

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
OCTOBER 9, 2025
IN THE
CAROL A. FORD COMMUNITY BUILDING
16 RIVER STREET
COMMON ROOM**

CALL TO ORDER:

Prior to calling the meeting to order, Vice Chair James O'Donnell reminded all that the meeting was being audio and video recorded. Vice Chair O'Donnell then called the meeting to order at 4:02 PM noting Commissioners O'Donnell, David Gagliardi, Martin Conway and Lew Martakos were present. Chair John Saulnier was absent. Thus a quorum was established. 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 September 11, 2025, were presented. Commissioner Conway motioned to approve the Minutes of September 11, 2025, Meeting as submitted. His motion was seconded by Commissioner Gagliardi. Hearing no questions and with the motion having been made and seconded, Vice Chair O'Donnell 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 Mr. Herve Adams, dated September 5, 2025, regarding issues at the Talbot.

Executive Director Correnti then noted his letter to BHA resident Frank Canfield for his efforts organizing and conducting the annual travelling cookout for BHA residents.

Prior to reviewing the various reports, Executive Director Correnti introduced Merari Andrades, our new Resident Service Coordinator. Following her introduction, RSC Andrades briefly spoke indicating her excitement in joining the BHA team. She received a welcoming round of applause.

REPORTS:

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

The **Payment of Bills Report**, for the period of 9/1/2025 through 9/30/25, was presented by the Executive Director. Commissioner Conway, seconded by Commissioner Gagliardi, motioned to approve the 9/1/2025 to 9/30/2025 **Payment of Bills Report**. Hearing no questions, Vice Chair O'Donnell called for a vote. The motion was approved unanimously (4-0-0) on a voice vote.

The **Section 8 Voucher Payment Report**, for October 2025 was presented by the Executive Director. A brief discussion ensued. Following the brief discussion, Commissioner Conway, seconded by Commissioner Gagliardi, motioned to approve and authorize payment for the October 2025 Section 8 Vouchers in the amount of \$97,553.24. Vice Chair O'Donnell called for a vote. The motion was approved unanimously (4-0-0) on a voice vote.

The **Fee Accountant's Report** for September 30, 2025 was present by the Executive Director. The Executive Director briefly reviewed the Report. Hearing no questions, Vice Chair O'Donnell directed the Report be placed on file.

The **September 2025 Payroll Report** was presented by the Executive Director. Commissioner Conway, seconded by Commissioner Gagliardi, motioned to approve the **September 2025 Payroll Report**. Hearing no questions, Vice Chair O'Donnell called for a vote. The motion was approved unanimously (4-0-0) on a voice vote.

The Executive Director presented the **October 1, 2025, Vacancy Report**. A brief discussion followed. With no further questions, Vice Chair O'Donnell directed the **Vacancy Report**, dated **10/1/2025**, to be accepted and placed on file

EXECUTIVE DIRECTOR'S REPORT

Executive Director Correnti briefly reviewed his September 2025 Report. Following his presentation and hearing no further questions, Vice Chair O'Donnell directed the Report be placed on file.

OLD BUSINESS:

There was none.

NEW BUSINESS:

APPROVE AWARDING OF CONTRACT #031089 FOR MCCOLOUGH HOUSE:

This project involves the installation of two slider doors replacing the current back doors as well as the removal of glass windows over each door. Bids were presented and the low bidder has been qualified. Commissioner Conway moved that the Billerica Housing Authority Board of Commissioners approve the award of a contract for project #031089 to Alfa Design Build Inc. of Boylston, MA in the amount of \$32,000.00 and authorize Executive Director Robert Correnti to execute all documents related to this contract. His motion was seconded by Commissioner Gagliardi. Hearing no further discussion, Vice Chair O'Donnell called for a role call vote. Commissioner Conway voted "aye", Commissioner Gagliardi voted "aye", Commissioner Martakos voted "aye" and Vice Chair O'Donnell vote "aye." Hence the motion was approved unanimously by a role call vote.

13 RIVER STREET PROJECT #031088:

This project involves a video surveillance system for 13 River Street. Basic cost (materials and Labor) is estimated at approximately \$250,000. This estimate does not include change orders, engineering costs, etc. The low bidder is local and has been qualified. Following a brief discussion, Commissioner Conway, seconded by Commissioner Gagliardi, motioned that the Billerica Housing Authority Board of Commissioners approve and award the contract for project #031088, Video Surveillance System at 13 River Street, to Setronics, Corp. of 5 Executive Park Drive, North Billerica, MA 01862 and authorize the Executive Director to execute all required documents related to this project. Hearing no further discussion, Vice Chair O'Donnell called for a role call vote. Commissioner Conway voted "aye", Commissioner Gagliardi voted "aye", Commissioner Martakos voted "aye" and Vice Chair O'Donnell vote "aye." Hence the motion was approved unanimously by a role call vote.

OPEN MIC:

No one signed up to speak at Open Mic.

ADJOURN:

There being no other items for discussion, Vice Chair O'Donnell requested a motion to adjourn. Commissioner Conway, seconded by Commissioner Gagliardi, motioned to adjourn the meeting. Vice Chair O'Donnell called for a vote. The motion was unanimously approved (4-0-0) on a voice vote. The meeting adjourned at 4:29 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary