


# BILLERICA

## HOUSING AUTHORITY

John Saulnier, Chair  
James F. O'Donnell, Jr. Vice Chair  
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**TO:** Board of Commissioners   
**FROM:** Robert M. Correnti  
**DATE:** 11/1/2025  
**RE:** OCTOBER 2025 EXECUTIVE DIRECTOR'S REPORT

**A. ADMINISTRATIVE ACTIONS:** No public updates to report;

- o **SMOKING:** No new issues;
- o **RENT:** Continue referring residents with delinquent rent to RAFT. Payment Agreements have been executed where possible. Court action pending where appropriate.

**B. QUARTERLY TENANT MEETINGS:**

- o October 21, 2025 Meeting:
- o (3) three attended from Talbot
- o (12) twelve attended from 13 River
- o (11) eleven attended from 16 River
- o Approx. 26% attendance (average)
- o Next Quarterly Tenant Meeting scheduled for January 13, 2026

**C. MODERNIZATION PROJECT UPODATE:**

- o 13 River Bathroom sink replacement Project (031085) pre-construction meeting scheduled for 11/13/25;
- o Talbot Parking Lot (#031086) - no new updates;
- o Video Surveillance Project (031088)) bids received and contractor qualified. Pre-construction meeting being arranged;
  - o McColough House project (#031089) eight (8) bids received, project covers installation of sliders replacing back doors and shingle/paint. Estimated at \$80,000, low bidder (\$66,220 -below estimate) qualified. Pre-construction meeting being arranged.

- o Parker House carpet replacement (#031092) no new updates. Estimated at \$35,000;
- o Remodel both McColough House kitchens (031093). Estimated at \$120,000 - pre-construction meeting held October 23, 2025. Awaiting bids.

**D. BOARD TRAINING:**

All Board members have successfully completed the training and provided their certificates. The successful completion of the training by all Board members underscores the commitment by the Board to BHA's mission.

**E. AUDIT:**

Audit conducted on 11/6/25 resulting in no findings. Results clearly demonstrate the BHA and its staff know their responsibilities and operate in compliance with the rules and regulations. Credit goes to Berlande, Erica and Tia for their outstanding efforts.

**F. PERFORMANCE MANAGEMENT REVIEW (PMR) :**

EOHLC has scheduled our PMR for Wednesday, November 12<sup>th</sup>, 2025.

**G. ENSPIRE INSPECTION:**

**HUD's** Inspection of 16 River Street is scheduled for Wednesday, December 10<sup>th</sup>, 2025. This is a rigorous, detailed inspection of the property.