

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 December 10, 2020

CALL TO ORDER:

Chair Conway called the meeting to order at 4:04 PM. All Commissioners were present with Commissioner Ford participating via telephone. The meeting began with the Pledge of Allegiance.

OPEN MIC:

No one signed up to speak at Open Mic.

BUDGET:

As Fee Accountant Paul Pavia was present to provide the FY2021 Budget presentation, Chair Conway, hearing no objections, brought forward the FY2021 Budget discussion and vote before the Board of Commissioners.

Fee Accountant Pavia proceeded with the presentation, reviewing the FY2021 Budget page by page. A brief discussion ensued. Mr. Pavia summarized his presentation by noting the Billerica Housing Authority enjoys a strong financial position. BHA Management is fiscally responsible maintaining continued oversight over expenditures and careful project planning.

With no further discussion, Chair Conway call for a motion. Commissioner O'Rourke moved that the proposed Operating Budget for State-Aided Housing of the Billerica Housing Authority (Chapter 200/667/705/689/MRVP), Program Number 667-A for fiscal year ending 6/30/2021 showing total revenue of \$1,377,150 (Acct No 3000) and total expenses of \$841,264 (Acct No 4000) thereby requesting a subsidy of \$0 (Acct No 3801), and further that the Executive Director's total annual salary of \$93,086 for fiscal year ending 6/30/2021 be submitted to the Department of Housing and Community Development for its review and approval. Commissioner O'Donnell seconded the motion. Chair Conway called for a roll call vote. Commissioner O'Rourke voted "aye", Commissioner Parker voted "aye", Commissioner Ford voted "aye", Commissioner O'Donnell voted "aye" and Chair Conway voted "aye". Thus, the motion passed unanimously (5-0-0) by a roll call vote.

Following that vote, Commissioner O'Rourke moved that the proposed Operating Budget for State-Aided Housing of the Billerica Housing Authority (Chapter 200/667/705/689/MRVP), Program Number 689-C for fiscal year ending 6/30/2021 showing total revenue of \$66,851 (Acct No 3000) and total expenses of \$84,538 (Acct No 4000) thereby requesting a subsidy of \$0 (Acct No 3801), and further that the Executive Director's total annual salary of \$93,086 for fiscal year ending 6/30/2021 be submitted to the Department of Housing and Community Development for its review and approval. Commissioner O'Donnell seconded the motion. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner Parker voted "aye", Commissioner O'Donnell voted "aye" and Chair Conway voted "aye". Thus, the motion passed unanimously (5-0-0) by a roll call vote.

Subsequent to that vote, Commissioner O'Rourke moved that the proposed Operating Budget for State-Aided Housing of the Billerica Housing Authority (Chapter 200/667/705/689/MRVP), Program Number 400-1 for fiscal year ending 6/30/2021 showing total revenue of \$654,933 (Acct No 3000) and total expenses of \$636,178 (Acct No 4000) thereby requesting a subsidy of \$35,557 (Acct No 3801), and further that the Executive Director's total annual salary of \$93,086 for fiscal year ending 6/30/2021 be submitted to the Department of Housing and Community Development for its review and approval.

Commissioner O'Donnell seconded the motion. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner Parker voted "aye", Commissioner O'Donnell voted "aye" and Chair Conway voted "aye". Thus, the motion passed unanimously (5-0-0) by a roll call vote.

On behalf of the Board, Chair Conway thanked Mr. Pavia for his presentation.

MINUTES:

The Meeting Minutes of November 5, 2020 were reviewed. Commissioner Parker noted a Scribner's error on page 5, line 3, which should read "December 10, 2020" instead of "December 20, 2020". Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the corrected Minutes of the Meeting of November 5, 2020. Chair Conway called for a roll call vote. As Commissioner Ford was absent for the November 5, 2020 meeting she voted "abstain", Commissioner O'Rourke voted "aye", Commissioner Parker voted "aye", Commissioner O'Donnell voted "aye" and Chair Conway voted "aye". Thus, the corrected Minutes were approved by a roll call vote of four (4) in favor, zero (0) opposed and one (1) abstention.

CORRESPONDENCE:

Correspondence to BOS Chair Rosa:

Executive Director Correnti advised the Commissioners that a response, to the Board's 9/7/2020 email, has not as yet been received from Chair Rosa, of the Billerica Select Board. A follow up was sent to Chair Rosa on November 6, 2020. Executive Director Correnti indicated he had sent another follow up this morning, December 10, 2020, and would update the Board at its next meeting.

REPORTS:

The **Investment Accounts Report**, as of November 1, 2020 was presented by the Executive Director. Hearing no questions, Chair Conway directed the report be placed on file.

The **Payment of Bills Report**, for November 2020, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the November 2020 Payment Report. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner Parker voted "aye", Commissioner O'Donnell voted "aye" and Chair Conway voted "aye". Thus, the **November 2020 Payment of Bills Report** was approved by a roll call vote of five (5) in favor, zero (0) opposed.

The **Section 8 Voucher Payment Report**, for December 2020, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the **December 2020 Section 8 Voucher Payment Report**. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner Parker voted "aye", Commissioner O'Donnell voted "aye" and Chair Conway voted "aye". Thus, the **December 2020 Section 8 Voucher Payment Report** was approved by a roll call vote of five (5) in favor, zero (0) opposed.

Executive Director Correnti discussed the **Fee Accountant's Report** as of October 31, 2020. Hearing no Chair Conway directed the **Fee Accountant's Report** as of 10/31/2020 be accepted and placed on file.

The **October 2020 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the **October 2020 Payroll Report**. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner Parker voted "aye", Commissioner O'Donnell voted "aye" and Chair Conway voted "aye". Thus, the **October 2020 Payroll Report** was approved by a roll call vote of five (5) in favor, zero (0) opposed.

Executive Director Correnti reviewed the **December 1, 2020 Vacancy Report**. Following a brief discussion, Chair Conway O'Donnell directed the **Vacancy Report**, dated 12/1/2020 accepted and placed on file.

Executive Director's Report: Prior to reviewing his Reports, Executive Director Correnti noted the article appearing on page 3A of the 11/25/2020 issue of the Lowell Sun. It noted a \$650,000 grant to Dracut for a proposed 60 unit complex for low-to-moderate income seniors. The project would be developed by Common Ground. Common Ground was interested in developing the Old Ditson School site into similar housing. However, there was neighborhood opposition and no local interest in pursuing development of the site. Executive Director Correnti then discussed his December 2020 Report.

OLD BUSINESS:

There was none.

NEW BUSINESS:

Common Area Use Policy: Executive Director Correnti presented the draft of a Common Area Use Policy. He noted this policy would provide clarification and consistency. Following a brief discussion, Commissioner O'Donnell motioned for the Board to approve the Common Area Use Policy as submitted. Commissioner O'Rourke seconded the motion. Chair Conway called for a roll call vote on the motion. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner Parker voted "aye", Commissioner O'Donnell voted "aye" and Chair Conway voted "aye". Thus, the motion passed unanimously (5-0-0) by a roll call vote.

Approve Utility Allowances (effective 1/1/21): Executive Director Correnti advised that the Board needed to review and approve the Utility Allowances effective 1/1/21. Commissioner O'Donnell motioned for the Board to approve the Utility Allowances, effective 1/1/21, as submitted. Commissioner O'Rourke seconded the motion. Chair Conway called for a roll call vote on the motion. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner Parker voted "aye", Commissioner O'Donnell voted "aye" and Chair Conway voted "aye". Thus, the motion passed unanimously (5-0-0) by a roll call vote.

Approve CFA Amendment #10: Executive Director Correnti reviewed the 12/1/2020 letter from DHCD notifying Billerica of Amendment #10 to CFA 5001 in the amount of \$440,254.00 – the amendment funds and extends the contract dates of service from June 30, 2022 to June 30, 2024. After a brief discussion, Commissioner O'Donnell motioned to approve amendment #10 to the State-Aided Capital Improvement Plan 5001 in the amount of \$440,254.00 and that all required documents be executed in that regard and that the Billerica Housing Authority approve the amendment with the Commonwealth of Massachusetts, in the amount of \$440,254.00, in the form submitted at this meeting and contract in the name of the Billerica Housing Authority under its corporate seal, and that the Secretary is hereby authorized to attest the same. Further, the Billerica Housing Authority hereby requests the Director of Housing and Community Development (Commissioner of the Department of Community Affairs) enter into such contract with the Billerica Housing Authority and the Commonwealth of Massachusetts to approve the amendment of such contract. And that the Officers of the Billerica Housing Authority shall be, and they are hereby authorized and directed, on and after the execution of said amendment by the respective parties thereto, to do and perform on behalf of the Billerica Housing Authority all acts and the things required of the Billerica Housing Authority to perform fully all of its obligations thereunder. This resolution shall take effect immediately. Commissioner O'Donnell moved that the foregoing resolution be adopted as read. His motion was seconded by Commissioner O'Rourke. Hearing no questions, Chair Conway called for a roll call vote on the motion. Commissioner Ford voted "aye", Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye", Commissioner O'Rourke vote "aye" and Commissioner Conway voted "aye". Thus, the Board unanimously (5-0-0) approved the motion with a roll call vote. Chair Conway thereupon declared said motion carried and said resolution adopted.

ADJOURN:

All Commissioners joined Commissioner O'Donnell in wishing all a Merry Christmas and a safe Happy New Year! There being no other items for discussion, Chair Conway requested a motion to adjourn. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to adjourn. Chair Conway called for a roll call vote. Commissioner Ford vote "aye",

Commissioner O'Rourke voted "aye", Commissioner Parker voted "aye", Commissioner O'Donnell voted "aye", and Chair Conway voted "aye". Thus, the motion to adjourn, passed unanimously (5-0-0) by a roll call vote and the meeting adjourned at 5:05 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Robert M. Correnti".

Robert M. Correnti
Executive Director/Secretary