

BILLERICA

HOUSING AUTHORITY

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

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**MINUTES OF THE
BILLERICA HOUSING AUTHORITY
REGULAR MEETING OF
SEPTEMBER 11, 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 then called the meeting to order at 4:04 PM noting Commissioners O'Donnell, David Gagliardi, Lew Martakos and Chair Saulnier were present. Thus a quorum was thereby established. Commissioner Conway was absent. Executive Director Correnti was present as well as Erica Miller, Finance Director. The meeting began with the Pledge of Allegiance.

MINUTES:

The Meeting Minutes of August 14, 2025, were presented. Commissioner O'Donnell motioned to approve the Minutes of August 14, 2025, 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 motion was unanimously approved (4-0-0) on a voice vote.

CORRESPONDENCE:

Executive Director Correnti briefly noted his letter to Commissioner O'Donnell, dated August 15, 2025, regarding Commissioner O'Donnell's appointment by the Board to the Community Preservation Committee.

REPORTS:

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

The **Payment of Bills Report**, for the period of 8/1/2025 through 8/30/25, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Gagliardi, motioned to approve the 8/1/2025 to 8/30/2025 **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 September 2025 was presented by the Executive Director. A brief discussion ensued. Following the brief discussion, Commissioner O'Donnell, seconded by Commissioner Gagliardi, motioned to approve and authorize payment for the September 2025 Section 8 Vouchers in the amount of \$96,073.24. Chair Saulnier called for a vote. The motion was approved unanimously (4-0-0) on a voice vote.

The **Fee Accountant's Reports** for July 31, 2025 and August 31, 2025 were present by the Executive Director. The Executive Director brief reviewed both Reports. Hearing no questions, Chair Saulnier directed both Reports be placed on file.

The **August 2025 Payroll Report** was presented by the Executive Director. Executive Director Correnti noted an addition was made to the Maintenance Staff. Victor DiPrizio joined the BHA with prime responsibility for vacancies at 16 River Street. He will also assist at other properties if needed. Commissioner O'Donnell, seconded by Commissioner Gagliardi, motioned to approve the **August 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 **September 1, 2025, Vacancy Report**. A brief discussion followed. With no further questions, Chair Saulnier directed the **Vacancy Report**, dated **9/1/2025**, to be accepted and placed on file

EXECUTIVE DIRECTOR'S REPORT

Prior to providing his Report, Executive Correnti announced a tab has been created on the BHA website titled "BHA Community Activities." The BHA will post photos of BHA Community Activities. Being on our web page, this information would then be available to applicants. Also, it can strengthen BHA Community pride. He noted that negative posts seem to get attention. But the BHA Community is vibrant with strong positive community pride. Executive Director Correnti then noted the August 23, 2025 BBQ with the Billerica Colonial Minutemen. He said it was a tremendous success and distributed copies of the 9/8/25 Lowell Sun article. Executive Director Correnti then reminded all of the cookout this Saturday, September 13, 2025. The cookout is generously provided by members of the Billerica Lodge of Elks. Director Correnti reminded the Board of the requirement for Member Training. He provided the link to access the training module. Hearing no further questions following the Report, Chair Saulnier directed the Report be placed on file.

OLD BUSINESS:

There was none.

NEW BUSINESS:

13 RIVER STREET BATHROOM SINK REPLACEMENT #031085:

Executive Director Correnti reviewed this project indicating the low bidder has been qualified and requested the Board approve the awarding of the contract to Gilonna Plumbing & Heating Services, Incorporated. Commissioner O'Donnell, seconded by Commissioner Gagliardi, moved that the Board of Commissioners of the Billerica Housing Authority approve the awarding of the 13 River Street Bathroom Sink Replacement project #031085 to Gilonna Plumbing & Heating Services, Incorporated of 31 Staaf Road, Saugus, MA 01906 and authorize the Executive Director to execute any documents for this project. Hearing no questions, Chair Saulnier called for a vote. The motion was approved unanimously (4-0-0) on a voice vote.

McCOLOUGH HOUSE PROJECT #031093:

This project involves the renovation of two (2) kitchens at the McColough House. It is currently in the early design stages. Executive Director Correnti requested the Board approve the project. Commissioner O'Donnell, seconded by Commissioner Gagliardi, motioned to approve project #031093 for two complete kitchen renovations at 609 Boston Road (McColough House) and authorize the Executive Director to execute any documents required for this project. Hearing no discussion, Chair Saulnier called for a vote. The motion was approved unanimously (4-0-0) on a voice vote

OPEN MIC:

No one signed up to speak at Open Mic.

ADJOURN:

There being no other items for discussion, Chair Saulnier requested a motion to adjourn. Commissioner O'Donnell, seconded by Commissioner Gagliardi, motioned to adjourn the meeting. Chair Saulnier called for a vote. The motion was unanimously approved (4-0-0) on a voice vote. The meeting adjourned at 4:28 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary