

# BILLERICA

## HOUSING AUTHORITY

Martin E. Conway, Chair  
Carol Ford, Vice Chair  
James F. O'Donnell, Jr., Treasurer  
Marie O'Rourke, Assistant Treasurer  
John Parker  
Robert M. Correnti, Executive Director

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### MINUTES OF THE BILLERICA HOUSING AUTHORITY REGULAR MEETING OF November 5, 2020

#### **CALL TO ORDER:**

Treasurer O'Donnell called the meeting to order at 4:04 PM. Chair Conway was present via telephone and advised he had asked Treasurer O'Donnell to Chair the meeting. Commissioner Ford was not present due to medical reasons. On behalf of all the Commissioners, Treasurer O'Donnell wished Commissioner Ford well. Additionally, Treasurer O'Donnell noted that the October 2020 Meeting had been canceled due to the death of Executive Director Correnti's wife. The meeting began with the Pledge of Allegiance.

#### **OPEN MIC:**

Commissioner Parker spoke first at Open Mic. He noted he was experiencing medical issues which were affecting his eyesight. As a result, it had an impact on his work. He asked for everyone's patience and understanding while he dealt with these issues.

Resident Tom Davis then stepped forward to speak about "Elder Abuse." As he began speaking, Treasurer O'Donnell asked if this matter involved the Executive Director. Mr. Davis stated it did and that he had contacted the Elder Abuse hotline and was advised, by the Hotline, to speak to the Board of Commissioners. He stated he called Chair Conway but had not heard back from him. Treasurer O'Donnell indicated the Board of Commissioners is not involved in the day-to-day operations of the Housing Authority and that Mr. Davis should contact the Executive Director to meet with him relative to his concerns.

**MINUTES:**

The Meeting Minutes of September 3, 2020 were reviewed. Commissioner Parker, seconded by Commissioner Conway, motioned to approve the Minutes of the Meeting of September 3, 2020. Treasurer O'Donnell called for a roll call vote. Commissioner O'Rourke voted "aye", Commissioner Parker voted "aye", Chair Conway voted "aye" and Commissioner O'Donnell voted "aye". Thus, the motion passed unanimously (4-0-0) by a roll call vote and the Minutes were approved unanimously (4-0-0).

**CORRESPONDENCE:****9/7/2020 correspondence to BOS Chair Rosa:**

Executive Director Correnti advised that he had not received a response to the 9/7/2020 email to BOS Chair Rosa. A brief discussion ensued with Commissioners all indicating it was surprising that a response had not been received particularly since Chair Rosa had come before the Board relative to the matter. It was suggested that the Executive Director send a follow up to BOS Chair Rosa. Executive Director Correnti presented a draft memo he had prepared in anticipation of the follow-up request. The draft was read by Executive Director Correnti and all concurred with the draft to be sent to BOS Chair Rosa.

**REPORTS:**

The **Investment Accounts Reports**, as of September 1, 2020, and October 1, 2020, were presented by the Executive Director. Hearing no questions, Treasurer O'Donnell directed both reports be placed on file.

The **Payment of Bills Report**, for October 2020, was presented by the Executive Director. Chair Conway, seconded by Commissioner O'Rourke, motioned to approve the October 2020 Payment Report. Treasurer O'Donnell called for a roll call vote. Commissioner O'Rourke voted "aye", Commissioner Parker voted "aye", Chair Conway voted "aye" and Commissioner O'Donnell voted "aye". Thus, the motion passed unanimously (4-0-0) by a roll call vote and the October 2020 Payment Report was accordingly approved.

The **Section 8 Voucher Payment Reports**, as of 10/1/2020 and November 1, 2020 were presented by the Executive Director. Commissioner O'Rourke, seconded by Chair Conway, motioned to approve the 10/1/2020 and 11/1/2020 Section 8 Voucher Payment Report. Treasurer O'Donnell called for a roll call vote. Commissioner O'Rourke voted "aye", Commissioner Parker voted "aye", Chair Conway voted "aye" and Commissioner O'Donnell voted "aye". Thus, the motion passed unanimously (4-0-0) by a roll call vote and the 10/1/2020 and 11/1/2020 Reports were accordingly approved.

