Donnell, Jr., Vice Chair  
David Gagliardi  
Martin E. Conway  
Robert M. Correnti, Executive Director

TOWN CLERK  
BILLERICA  
16 River St  
BillERICA, MA 01821  
Tel: 978 667-2175  
email: bcorrenti@billericahousing.org

**MINUTES OF THE  
BILLERICA HOUSING AUTHORITY  
REGULAR MEETING OF  
JANUARY 9, 2025  
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 welcomed David Gagliardi to the Board as the Governor's appointee. Chair Saulnier then called the meeting to order at 4:00 PM noting Commissioners O'Donnell and David Gagliardi, as well as Chair Saulnier were present. Thus a quorum was thereby established. Executive Director Correnti was also present as well as Erica Miller, Finance Director. The meeting began with the Pledge of Allegiance.

**MINUTES:**

The Meeting Minutes of December 12, 2024, were presented. Commissioner O'Donnell motioned to approve the Minutes of the December 12, 2024 Meeting as submitted. His motion was seconded by Commissioner Gagliardi. 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:

Executive Director Correnti briefly reviewed the correspondence noted on the Agenda. Namely, the 12/12/2024 letter to former Commissioner Moschner from Chair Saulnier, the 12/13/2024 letter to Rich Annese from Chair Saulnier, the 12/31/2024 letters to O'Connor Hardware and to Georgio's Liquors from the Executive Director.

REPORTS:

The **Investment Accounts Report**, as of January, 1 2025 was presented by the Executive Director. Hearing no questions, Chair Saulnier directed the **Investment Accounts Report**, dated 1/1/2025, to be accepted and placed on file.

The **Payment of Bills Report**, for the period of 12/1/2024 through 12/31/24, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Gagliardi, motioned to approve the 12/1/2024 to 12/31/24 **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 January 2025, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Gagliardi, motioned to approve and authorize payment for the January 2025 Section 8 Vouchers in the amount of \$95,214.78. 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 December 31, 2024. Hearing no discussion, Chair Saulnier directed the **Fee Accountant's Report**, as of December 31, 2024, to be accepted and placed on file.

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

The Executive Director presented the **January 1, 2025, Vacancy Report**. Hearing no questions, Chair Saulnier directed the **Vacancy Report**, dated 1/1/2025, to be accepted and placed on file.

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director Correnti reviewed his December 2024 Report. He briefly reviewed each of the Modernization projects noted in his report.

**OLD BUSINESS:**

There was none.

**NEW BUSINESS**

**Rent Write off -**

Executive Director Correnti presented a request to write off the rent for a tenant that had vacated an apartment. Commissioner O'Donnell moved that the Board of Commissioners of the Billerica Housing Authority approve the write-off of the outstanding rent balance of \$2386.00. Hearing no further discussion, Chair Saulnier called for a vote. The motion was approved unanimously (3-0-0).

**Approve Fenton, Ewald, & Associates Contract for 7/1/24 to 6/30/25 -**

Executive Director Correnti reviewed the Fee Accountant renewal contracts. Commissioner O'Donnell moved that the Board of Commissioners of the Billerica Housing Authority approve the Fee Accountant's Federal and State Services Contracts, totaling \$1797.00 per month, between the Billerica Housing Authority and Fenton, Ewald & Associates, P.C. for the period of July 1, 2024 through June 30, 2025 and to authorize the Executive Director to execute any required documents in that regard. His motion was seconded by Commissioner Gagliardi. Hearing no discussion, Chair Saulnier called for a vote. The motion was approved unanimously (3-0-0).

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 Gagliardi, motioned to adjourn the meeting. Chair Saulnier then called for a vote. The motion was approved (3-0-0) on a voice vote and the meeting adjourned at 4:15 PM.

Respectfully submitted,



Robert M. Correnti  
Executive Director/Secretary