

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

16 River St
Billerica, MA 01821
Tel: 978 667-2175
Fax: 978 667-1156

email: bcorrenti@billericahousing.org

**MINUTES OF THE
BILLERICA HOUSING AUTHORITY
REGULAR MEETING OF
APRIL 16, 2026
IN THE
CAROL A. FORD COMMUNITY BUILDING
16 RIVER STREET
COMMON ROOM**

CALL TO ORDER:

As this meeting was the Board's Annual Meeting with reorganization as the first item on the Agenda, Vice Chair O'Donnell, the most senior serving Commissioner, advised that he would conduct the Reorganization of the Board. He reminded all that the meeting was being audio and video recorded. Vice Chair O'Donnell called the meeting to order at 4:05 PM noting Commissioners Lew Martakos, Gagliardi, Saulnier, recently elected Commissioner Knowles 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.

Vice Chair O'Donnell welcomed Commissioner Laureen Knowles to the Board. Vice Chair O'Donnell opened the floor for nominations for Chair. Commissioner Saulnier motioned to nominate James O'Donnell as Chair. His motion was seconded by Commissioner Gagliardi. Hearing no other nominations, Commissioner O'Donnell declared the nominations closed and requested a voice vote. The vote was unanimous (5-0-0) to elect Commissioner O'Donnell as Chair.

Chair O'Donnell then called for nominations for Vice Chair. Commissioner Martakos nominated Commissioner Gagliardi for Vice Chair. His motion was seconded by Commissioner Saulnier. Hearing no other nominations, Chair O'Donnell declared the nominations closed and requested a voice vote. The vote was unanimous (5-0-0) to elect Commissioner Gagliardi as Vice Chair.

Chair O'Donnell then called for nominations for Treasurer. Commissioner Gagliardi nominated Commissioner Saulnier for Treasurer. His motion was seconded by Commissioner Martakos. Hearing no other nominations, Chair O'Donnell declared the nominations closed and requested a voice vote. The vote was unanimous (5-0-0) to elect Commissioner Saulnier as Treasurer.

Chair O'Donnell called for nominations for Assistant Treasurer. Commissioner Saulnier nominated Commissioner Knowles for Assistant Treasurer. His motion was seconded by Commissioner Gagliardi. Hearing no other nominations, Chair O'Donnell declared the nominations closed and requested a voice vote. The vote was unanimous (5-0-0) to elect Commissioner Knowles as Assistant Treasurer.

MINUTES:

The Meeting Minutes of March 12th, 2026, were presented. Commissioner Saulnier motioned to approve the Meeting Minutes of March 12th, 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 with three (3) in favor and two (2) abstentions (Chair O'Donnell and Commissioner Knowles abstained).

CORRESPONDENCE:

Executive Director Correnti noted the letter of March 12th, 2026 from the Board thanking Commissioner Conway for his service.

He then noted the March 31, 2026, letter from HUD relative to the audit for fiscal year ending June 30, 2026.

REPORTS:

The **Investment Accounts Report**, as of April 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 3/1/2026 through 3/31/26, was presented by the Executive Director. A brief discussion ensued. In response to questions by Commissioner Knowles, Chair O'Donnell recommended that while she is certainly entitled to ask questions, she should contact Executive Director Correnti prior to the meeting. Commissioner Saulnier, seconded by Commissioner Gagliardi, motioned to approve the payment of bills for the period of March 1, 2026, to March 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 April 2026 was presented by the Executive Director. Following a brief discussion, Commissioner Saulnier, seconded by Commissioner Gagliardi, motioned to approve the payment for April 2026 Section 8 vouchers in the amount of \$97,270.24. 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 March 31, 2026, was presented and briefly reviewed by the Executive Director. Hearing no questions, Chair O'Donnell directed the Report be placed on file.

The **March 2026 Payroll Report** was presented by the Executive Director. Commissioner Saulnier, seconded by Commissioner Gagliardi, motioned to approve the **Payroll Report** for March 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 **April 1, 2026, Vacancy Report**. Hearing no discussion, Chair O'Donnell directed the **Vacancy Report**, dated 4/1/2026, to be accepted and placed on file.

EXECUTIVE DIRECTOR'S REPORT

Prior to reviewing his Report, Executive Director Correnti noted the Talbot Spring donation of One Hundred Dollars (\$100.00) from the Billerica Lodge of Elks and made possible by Talbot resident Frank Canfield. Talbot residents use these funds for plantings. This is the third year of a donation spread over four (4) years. Executive Director Correnti then reviewed his **February 2026 Executive Director's Report**. He reviewed the status of various Modernization Projects. Following his review of the report, he noted the letter of recognition received from resident Darryl Harbarger of 16 River Street commending John Simolaris and Victor DiPrizio of BHA's Maintenance staff. As Mr. Harbarger requested the opportunity to speak at Open Mic, Executive Director Correnti, while agreeing with resident Harbarger's comments, stated it was fitting that further discussion be deferred as Mr. Harbarger will present his letter at Open Mic.

Executive Director Correnti brought forth the issue of mice at the Talbot Apartments. While the BHA has been aggressively dealing with reported complaints, five (5) residents filed a petition with the Board of Health. The planned inspection of all apartments by the BHA was canceled and an exterminator has been engaged and is contracted to provide services for a year. As droppings were observed in the Common Room and food is consumed frequently in the Common Room, out of an abundance of caution, the Common Room has been temporarily closed. Its status will be reviewed with the next inspection by the exterminator in a few weeks.

Executive Director Correnti then briefly discussed the AUP Audit. There were "No Findings." He stated the audit underscores the efforts of the BHA team regarding financial operations and provides confidence to the Board relative to its fiduciary responsibilities. Also, the recent Management and Operations Review (MOR) conducted by MassHousing, on behalf of HUD, was positive with some minor findings to improve operations. Executive Director Correnti commended the entire staff and noted that, taken together, these audits clearly demonstrate the commitment of all BHA employees to BHA's mission.

OLD BUSINESS:

There was none.

NEW BUSINESS:

Rent Write Off:

Executive Director Correnti reviewed his memo of April 6th, 2026 requesting the Board approve a rent write-off of \$1847.00 for the deceased resident of 13 River Street Apartment 7-1. Commissioner Saulnier, seconded by Commissioner Gagliardi, motioned that the Board approve the write-off of \$1847.00 for recently deceased resident Thomas McNamara of 13 River Street, Apartment 7-1. Chair O'Donnell called for a vote. The motion was approved unanimously (5-0-0).

OPEN MIC:

The first speaker was Talbot resident Kathy Gould who spoke about the closing of the Talbot Common Room. While there is a mice infestation at the Talbot, she noted it is important residents have the room for community activities. She stated the room should be open to residents.

The second speaker was Talbot resident Dolores Doll who stated Mark Simolaris has been doing a good job responding to mice complaints. But she firmly believed the exterminator should have been immediately brought in last October.

The third speaker was resident Trish Doherty of 16 River Street. She stated that all residents should work together. Divisive comments are not good for the BHA community.

ADJOURN:

There being no other items for discussion, Chair O'Donnell requested a motion to adjourn. Commissioner Knowles, seconded by Commissioner Saulnier, 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 5:09 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Robert M. Correnti". The signature is written in a cursive, flowing style with a large initial "R".

Robert M. Correnti
Executive Director/Secretary