Executive Director Correnti discussed the **Fee Accountant's Report** as of August 31, 2020 and September 30, 2020. Hearing no objection, Treasurer O'Donnell directed the **Fee Accountant's Reports**, as of 8/31/2020 and 9/30/2020, be accepted and placed on file.

Both the **September 2020 Payroll Report and October 2020 Payroll Report** were presented by the Executive Director. Commissioner O'Rourke, seconded by Chair Conway, motioned to approve the September 2020 and October 2020 Reports. Treasurer O'Donnell called for a roll call vote. Commissioner O'Rourke voted "aye", Commissioner Parker voted "aye", Chair Conway voted "aye" and Commissioner O'Donnell voted "aye". Thus, the motion passed unanimously (4-0-0) by a roll call vote and the September 2020 and October 2020 Reports were accordingly approved.

Executive Director Correnti reviewed the **October 1, 2020 and November 1, 2020 Vacancy Reports**. Following a brief discussion, Treasurer O'Donnell directed the **Vacancy Reports**, dated 10/1/2020 and 11/1/2020 , be accepted and placed on file.

**Executive Director's Reports:** Prior to reviewing his Reports, Executive Director Correnti noted the front page article, appearing in the 10/8/2020 issue of the **Billerica Minuteman**, regarding Navy veteran Paul J. Horman who is honored by a plaque at the Talbot Apartments.

Executive Director Correnti then discussed his October 1, 2020 Report. The November 1, 2020 Executive Director's Report was then reviewed by Executive Director Correnti. He updated the Board on the status of the purchase of 16-18 Mason Avenue. Following that discussion, Executive Director Correnti brought forward the discussion of a proposed walkway linking 13 River Street and 16 River Street to the Library and COA. He commended RSC Houlne for her work on this proposal and emphasized the proposal was in the early stages of discussion and was not final. The proposal was to provide a linkage

offering pedestrian safety and increasing green space. A final proposal would be submitted for CPA funding. Commissioner Parker indicated he was not supportive of the proposal. He did not want trees cut, have individuals walking behind Buildings Five and Six, nor have lighting impacting his quality of life. Executive Director Correnti indicated there currently is a walkway behind these buildings and this project would complete the walkway, provide seating by Building Five next to the BHA and Library Parking Lots, improve landscaping. While shrubbery may be cleared and landscaping improved, no large trees are planned to be cut. Lighting behind Buildings Five and Six currently exists. It might be increased, if needed, but it is lighting directed away from both buildings. A discussion ensued and the Board, with the exception of Commissioner Parker, verbally supported the project. Executive Director Correnti indicated he would keep the Board update on the progress and status of the project.

**OLD BUSINESS:**

There was none.

**NEW BUSINESS:**

**Fee Accountant Contract:** Executive Director Correnti presented the contracts for the period of 7/1/20 to 6/30/21 indicating it was a four percent (4%) increase over the previous contract. Commissioner O'Rourke moved that the Board of Commissioners of the Billerica Housing Authority approve the Fee Accountant Federal and State Services Contracts, totaling \$1463.00 per month, between the Billerica Housing Authority and Fenton, Ewald & Associates, P.C. for the period of July 1, 2020 through June 30, 2021 and authorize the Executive Director to execute any required documents in that regard. Her motion was seconded by Chair Conway. Treasurer O'Donnell called for a roll call vote. Commissioner O'Rourke voted "aye", Commissioner Parker voted "aye", Chair Conway voted "aye" and Commissioner O'Donnell voted "aye". Thus, the motion, approving the contract, passed unanimously (4-0-0) by a roll call vote.

**ADJOURN:**

Executive Director Correnti requested the Board change the December Meeting from Thursday, December 3, 2020, to Thursday, December 10, 2020. As there was no objection to the change, Treasurer O'Donnell ordered the date be accordingly changed. There being no other items for discussion, Treasurer O'Donnell requested a motion to adjourn. Commissioner O'Rourke, seconded by Commissioner Conway, motioned to adjourn. Treasurer O'Donnell called for a roll call vote. Commissioner O'Rourke voted "aye", Commissioner Parker voted "aye", Chair Conway voted "aye" and Commissioner O'Donnell voted "aye". Thus, the motion to adjourn, passed unanimously (4-0-0) by a roll call vote and the meeting adjourned at 4:55 PM.

Respectfully submitted,



Robert M. Correnti  
Executive Director/Secretary