

BILLERICA HOUSING AUTHORITY

James F. O'Donnell, Jr., Chair
David A. Gagliardi, Vice Chair
John Saulnier, Treasurer
Laureen Knowles, Assistant Treasurer
Lew Martakos
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MINUTES OF THE BILLERICA HOUSING AUTHORITY REGULAR MEETING OF JULY 9, 2026 IN THE CAROL A. FORD COMMUNITY BUILDING 16 RIVER STREET COMMON ROOM

CALL TO ORDER:

After advising attendees that the meeting was being audio and video recorded, Chair O'Donnell called the meeting to order at 4:00 PM noting Commissioners Lew Martakos, Knowles, Saulnier, Gagliardi and O'Donnell 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.

OPEN MIC:

No one signed up for Open Mic.

MINUTES:

The Meeting Minutes of June 11th, 2026, were presented. Commissioner Saulnier motioned to approve the Meeting Minutes of June 11th, 2026, as submitted. His motion was seconded by Commissioner Gagliardi. Hearing no questions and with the motion having been made and seconded, Chair O'Donnell called for a vote. The motion was approved unanimously (5-0-0).

ANNUAL PLAN FOR FY2027:

Following the approval of the Minutes, Chair O'Donnell stated that the Board, rather than proceeding in the customary order of items on the Agenda, would proceed with the Public Hearing on the FY2027 Annual Plan. Thus, he asked for a motion to open the Public Hearing. Commissioner Saulnier moved that the Board open the Public Hearing on the Billerica Housing

Authority's FY 2027 Annual Plan. His motion was seconded by Commissioner Gagliardi. Chair O'Donnell called for a roll call vote. Commissioner Gagliardi voted "aye", Commissioner Knowles voted "aye", Commissioner Martakos voted "aye", Commissioner Saulnier voted "aye" and Chair O'Donnell voted "aye". Thus, the motion was approved unanimously (5-0-0) on a roll call vote. Chair O'Donnell then declared that the Public Hearing on the FY2027 Annual Plan was now open.

Chair O'Donnell requested Executive Director Correnti review the Annual Plan as posted. A brief discussion of the proposed FY2027 Annual Plan ensued. Following the review, Chair O'Donnell asked if anyone in the audience wished to speak. 16 River Street resident Deb Meehan spoke requesting further details of two items on the CIP. Executive Director Correnti provided a brief explanation of the items to resident Meehan's satisfaction. Resident Meehan did not offer any projects for the Board's consideration. Executive Director Correnti stated that there were no comments submitted by email to the Billerica Housing Authority; that there were no written comments submitted to the Billerica Housing Authority; and there were no reasonable accommodation requests submitted to the Billerica Housing Authority. Additionally, he indicated that, in the Public Hearing Notice, residents and the general public were invited to review and submit comments relative to the FY2027 Annual Plan for the Billerica Housing Authority. Notices with a draft FY2027 Annual Plan were provided in the Common Rooms at 13 River Street, 16 River Street and the Talbot Apartments as well as posted on the BHA's website. It was noted that the Authority would consider the concerns of residents and/or the general public regarding needs and priorities and would incorporate some or all of such needs and priorities in the draft plan if deemed by the Authority to be consistent with sound management. Subsequently, hearing no further discussion, Chair O'Donnell requested a motion to close the Public Hearing. Commissioner Saulnier motioned to close the Public Hearing. Commissioner Gagliardi seconded the motion. Chair O'Donnell called for a roll call vote. Commissioner Gagliardi voted "aye", Commissioner Knowles voted "aye", Commissioner Martakos voted "aye", Commissioner Saulnier voted "aye" and Chair O'Donnell voted "aye". Thus, the motion

was approved unanimously (5-0-0) on a roll call vote. Chair O'Donnell thus declared the Public Hearing on the FY2027 Annual Plan closed. Chair O'Donnell then opened the discussion to the Board of Commissioners. Commissioner Knowles asked some clarifying questions. Chair O'Donnell requested a motion. Commissioner Saulnier moved that the Billerica Housing Authority approve and submit to EOHLC the FY2027 Annual Plan as submitted and discussed at the 7/9/2025 Public Hearing and that a properly advertised Public Hearing was conducted with no resident or general public concerns submitted at the Public Hearing for consideration by the Board. Commissioner Gagliardi seconded the motion. Chair O'Donnell called for a roll call vote. Commissioner Gagliardi voted "aye", Commissioner Knowles voted "aye", Commissioner Martakos voted "aye", Commissioner Saulnier voted "aye" and Chair O'Donnell voted "aye". Thus, the motion was approved unanimously (5-0-0) on a roll call vote

CORRESPONDENCE:

Executive Director Correnti noted the letter of appointment to the CPC for Commissioner Knowles. Commissioner Knowles provided a copy of her certification from the Town Clerk's Office.

