BILLERICA
HOUSING AUTHORITY

James F. O'Donnell, Jr. , Chair
David A. Gagliardi, Vice Chair
John Saulnier, Treasurer
Laureen Knowles, Assistant Treasurer
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MINUTES OF THE BILLERICA HOUSING AUTHORITY REGULAR MEETING OF MAY 14, 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 4:02 PM noting Commissioners Lew Martakos, Gagliardi, Saulnier, 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.

MINUTES:

The Meeting Minutes of April 16th, 2026, were presented. Commissioner Saulnier motioned to approve the Meeting Minutes of April 16th, 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).

Chair O'Donnell then recognized Attorney Andrew J. Bailey, Assistant Executive Director and General Counsel of the Dedham Housing Authority. Dedham manages Billerica's Housing Choice Voucher Program (Section 8 vouchers) and Attorney Bailey is providing a presentation to the Board relative to Billerica's Housing Choice Voucher Program.

Attorney Bailey supplied the Board with a detailed report on the funding status of Billerica's program for Calendar year 2026.

He noted Billerica experienced a small shortfall in 2025 of approximately $748.00. Because of the shortfall, HUD considers Billerica as "at risk" for 2026. Billerica must continue adhering to all HUD guidance on funding and the risk of shortfall. Non compliance with required cost saving measures could render Billerica ineligible for 2026 shortfall funding.

A small positive reserve is projected for 2026. However, factors such as slower voucher attrition, higher than projected rent increases, and delays in funding could eliminate the projected surplus and create a shortfall. Continued caution, sound management, and adherence to HUD guidelines are prudent and fiscally responsible measures during current challenging times.

Following questions from the Board, Chair O'Donnell thanked Attorney Bailey for his presentation and management of Billerica's HCVP

CORRESPONDENCE:

There was no correspondence.

REPORTS:

The **Investment Accounts Report**, as of May 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 4/1/2026 through 4/30/26, was presented by the Executive Director. Commissioner Saulnier, seconded by Commissioner Gagliardi, motioned to approve the payment of bills for the period of April 1, 2026, to April 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 May 2026 was presented by the Executive Director. Commissioner Saulnier, seconded by Commissioner Gagliardi, motioned to approve the payment for May 2026 Section 8 vouchers in the amount of $94,68924. 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 April 30, 2026, was presented and briefly reviewed by the Executive Director. Hearing no questions, Chair O'Donnell directed the Report be placed on file.

The **April 2026 Payroll Report** was presented by the Executive Director. Commissioner Saulnier, seconded by Commissioner Gagliardi, motioned to approve the **Payroll Report** for April 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 **May 1, 2026, Vacancy Report.** Hearing no discussion, Chair O'Donnell directed the **Vacancy Report,** dated 5/1/2026, to be accepted and placed on file.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Correnti reviewed his April 2026 Executive Director's Report. He provided details on the various Modernization projects listed on the Capital Improvement Plan (CIP).

An update on the mice infestation at the Talbot was given by Executive Director Correnti. As the infestation has not seemed to have diminished, the exterminator will be onsite on Tuesday, May 19th, 2026 to inspect ALL apartments at the Talbot. ED Correnti noted two tenants were in the elevator mechanical room and noted mice droppings in the room. Unfortunately, the door was left unlocked. As this room contains numerous electrical boxes, due to the hazards only authorized personnel should enter. A sign will be posted on the door. Also, a dead mouse was left in a Market Basket bag on the Common Room doorknob.. He indicated residents need to do their part to eliminate any conditions that might attract mice (e.g. leaving food scraps/crumbs on the kitchen counters/floors, leaving food in pet food dishes, etc. If everyone worked together, the problem could be eliminated sooner. Nonetheless, the problem continues to be addressed but patience is needed

OLD BUSINESS:

There was none.

NEW BUSINESS:

Amend Open Mic Policy:
Chair O'Donnell noted, at the April meeting of the Board, he requested this item be on the May Agenda as he proposed moving the Open Mic segment from the end of the Board's meeting to the beginning of the meeting. Accordingly, Commissioner Saulnier motioned to change the sentence from " The Open Microphone period would be the last order of business... " to " The Open Microphone period would be the first order of business...". Commissioner Knowles motioned to amend the name of the Policy to "Public Participation Policy" and insert the following into the document "At all other times during the meeting, the public shall not enter into discussion or debate on matters being considered by the Board, unless requested by the Chair." Commissioner Saulnier accepted the friendly amendment with the amended motion seconded by Commissioner Knowles. Hearing no further discussion, Chair O'Donnell called for a vote. The motion was approved (4-1-0) on a voice vote, with Commissioner Martakos not in favor.

Approve Contract #031092 for Parker House Flooring:
Executive Director Correnti reviewed his May 6, 2026 memo regarding this project. Following his comments, Commissioner Saulnier motioned the Billerica Housing Authority Board of Commissioners approve the award of contract #031092 to Talty Floors, Inc. of 86 Billerica Avenue, North Billerica, MA 01862, in the amount of $24,890.00 and authorize the Executive Director to execute all documents related thereto. His motion was seconded by Commissioner Gagliardi. Hearing no questions, Chair Donnell called for a roll call vote on the motion. Commissioner Gagliardi voted "aye", Commissioner Knowles voted "aye", Commissioner Saulnier vote "aye", Commissioner Martakos voted "aye", and Chair O'Donnell voted "aye". Thus, the Board unanimously (5-0-0) approved the motion with a roll call vote.

Chair O'Donnell, then brought forth the Addendum item.

Approve Contract #031086 for reconstruction of the Talbot Parking Lot:
Executive Director Correnti reviewed his May 14, 2026 memo regarding the reconstruction of the Talbot Parking Lot. Following his comments, Commissioner Saulnier motioned the Billerica Housing Authority Board of Commissioners approve the award of contract #031086 to S.I. Services, Inc. of 163 Leland Street, Framingham, MA 01702, in the amount of $295,000.00 and authorize the Executive Director to execute all documents related thereto. His motion was seconded by Commissioner Gagliardi. Hearing no questions, Chair Donnell called for a roll call vote on the motion. Commissioner Gagliardi voted "aye", Commissioner Knowles voted "aye", Commissioner Saulnier vote "aye", Commissioner Martakos voted "aye", and Chair O'Donnell voted "aye". Thus, the Board unanimously (5-0-0) approved the motion with a roll call vote.

OPEN MIC:

No one signed up for Open Mic.

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,

Robert M. Correnti
Executive Director/Secretary