

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
NOVEMBER 13, 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 4:00 PM noting Commissioners James O'Donnell, David Gagliardi, Martin Conway, Lew Martakos, and Chair Saulnier were present. 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 October 9th, 2025, were presented. Commissioner O'Donnell motioned to approve the Meeting Minutes of October 9th, 2025, 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 motion was unanimously approved (5-0-0) on a voice vote.

CORRESPONDENCE:

There was no correspondence.

REPORTS:

The **Investment Accounts Report**, as of November 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 10/1/2025 through 10/31/25, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Conway, motioned to approve the 10/1/2025 to 10/31/2025 **Payment of Bills Report**. Hearing no questions, Chair Saulnier called for a vote. The motion was approved unanimously (5-0-0) on a voice vote.

The **Section 8 Voucher Payment Report**, for November 2025 was presented by the Executive Director. Following a brief discussion, Commissioner O'Donnell, seconded by Commissioner Conway, motioned to approve and authorize payment for the November 2025 Section 8 Vouchers in the amount of \$93,046.24. Chair Saulnier called for a vote. The motion was approved unanimously (5-0-0) on a voice vote.

The **Fee Accountant's Report** for October 31, 2025 was presented and briefly reviewed by the Executive Director. Hearing no questions, Chair Saulnier directed the Report be placed on file.

The **October 2025 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Conway, motioned to approve the **October 2025 Payroll Report**. Hearing no questions, Chair Saulnier called for a vote. The motion was approved unanimously (5-0-0) on a voice vote.

The Executive Director presented the **November 1, 2025, Vacancy Report**. A brief discussion followed. Hearing no further discussion, Chair Saulnier directed the **Vacancy Report**, dated 11/1/2025, to be accepted and placed on file

EXECUTIVE DIRECTOR'S REPORT

Prior to reviewing his October 2025 Report, Executive Director Correnti reviewed some recent developments occurring after his Report was distributed. The first was the annual audit conducted on November 6th, 2025 by the BHA's auditing firm CBIZ (formerly Marcum). The audit resulted in "No Findings" in any category. Executive Director Correnti praised the BHA Staff for its hard work and diligence. The audit validates management's commitment to operating with integrity and a commitment to good management. Executive Director Correnti then discussed the Performance Management Review (PMR) conducted by EOHLC on November 12th, 2025. The results were positive regarding management of work orders, vacancies, and EOHLC regulations. Units at 13 River Street and the Talbot were inspected with positive results. However, a 705 apartment was inspected with numerous violations. The violations were not attributable to the BHA. Nonetheless, the BHA will address the issues and report back to EOHLC as requested. Executive Director Correnti then noted BHA resident Andy Brant had been recognized by the Billerica Select Board at their meeting of November 3, 2025. Executive Director Correnti read the award from the Select Board. Andy Brant was credited for his continuous efforts to beautify Billerica and his honesty in bringing an envelope he found, containing \$900.00, to the Billerica Police Department so Billerica PD could return the lost envelope to its owner. The money was returned to a North Billerica resident who had previously reported it lost. Chair Saulnier, on behalf of the Board of Commissioners congratulated Andy and presented him with an award from the BHA. Andy received a hearty round of applause. Executive Director Correnti noted the BHA is proud of Andy and a memo, spotlighting Andy, is posted on the BHA website in the Community Activities tab. Executive Director Correnti then reviewed his October Report. Following his presentation and hearing no further questions, Chair Saulnier directed the Report be placed on file.

OLD BUSINESS:

Executive Director Correnti reviewed his October 27th, 2025 memo to the Board regarding 16 River Street projects. Commissioner O'Donnell thanked Executive Director Correnti for his report and stated it would be reviewed and discussed at a later date.