Executive Director Correnti then reviewed HUD's letter of June 25, 2026 regarding CY 2026 HAP Shortfall. He advised the Board of the potential risks to the Billerica Housing Authority. He stated the Dedham Housing Authority is actively managing this issue. The Board will be kept informed.

REPORTS:

The **Investment Accounts Report**, as of July 1, 2026, was presented by the Executive Director. Hearing no questions, Chair O'Donnell directed the report to be accepted and placed on file.

The **Payment of Bills Report**, for the period of 6/1/2026 through 6/30/26, was presented by the Executive Director. Commissioner Saulnier, seconded by Commissioner Gagliardi, motioned to approve the payment of bills for the period of June 1, 2026, to June 30, 2026. Hearing no questions, Chair O'Donnell called for a vote. The motion was unanimously approved (5-0-0) on a voice vote.

The **Section 8 Voucher Payment Report** for June 2026 was presented by the Executive Director. A brief discussion ensued regarding the HCVP shortfall and potential risks to the Billerica Housing Authority. Commissioner Saulnier, seconded by Commissioner Gagliardi, motioned to approve the payment for July 2026 Section 8 vouchers in the amount of \$102,081.24. Hearing no discussion, Chair O'Donnell called for a vote. The motion was unanimously approved (5-0-0) on a voice vote.

The **Fee Accountant's Report** for FY ending June 30, 2026, was not yet available from the Fee Accountant and will be presented at the Board's August 13, 2026, meeting

The **June 2026 Payroll Report** was presented by the Executive Director. Commissioner Saulnier, seconded by Commissioner Gagliardi, motioned to approve the **Payroll Report** for June 2026. Hearing no questions, Chair O'Donnell called for a vote. The motion was unanimously approved (5-0-0) on a voice vote.

The Executive Director presented the **July 1, 2026, Vacancy Report**. Hearing no discussion, Chair O'Donnell directed the **Vacancy Report**, dated 7/1/2026, to be accepted and placed on file.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Correnti reviewed his June 2026 Executive Director's Report. Chair O'Donnell directed the **Executive Director's Report**, dated 7/1/2026, to be accepted and placed on file.

OLD BUSINESS:

There was none.

NEW BUSINESS:

Appointment to the Billerica Affordable Housing Trust (BAHT):

Executive Director Correnti reviewed his July 1, 2026, memo indicating the Board needed to appoint two (2) Commissioners to the BAHT. Following a brief discussion, Commissioner Saulnier motioned the Billerica Housing Authority Board of Commissioners appoint Commissioners Laureen Knowles and Lew Martakos as the Board's representative to the BAHT. His motion was seconded by Commissioner Gagliardi. Hearing no questions, Chair O'Donnell called for a vote on the motion. The motion was unanimously approved (5-0-0) on a voice vote.

Northern Bank Account:

Finance Director Miller reviewed the request to update the signatories for Northern Bank. Hearing no discussion, Commissioner Saulnier motioned that the Billerica Housing Authority Board of Commissioners remove former Commissioner Martin E. Conway as a signatory on the account and add Commissioners Martakos, Gagliardi and Knowles to Account #428772. Additionally, the Board confirms Commissioners O'Donnell, Gagliardi, Saulnier, Knowles and Martakos as signatories. Commissioner Saulnier's motion was seconded Commissioner Gagliardi. Hearing no questions, Chair O'Donnell called for a vote on the motion. The motion was unanimously approved (5-0-0) on a voice vote.

ADJOURN:

There being no other items for discussion, Chair O'Donnell requested a motion to adjourn. Commissioner Saulnier, seconded by Commissioner Knowles, motioned to adjourn the meeting. Chair O'Donnell called for a vote. The motion was unanimously approved (5-0-0) on a voice vote.

The meeting adjourned at 4:45 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Robert M. Correnti". The signature is stylized with a large, circular initial 'R' and a long, sweeping underline.

Robert M. Correnti
Executive Director/Secretary