

# 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 June 3, 2021

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

Chair Conway called the meeting to order at 4:03 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 May 6, 2021, were presented. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to accept the Minutes of the May 6, 2021 meeting as submitted and to place the Minutes on file. Chair Conway called for a vote. The motion was approved (4-0-0).

#### **CORRESPONDENCE:**

Executive Director Correnti noted his card thanking the Board, Staff and residents for their floral arrangement during his recent hospitalization.

#### **REPORTS:**

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

**REPORTS** (continued):

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

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

The **Section 8 Voucher Payment Report**, for June 2021, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve and authorize payment for the June 2021 Section 8 Vouchers in the amount of \$71,189.50. 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 April 30, 2021. Hearing no questions, Chair Conway directed the **Fee Accountant's Report**, as of 4/30/2021, be accepted and placed on file.

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

Executive Director Correnti reviewed the **June 1, 2021 Vacancy Report**. Hearing no questions, Chair Conway directed the **Vacancy Report**, dated 6/1/2021, be accepted and placed on file.

**Executive Director's Report:**

Executive Director Correnti reviewed his June 2021 Report. In addition, Executive Director Correnti discussed the new HUD tenant Lease for 16 River Street. In addition, Executive Director Correnti noted he had just learned that the terms

of Commissioners Ford and Conway, on the Billerica Affordable Housing Trust, were expiring on June 30, 2021 and thus the Board needed to send a request to the Select Board regarding Commissioners on the Trust. Following a brief discussion, Commissioner O'Donnell, seconded by Commissioner O'Rourke, moved to request the Billerica Select Board re-appoint Commissioners Ford and Conway to the Billerica Affordable Housing Trust. Chair Conway called for a vote and the motion was approved unanimously (4-0-0).

**OLD BUSINESS:**

There was none.

**NEW BUSINESS:**

There was none.

**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 4:41 PM.

Respectfully submitted,



Robert M. Correnti  
Executive Director/Secretary