

# 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

16 River St  
Billerica, MA 01821  
Tel 978-667-2175  
Fax 978-667-1156  
email: bcorrenti@billericahousing.org

### MINUTES OF THE BILLERICA HOUSING AUTHORITY REGULAR MEETING OF April 15, 2021

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

Chair Conway called the meeting to order at 4:01 PM. All Commissioners were present with the exception of Commissioner Ford. The meeting began with the Pledge of Allegiance.

#### **OPEN MIC:**

No one signed up to speak at Open Mic.

#### **MINUTES:**

The Meeting Minutes of March 11, 2021, were presented. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to accept the Minutes of the March 11, 2021 meeting as submitted. Chair Conway called for a vote. The motion was approved (3-0-1) with Commissioner Parker abstaining.

#### **CORRESPONDENCE:**

There was none.

#### **REORGANIZATION OF THE BOARD:**

Chair Conway noted the Town Elections were this past Saturday, April 10, 2021, and the Reorganization of the Board was thus in order. He opened the floor for discussion. Commissioner O'Donnell stated that Board was operating smoothly and motioned to maintain the current organization. His motion was seconded by Commissioner O'Rourke. Chair Conway called for a vote. The motion was approved unanimously (4-0-0). Thus, the Board remains as follows:

- Martin E. Conway, Chair
- Carol Ford, Vice Chair
- James F. O'Donnell, Jr. Treasurer
- Marie O'Rourke, Assistant Treasurer
- John Parker

**REPORTS:**

The **Investment Accounts Report**, as of March 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 March 2021, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the March 2021 Payment Report. Chair Conway called for a vote. The motion was approved unanimously (4-0-0) and the **March 2021 Payment Report** was thus accordingly approved.

The **Section 8 Voucher Payment Report**, for April 2021, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve and authorize payment for the April 2021 Section 8 Vouchers. Chair Conway called for a vote. The motion was approved unanimously (4-0-0).

Executive Director Correnti discussed the **Fee Accountant's Report** as of February 28, 2021. Hearing no questions, Chair Conway directed the **Fee Accountant's Report**, as of 2/28/2021, be accepted and placed on file.

The **March 2021 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the **March 2021 Payroll Report**. Chair Conway called for a vote. The motion was approved unanimously (4-0-0).

Executive Director Correnti reviewed the **April 1, 2021 Vacancy Report**. Following a brief discussion, Chair Conway directed the **Vacancy Report**, dated 4/1/2021, be accepted and placed on file.

**Executive Director's Report:**

Executive Director Correnti reviewed his April 2021 Report. As regards "Soldier On", Executive Director Correnti advised he had just received an email from Soldier-On indicating they had no interest in the Albert/Connelly Road properties. In addition, Executive Director Correnti presented Board Members with a copy of the FY2020 Audit and AUP Report. A brief discussion ensued.

**OLD BUSINESS:**

There was none.

**NEW BUSINESS:**

1. **Furnace Replacement (#031078):** Executive Director Correnti advised this is a project fully funded by the State. The goal is to upgrade the existing oil fired heating system with a high efficiency electric alternative. Commissioner O'Donnell, seconded by Commissioner O'Rourke, moved that the Billerica Housing Authority Board of Commissioners approve DHCD Project #031078 Sustainability Initiative to replace the existing oil fired heating system, at 16 Dartmouth Drive, with a high efficiency electric alternative as well as authorize the Executive Director to execute any documents in relation thereto. Chair Conway called for a vote. The motion was approved unanimously (4-0-0).
2. **Rent Wite Off (Talbot G04):** Executive Director Correnti brought this forward and reviewed his memo of 3/31/2021. Commissioner O'Donnell, seconded by Commissioner O'Rourke, moved that the Billerica Housing Authority Board of Commissioners approve the write-off of Four Hundred Twenty-five Dollars (\$425.00) for Talbot Apartment G04. Chair Conway called for a vote. The motion was approved unanimously (4-0-0).

**ADJOURN:**

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 vote. The motion was approved unanimously (4-0-0). Accordingly, the Board adjourned at 4:25 PM.

Respectfully submitted,



Robert M. Correnti  
Executive Director/Secretary