

BILLERICA

HOUSING AUTHORITY

Martin E. Conway, Chair
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TO: Board of Commissioners 
FROM: Robert M. Correnti
DATE: November 1, 2021
RE: **NOVEMBER 2021 EXECUTIVE DIRECTOR'S REPORT**

A. ADMINISTRATIVE ACTIONS:

1. **Smoking:** None
2. **Overdue Rent:** None
3. **Other:** None

B. QUARTERLY TENANT MEETINGS:

1. The next Quarterly Tenant Meeting is scheduled for 1/22/2022.

C. MASON AVE UPDATE:

1. Project is out to bid - bids due 11/12/2021.

D. 13 RIVER SITE IMPROVEMENT PROJECT FISH #031070:

1. Project is moving along quickly as contractor is trying to take advantage of weather. As of 10/26/2021, painting is about 95% complete, site work about 98% complete, abatement is 100% complete and shutters about 70% complete. Only main open items are railings and electrical.

E. PERFORMANCE MANAGEMENT REVIEW (PMR) :

1. The results of our PMR were very positive with minor issues (e.g. late filing of a quarterly vacancy report). Action has been taken to address the finding.

F. FORD MEMORIAL:

1. Awaiting input from Ford family regarding plaque text. Family supplied photo.