

BILLERICA HOUSING AUTHORITY

John Saulnier, Chair
James F. O'Donnell, Jr., Vice Chair
Martin E. Conway, Treasurer
David Gagliardi, Assistant Treasurer

Robert M. Correnti, Executive Director

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MINUTES OF THE
BILLERICA HOUSING AUTHORITY
REGULAR MEETING OF
APRIL 10, 2025
IN THE
CAROL A. FORD COMMUNITY BUILDING
16 RIVER STREET
COMMON ROOM

RECEIVED
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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 4:05 PM noting Commissioners O'Donnell, David Gagliardi, Martin Conway, and Chair Saulnier were present and 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. Chair John Saulnier then stated the Re-organization of the Board would be the next Order of Business. Commissioner O'Donnell nominated Commissioner David Gagliardi as Assistant Treasurer, Commissioner Martin Conway as Treasurer and Commissioner John Saulnier as Chair. Commissioner Gagliardi seconded the motion. Hearing no further nominations and with the motion having been made and seconded, Chair Saulnier called for a vote. The motion was approved unanimously (4-0-0) on a voice vote. Commissioner Conway then nominated Commissioner O'Donnell as Vice Chair. Commissioner Gagliardi seconded the motion. Hearing no further nominations and with the motion having been made and seconded, Chair Saulnier called for a vote. The board unanimously approved the motion (4-0-0) on a voice vote.

MINUTES:

The Meeting Minutes of March 13, 2025, were presented. Commissioner O'Donnell motioned to approve the Minutes of the March 13, 2025 Meeting as submitted. His motion was seconded by Commissioner Gagliardi. Hearing no discussion and with the motion having been made and seconded, Chair Saulnier called for a vote. Three (3) Commissioners voted in favor of approving the minutes. There were none apposed. One Commissioner (Commissioner Conway) abstained. Thus, the motion was approved (3-0-1) on a voice vote.

The Chair Saulnier welcomed Ashley Monfet as the new full time RSC at BHA. She was in attendance to introduce herself and let residents know of her availability and hours at the BHA locations for her services. She was welcomed by all.

CORRESPONDENCE:

There was none.

REPORTS:

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

The **Payment of Bills Report**, for the period of 3/1/2025 through 3/31/25, was presented by the Executive Director. A brief discussion ensued. Commissioner O'Donnell, seconded by Commissioner Conway, motioned to approve the 3/1/2025 to 3/31/2025 **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 April 2025, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Conway, motioned to approve and authorize payment for the April 2025 Section 8 Vouchers in the amount of \$91,884.44. 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 March 31, 2025. Hearing no discussion, Chair Saulnier directed the **Fee Accountant's Report**, as of March 31, 2025, to be accepted and placed on file.

The **March 2025 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Gagliardi, motioned to approve the **March 2025 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 **April 1, 2025, Vacancy Report**. Hearing no questions, Chair Saulnier directed the **Vacancy Report**, dated 4/1/2025, to be accepted and placed on file.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Correnti reviewed his March 2025 Report as submitted. Additionally, he briefly detailed the strategy regarding uncertainty with funding of Section 8 vouchers and monthly HUD assistance for 16 River Street. Currently, the course of action is "plan for the worst and hope for the best."

OLD BUSINESS:

There was none.

NEW BUSINESS

Gardening and Landscaping Policy:

Executive Director Correnti read the draft policy to the board and attendees in detail. A brief discussion followed to clarify some questions and concerns by the Commissioners and by meeting attendees. It was agreed to provide residents of 13 River Street, 16 River Street, and Talbot Apartments with a copy of the approved Policy. Additionally, the Executive Director stated that residents would have until June 1, 2025 to be in compliance with the policy. Commissioner Conway, seconded by Commissioner O'Donnell, motioned to approve the policy. Hearing no questions, Chair Saulnier called for a vote. The motion was approved (4-0-0) on a voice vote.

Porch Policy:

Executive Director Correnti reviewed the proposed changes to the current porch policy. Mr. Correnti explained the reasoning for the changes. Commissioner O'Donnell motioned to approve the revisions to the policy. His motion was seconded by Commissioner Conway. Hearing no questions, Chair Saulnier called for a vote. The motion was approved unanimously (4-0-0) on a voice vote.

Request to Approve and Authorize ED to sign CFAs:

Executive Director Correnti reviewed his memo of March 27, 2025. Commissioner O'Donnell motioned to approve and authorize the Executive Director to sign the Contracts for Financial Assistance (CFAs). His motion was seconded by Commissioner Conway. Hearing no questions, Chair Saulnier called for a vote. The motion was approved unanimously (4-0-0) on a voice vote.

OPEN MIC:

Chair Saulnier called upon BHA resident Thomas Davis. Chair Saulnier noted that Mr. Davis was indicating he was not speaking on a topic discussed at the meeting. Nonetheless, Chair Saulnier stated he would allow it this instance. Resident Davis stated he had two issues: the first concerned the Waste Management recycling bin at 13 River St. The doors are too heavy for residents to be able to open. Chair Saulnier asked the Executive Director to look further into this. Secondly, Mr. Davis stated Meeting Agendas used to be posted at 13 River Street but were no longer posted there. Following a brief discussion, the Executive Director advised that the BHA complies with the Open Meeting Law regarding postings. Nonetheless, Board of Commissioner Meeting Agendas would be posted at 13 River Street and the Talbot Apartments.

Resident Lew Martakos then spoke. He stated that, in his opinion, things are going well at the Housing Authority.

Resident Patricia Doherty stated that, while the Gardening Policy required some additional steps, she said she could work with it.

Relative to plantings, resident Catherine Moschner spoke about the above ground planters that are located near the green Maintenance building. She said because of one resident's claims that another resident was stealing plants, she understands some residents do not want to use the planters.

Lastly, Ms. Laureen Knowles addressed the Board. She discussed the meeting Agenda. Chair Saulnier thanked her for her input.

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 then called for a vote. The motion was approved (4-0-0) on a voice vote and the meeting adjourned at 5:00 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Robert M. Correnti". The signature is stylized with a large, looping initial "R" and a trailing flourish.

Robert M. Correnti
Executive Director/Secretary