NEW BUSINESS:**APPROVE REPURPOSING OF APARTMENT 8-7 AT 13 RIVER STREET:**

Executive Director Correnti reviewed his October 14, 2025, memo to the Board of Commissioners regarding this unit. He briefly reviewed the history of the Supportive Care Program and its benefits to BHA residents. This year, EOHLIC requested a vote of the Board to repurpose this unit to this program. This unit is provided at no cost to AgeSpan for the individual providing the Supportive Care services. Following the Director's review, Commissioner Conway, seconded by Commissioner Gagliardi, motioned that the Billerica Housing Authority Board of Commissioners approve the repurposing of 13 River Street, Unit 8-7, for use by AgeSpan Supportive Services and authorize the Executive Director to execute any documentation required thereto. Hearing no further discussion, Chair Saulnier called for a vote. The motion was approved unanimously (5-0-0) on a voice vote.

APPROVE UPDATED PAYMENT STANDARDS AND UTILITY ALLOWANCES FOR SECTION 8 HCV PROGRAM:

Executive Director Correnti reviewed his October 16th, 2025 memo regarding the updated payment Standards and Utility Allowances. Following the presentation, Commissioner Conway, seconded by Commissioner Gagliardi, moved that the Billerica Housing Authority Board of Commissioners approve the updated Payment Standards and Utility Allowances as presented by Northeastern Utility Consultants, dated September 2025 and to be effective December 1, 2025. Hearing no discussion, Chair Saulnier called for a vote. The motion was approved unanimously (5-0-0) on a voice vote.

APPROVE CERTIFICATE OF FINAL COMPLETION FOR ROOF REPLACEMENT PROJECT (#031087) FOR 29-31 TREBLE COVE ROAD:

Executive Director Correnti reviewed his November 6, 2025, memo regarding this project. The project was satisfactorily completed in January 2025 and the \$925.00 is the standard 5% residual held. The residual is the final payment to the contractor. Commissioner Conway, seconded by Commissioner Gagliardi, moved that the Billerica Housing Authority Board of Commissioners approve the Certificate of Final Approval for this project and authorize the Executive Director to execute any documents required. Hearing no further discussion, Chair Saulnier called for a roll call vote on the

motion. Commissioner Metakos voted "aye", Commissioner Gagliardi voted "aye", Commissioner Conway voted "aye", Commissioner O'Donnell voted "aye" and Chair Saulnier voted "aye." Thus, the motion passed by a unanimous roll call vote (5-0-0).

ADDENDUM:**APPROVE QUOTE AND AWARD OF CONTRACT FOR PROJECT #031093:**

This project is for two complete kitchen renovations at the McColough House, 609 Boston Road, Billerica, MA. Makeover & Finishes Group, Inc., of 170 Worcester Street, Suite 201, Wellesley Hills, MA 02481 was the lowest bidder at \$66,220.00 and has been determined to be qualified for the contract. Commissioner Conway, seconded by Commissioner Gagliardi, moved that the Billerica Housing Authority Board of Commissioners approve the quote and award of the contract for project #031093 to Makeover & Finishes Group, Inc., of 170 Worcester Street, Suite 201, Wellesley Hills, MA 02481 and authorize the Executive Director to execute any documents required. Hearing no further discussion, Chair Saulnier called for a roll call vote on the motion. Commissioner Metakos voted "aye", Commissioner Gagliardi voted "aye", Commissioner Conway voted "aye", Commissioner O'Donnell voted "aye" and Chair Saulnier voted "aye." Thus, the motion passed by a unanimous roll call vote (5-0-0).

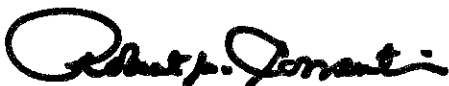
OPEN MIC:

No one signed up to speak at Open Mic.

ADJOURN:

There being no other items for discussion, Chair Saulnier wished all a Happy Thanksgiving and requested a motion to adjourn. Commissioner Conway, seconded by Commissioner Gagliardi, motioned to adjourn the meeting. Chair Saulnier called for a vote. The motion was unanimously approved (5-0-0) on a voice vote. The meeting adjourned at 4:37 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary