

BILLERICA

HOUSING AUTHORITY

James F. O'Donnell, Jr., Chair
David A. Gagliardi, Vice Chair
John Saulnier, Treasurer
Laureen Knowles, Assistant Treasurer
Lew Martakos
Robert M. Correnti, Executive Director

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**MINUTES OF THE
BILLERICA HOUSING AUTHORITY
REGULAR MEETING OF
AUGUST 13, 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 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:

Resident Thom Davis of 13 River Street spoke regarding the status of the Camera project at 13 River Street. According to Executive Director Correnti, the project is ongoing.

MINUTES:

The Meeting Minutes of July 9th, 2026, were presented. Commissioner Knowles motioned to replace "Hearing no comments or questions from the Commissioners" on page 3 (fourth line from the top) with "Commissioner Knowles asked some clarifying questions." The motion was seconded by Commissioner Saulnier. Chair O'Donnell requested a vote on Commissioner Knowles' motion to amend the Minutes. The motion to amend was approved unanimously (5-0-0). Commissioner Gagliardi motioned to strike the first paragraph on page 5, beginning with "Following that vote...." and ending with

"...an item on the Board's August meeting Agenda." Commissioner Saulnier seconded the motion. Chair O'Donnell requested a vote on Commissioner Gagliardi's motion to amend the Minutes. Commissioner Gagliardi's motion to amend was approved unanimously (5-0-0). Commissioner Knowles motioned to approve the Meeting Minutes of July 9th, 2026, as amended. Her motion was seconded by Commissioner Saulnier. Hearing no questions and with the motion having been made and seconded, Chair O'Donnell called for a vote. The motion to approve the Minutes as amended was approved unanimously (5-0-0).

CORRESPONDENCE:

Executive Director Correnti noted the letter of appointment to the Billerica Affordable Housing Trust (BAHT) for Commissioner Knowles. Commissioner Knowles provided a copy of the certificate from the Town Clerk certifying she was duly sworn in.

Executive Director Correnti noted the letter of appointment to the Billerica Affordable Housing Trust (BAHT) for Commissioner Martakos.

REPORTS:

The **Investment Accounts Report**, as of August 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 7/1/2026 through 7/31/26, was presented by the Executive Director. A brief discussion ensued. Commissioner Saulnier, seconded by Commissioner Martakos, motioned to approve the payment of bills for the period of July 1, 2026, to July 31, 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 August 2026 was presented by the Executive Director. A brief discussion ensued regarding the HCVP shortfall. Commissioner Saulnier, seconded by Commissioner Gagliardi, motioned to approve the payment for August 2026 Section 8 vouchers in the amount of \$102,748.24.24. 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 presented by the Executive Director. A brief discussion ensued. Hearing no questions, Chair O'Donnell directed the report to be accepted and placed on file.

The **June 2026 Payroll Report** was presented by the Executive Director. Commissioner Saulnier, seconded by Commissioner Gagliardi, motioned to approve the **Payroll Report** for July 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 **Vacancy Report**, dated August 1, 2026. Hearing no discussion, Chair O'Donnell directed the **Vacancy Report**, dated 8/1/2026, to be accepted and placed on file.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Correnti presented and reviewed his July 2026 Executive Director's Report. Relative to the organizational change noted in his report, Executive Director Correnti publicly announced his retirement effective January 31, 2027. He presented the Board with a draft employment ad as well as a draft hiring process timeline. A brief discussion ensued following his announcement with Chair O'Donnell directing the **Executive Director's Report**, dated 8/1/2026, to be accepted and placed on file.

OLD BUSINESS:

There was none.

NEW BUSINESS:

Pet Policy:

Commissioner Knowles briefly discussed recent actions in the MA Legislature relative to pets in Public Housing. Final Legislative action may require the BHA to update its Pet Policy. Commissioner Martakos suggested no action be taken at the present time. He recommended that the policy be revisited once Legislative action is finalized. A brief discussion followed with the Board's consensus on Commissioner Martakos' recommendation. Commissioner Knowles agreed and withdrew the item.

Approve CFA Amendment #14:

Executive Director Correnti presented and reviewed his memo of July 13, 2026, relative to Amendment #14 for the Contract for Financial Assistance (CFA). Commissioner Saulnier moved that the Billerica Housing Authority Board of Commissioners approve Amendment #14 to the Contract for Financial Assistance (CFA) 5001 in the amount of \$497,897.62 and authorize the Chair and the Executive Director to execute any required documents relating thereto. His motion was seconded by Commissioner Gagliardi. With a motion having been made and seconded and no further discussion, 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 passed unanimously (5-0-0) on a roll call vote.

Approve Payment #2 for Project #031092:

Executive Director Correnti presented and reviewed his memo of August 13, 2026. According to Executive Director Correnti, the project involved the replacement of flooring and carpeting at the Parker House. He advised the project is complete and this is the final payment. Commissioner Saulnier moved that the Billerica Housing Authority Board of Commissioners approve payment #2 in the amount of \$3670.00 to Talty Floors, Inc. and authorize the Executive Director to execute any required documents related thereto. His motion was seconded by Commissioner Gagliardi. With a motion having been made and seconded and no further discussion, 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 passed unanimously (5-0-0) on a roll call vote.

Rent Write Off:

Executive Director Correnti reviewed his memo of July 21, 2026, requesting the Board approve a rent write off in the amount of \$2170.00. Commissioner Saulnier moved the Billerica Housing Authority Board of Commissioners approve the write off of \$2170.00 for the unpaid rent for apartment 1-E at the 667-2 property. His motion was seconded by Commissioner Gagliardi. Hearing no questions, Chair O'Donnell called for a vote. The motion was unanimously approved (5-0-0) on a voice vote.

Approve VAWA Emergency Transfer Plan to the BHA Tenant Selection Plan:

Executive Director Correnti reviewed his August 3, 2026, memo relative to adding an Emergency Transfer Plan, for victims of VAWA, to the BHA Tenant Selection Plan. Commissioner Saulnier moved that the Billerica Housing Authority Board of Commissioners approve Attachment B which modifies the Tenant Selection Plan for the Billerica Housing Authority, by adding Attachment B which provides an Emergency Transfer Plan for victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking. His motion was seconded by Commissioner Gagliardi. Hearing no questions, Chair O'Donnell called for a vote. 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 Gagliardi, 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 5:00 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary