

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 March 11, 2021

CALL TO ORDER:

Chair Conway called the meeting to order at 4:02 PM. All Commissioners were present with the exception of Commissioner Parker. Commissioners Ford, O'Donnell and O'Rourke participated via telephone. The meeting began with the Pledge of Allegiance.

OPEN MIC:

No one signed up to speak at Open Mic.

MINUTES:

The Meeting Minutes of February 4, 2021, were presented. Commissioner O'Rourke, seconded by Commissioner Ford, motioned to accept the Minutes of the February 4, 2021 meeting as submitted. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye" and Chair Conway voted "aye". Thus, the Minutes of the February 4, 2021 Meeting were approved (4-0-0) by a roll call vote.

CORRESPONDENCE:

There was none.

FY2022 PUBLIC HEARING:

Chair Conway noted the Public Hearing for FY2022 Annual Plan needed to be brought forward at this time. Commissioner O'Rourke, seconded by Commissioner Ford, moved that the Board of Commissioners open the Public Hearing on the Billerica Housing Authority's FY2022 Annual Plan. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye" and Chair Conway voted "aye". Thus, the motion to open the Public Hearing was approved (4-0-0) by a roll call vote. Chair Conway declared the Public Hearing open.

Chair Conway advised that, for the record,

- i. There were no comments submitting by email to the Billerica Housing Authority;
- ii. There were no written comments submitted to the Billerica Housing Authority;
- iii. There were no reasonable accommodation requests submitted to the Billerica Housing Authority.

Chair Conway then stated that, as indicated in the Public Hearing Notice, residents and the general public are invited to review and submit comments relative to the FY2022 Annual Plan for the Billerica Housing Authority. The Authority will consider the concerns of residents and/or the general public regarding needs and priorities and will incorporate some or all of such needs and priorities in the draft plan if deemed by the Authority to be consistent with sound management. Chair Conway then asked if anyone wished to speak. As no one requested to speak, Chair Conway requested a motion to close the Public Hearing. Commissioner O'Rourke, seconded by Commissioner Ford, motioned to close the Public Hearing. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye" and Chair Conway voted "aye". Thus, the motion to close the Public Hearing was approved (4-0-0) by a roll call vote. Chair Conway declared the Public Hearing closed. Hearing no comments by the Commissioners, Chair Conway requested a motion to approve and submit the FY2022 Annual Plan. Commissioner O'Rourke, seconded by Commissioner Ford, moved that the Billerica Housing Authority approve and

submit to DHCD the FY2022 Annual Plan as submitted and discussed at the 3/11/2021 Public Hearing. Further, that a properly advertised Public Hearing was conducted with no resident or general public concerns submitted at the Public Hearing. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye" and Chair Conway voted "aye". Thus, the motion to approve and submit the FY2022 Annual Plan was approved (4-0-0) by a roll call vote.

REPORTS:

The **Investment Accounts Report**, as of February 1, 2021 was presented by the Executive Director. Hearing no questions, Chair Conway directed the report be placed on file.

The **Payment of Bills Report**, for February 2021, was presented by the Executive Director. Commissioner O'Rourke, seconded by Commissioner O'Donnell, motioned to approve the February 2021 Payment Report. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye" and Chair Conway voted "aye". Thus, the motion passed (4-0-0) by a roll call vote and the **February 2021 Payment Report** was approved.

The **Section 8 Voucher Payment Report**, for March 2021, was presented by the Executive Director. Commissioner O'Rourke, seconded by Commissioner O'Donnell, motioned to approve the **March 2021 Section 8 Voucher Payment Report**. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye" and Chair Conway voted "aye". Thus, the **March 2021 Section 8 Voucher Payment Report** was approved (4-0-0) by a roll call vote.

Executive Director Correnti discussed the **Fee Accountant's Report** as of January 31, 2021. Hearing no questions, Chair Conway directed the **Fee Accountant's Report**, as of 1/31/2021, be accepted and placed on file.

The **February 2021 Payroll Report** was presented by the Executive Director. Commissioner O'Rourke, seconded by Commissioner O'Donnell, motioned to approve the **February 2021 Payroll Report**. Chair Conway called for a roll call vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye" and Chair Conway voted "aye". Thus, the **February 2021 Payroll Report** was approved (4-0-0) by a roll call vote.

Executive Director Correnti reviewed the **March 1, 2021 Vacancy Report**. Following a brief discussion, Chair Conway directed the **Vacancy Report**, dated 3/1/2021, be accepted and placed on file.

Executive Director's Report:

Executive Director Correnti reviewed his March 2021 Report. As regards the on-site vaccination clinic held on 3/9/2021, some 99 vaccinations were provided. The second clinic is scheduled for 4/6/2021. The clinic was well received by those participating.

OLD BUSINESS:

There was none.

NEW BUSINESS:

Annual Meeting date:

As the 2021 Town Elections are being held on April 10, 2021, Chair Conway suggested moving the Annual Meeting from April 8, 2021 to April 15, 2021. A brief discussion ensued. Hearing no objections, Chair Conway moved the date of the Board's Annual Meeting to Thursday, April 15, 2021. He requested the Executive Director to so notify the Town Clerk and post the change.

ADJOURN:

There being no other items for discussion, Chair Conway requested a motion to adjourn. Commissioner Ford, seconded by Commissioner O'Rourke, motioned to adjourn. Chair Conway called for a vote. Commissioner Ford voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye" and Chair Conway voted "aye". Thus, the motion passed (4-0-0) by a roll call vote. Accordingly, the Board adjourned at 4:22 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary