

# 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 September 2, 2021

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

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

#### **OPEN MIC:**

No one signed up to speak at Open Mic.

#### **MINUTES:**

The Meeting Minutes of August 19, 2021, were presented. Commissioner O'Donnell, seconded by Commissioner Parker, motioned to accept the Minutes of the August 19, 2021 meeting as submitted and to place the Minutes on file. Chair Conway called for a vote. The motion was approved (3-0-0).

#### **CORRESPONDENCE:**

1. As requested at the Board's previous meeting, Executive Director Correnti presented a draft of a Memorandum to Select Chair Burns regarding the Board's questions to Chair Rosa that remain unanswered. After a brief discussion and hearing no objection, Chair Conway requested the Memorandum be held until further notice by the Board.
2. Chair Conway requested the Executive Director send communication to Select Chair Burns indicating Chair Conway will shortly contact Chair Burns regarding a joint meeting to fill the vacancy on the BHA Board. Executive Director Correnti confirmed he would do so.

**REPORTS:**

The **Investment Accounts Report**, as of September 1, 2021 was presented as the report was not yet complete. It will be presented at the next Board Meeting.

The **Payment of Bills Report**, for August 2021, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Parker, motioned to approve the August 2021 Payment Report. Chair Conway called for a vote. The motion was approved unanimously (3-0-0).

The **Section 8 Voucher Payment Report**, for September 2021, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Parker, motioned to approve and authorize payment for the September 2021 Section 8 Vouchers in the amount of \$67,961.04. Chair Conway called for a vote. The motion was approved unanimously (3-0-0).

Executive Director Correnti advised that the **Fee Accountant's Report** as of July 31, 2021, was not yet available. It will be presented at the next Board Meeting

The **August 2021 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Parker, motioned to approve the **August 2021 Payroll Report**. Chair Conway called for a vote. The motion was approved unanimously (3-0-0).

Executive Director Correnti reviewed the **September 1, 2021 Vacancy Report**. Hearing no questions, Chair Conway directed the **Vacancy Report**, dated 9/1/2021, be accepted and placed on file.

**Executive Director's Report:**

Executive Director Correnti reviewed his September 2021 Report.

**OLD BUSINESS:**

There was none.

**NEW BUSINESS:**

**FAIR HOUSING AND REASONABLE ACCOMMODATION POLICY:**

Executive Director Correnti noted the existing Policy dates back to 1996 and the revised Policy updates that Policy to comply with current regulations. Following a brief discussion, Commissioner O'Donnell motioned to approve the Fair Housing and Reasonable Accommodation Policy as submitted. His motion was seconded by Commissioner Parker. Chair Conway called for a vote. The motion was approved unanimously (3-0-0).

**ADJOURN:**

Executive Director Correnti suggested the Board move the October Meeting date to THURSDAY, OCTOBER 14<sup>th</sup>, 2021. Hearing no objection, Chair Conway moved the October Meeting to 10/14/2021. There being no other items for discussion, Chair Conway requested a motion to adjourn. Commissioner O'Donnell, seconded by Commissioner Parker, motioned to adjourn. Chair Conway called for a vote. The motion was approved unanimously (3-0-0). Accordingly, the Board adjourned at 4:20 PM.

Respectfully submitted,



Robert M. Correnti  
Executive Director/Secretary