

BILLERICA

HOUSING AUTHORITY

Martin E. Conway, Chair
Carol Ford, Vice Chair
James F. O'Donnell, Jr., Treasurer
Marie O'Rourke, Assistant Treasurer
John Parker
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MINUTES OF THE BILLERICA HOUSING AUTHORITY REGULAR MEETING OF August 19, 2021

CALL TO ORDER:

Chair Conway called the meeting to order at 4:03 PM. All Commissioners were present. The meeting began with the Pledge of Allegiance.

OPEN MIC:

Resident Thom Davis signed up to speak at Open Mic regarding "Board Rules, Regulations and Duties." Chair Conway afforded him the opportunity to address the Board. Following his presentation and a brief discussion, Chair Conway asked Mr. Davis to provide a written request, to the Executive Director, specifying the Rule(s) and/or Regulation(s) he is asking for copies. Chair Conway stated he may also copy the Chair on this written request. Mr. Davis understood and left.

MINUTES:

The Meeting Minutes of July 8, 2021, were presented. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to accept the Minutes of the July 8, 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:

1. Executive Director Correnti noted the Thank You card, for the dish garden, from Deb Souza. The dish garden was sent from the Board, Staff and Residents on the passing of her father.

2. Executive Director Correnti updated the Board on the status of Mason Avenue. He noted an Architect has been engaged and will be drawing up a scope of work as it has to go out to bid. He estimated renovations would take approximate 60-90 days.
3. Executive Director Correnti reviewed the decline letter for 41 Boston Road Unit 233

As members of the Ford Family were present, Chair Conway suggested discussion of a Ford Memorial be the next item on the Agenda. Hearing no objection, the discussion proceeded to the Ford Memorial.

FORD MEMORIAL:

Executive Director Correnti noted that, upon the passing of Commissioner Ford, some Board Members as well as residents had suggested a Tree Planting and granite marker in honor of Commissioner Ford and he proceeded accordingly. Subsequently, upon hearing from Commissioner Ford's daughter, he canceled the plans for a Tree Planting. The Ford family felt, based upon Commissioner Ford's years of service and legacy, that a granite bench was more appropriate. A discussion followed on the type of bench, location and text inscription (on the front and back bases). Descriptive information on granite benches was provided. It was agreed that the Ford family would review the information and provide their input to Executive Director Correnti. Although any granite bench would not be installed until the Spring of 2022, granite leadtimes necessitate ordering as soon as possible. The Ford Family indicated they would provide their input (regarding type of bench, location, and text inscriptions) for the Board's October Meeting.

REPORTS:

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

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

The **Section 8 Voucher Payment Report**, for August 2021, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve and authorize payment for the August 2021 Section 8 Vouchers in the amount of \$70,099.04. 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 June 30, 2021. Hearing no questions, Chair Conway directed the **Fee Accountant's Report**, as of 6/30/2021, be accepted and placed on file.

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

Executive Director Correnti reviewed the **August 1, 2021 Vacancy Report**. Hearing no questions, Chair Conway directed the **Vacancy Report**, dated 8/1/2021, be accepted and placed on file.

Executive Director's Report:

Executive Director Correnti reviewed his August 2021 Report. In addition, Executive Director Correnti advised he met with 16 River residents relative to the new HUD Lease. Also, he stated he is working with the Board of Health to offer an on site clinic for Booster shots. Commissioner O'Donnell requested the Executive Director draft an updated request to Select Board Chair Burns relative to the Board's unanswered questions it posed to former Chair Rosa.

OLD BUSINESS:

There was none.

NEW BUSINESS:

CPC APPOINTMENT:

Executive Director Correnti reviewed his 7/14/2021 memo relative to the Board's appointment to the Community Preservation Committee. Commissioner O'Rourke, seconded by Commissioner Parker, motioned to re-appoint Commissioner O'Donnell as the Board's representative on the Community Preservation Committee. Chair Conway called for a vote and the motion passed unanimously (4-0-0).

13 RIVER STREET IMPROVEMENT PROJECT FISH #031070:

Executive Director Correnti noted this project was awarded to Homer Contracting of Arlington, MA in the amount of \$603,000 - Homer did work at 13 River Street back in 2014. With this contract for ramps and exterior improvements, almost \$1,000,000 will have been spent on improvements at 13 River Street in the past two years. Commissioner O'Donnell motioned to approve Fish #031070 Exterior and Site Improvement Project for 13 River Street in the amount of \$603,000 and that all required documents be executed in that regard and that the Billerica Housing Authority approve the contract in the amount of \$603,000. And that the Billerica Housing Authority Board of Commissioners authorizes the Executive Director to execute all contracts in relation to this project. This resolution shall take effect immediately. His motion was seconded by Commissioner O'Rourke. Chair Conway called for a roll call vote. Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye", Commissioner O'Rourke voted "aye" and Chair Conway voted "aye". Thus, the motion passed unanimously (4-0-0) on a roll call vote.

CERTIFICATIONS:

1. LEAD PAINT:

Executive Director Correnti reviewed his 8/6/2021 memo noting that the Certification of Lead Paint Compliance is required. This is done annually. Commissioner O'Donnell, seconded by Commissioner O'Rourke, moved that the Billerica Housing Authority Board of Commissioners certify that the Billerica Housing Authority is in compliance with the following:

1. Environmental Protection Agency (EPA) regulations at 40 CFR 745 Subpart F *"Disclosure of Known Lead-Based Paint and/or Lead-Based Paint Hazards Upon Sale or Lease of Residential Property,"*
2. Massachusetts Department of Public Health *Lead Poisoning Prevention and Control* regulations at 105 CMR 460.725,
3. EPA regulations at 40 CFR 745 Subpart E *"Residential Property Renovation,"* and
4. Massachusetts Division of Occupational Safety *Deleading and Lead-Safe Renovation Regulations* at 454 CMR 22.00.

and that the Billerica Housing Authority is maintaining proper record-keeping related to such requirements.

Chair Conway called for a roll call vote. Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye", Commissioner O'Rourke voted "aye" and Chair Conway voted "aye". Thus, the motion passed unanimously (4-0-0) on a roll call vote.

2. TOP 5 COMPENSATION:

Executive Director Correnti reviewed his memo of 8/11/2021 regarding the Certification of Top 5 Compensated individuals. The form was completed by our Fee Accountants, Fenton Ewald and requires a Board vote. Commissioner O'Donnell, seconded by Commissioner O'Rourke, moved that the Billerica Housing Authority Board of Commissioners certify, under the pains and penalties of perjury, that they have been provided with a copy of the Top 5 Compensation Form for the Billerica Housing Authority for fiscal year ending June 30, 2021 and that the information presented is true, correct and complete to the best of the Board's knowledge. Also, the Executive Director, on behalf of the Board, is to execute and submit said form to DHCD. Chair Conway called for a roll call vote. Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye", Commissioner O'Rourke voted "aye" and Chair Conway voted "aye". Thus, the motion passed unanimously (4-0-0) on a roll call vote.

3. YEAR END FINANCIALS:

Executive Director Correnti reviewed his memo of 8/11/2021 regarding the Year End Financials. Following a brief financial review and discussion, Commissioner O'Donnell, seconded by Commissioner O'Rourke, moved that the Billerica Housing Authority Board of Commissioners certify, under the pains and penalties of perjury, that the facts and information provided in the year end financial statements for fiscal year ending 6/30/21, are true, correct and complete to the best of the Board's knowledge and that the statements fairly and accurately represent the physical condition of the development and Housing Authority for this period. Also, the Executive Director is to execute and submit said form to DHCD. Chair Conway called for a roll call vote. Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye", Commissioner O'Rourke voted "aye" and Chair Conway voted "aye". Thus, the motion passed unanimously (4-0-0) on a roll call vote.

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 5:10 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary