

BILLERICA

HOUSING AUTHORITY

Martin E. Conway, Chair
James F. O'Donnell, Jr., Vice Chair
Marie O'Rourke, Treasurer
John Saulnier, 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 November 4, 2021

CALL TO ORDER:

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

OPEN MIC:

Resident Thomas Davis signed up to speak. As he began, Chair Conway indicated he would not allow him to speak on allegations of a criminal complaint. Chair Conway advised Mr. Davis that he could speak on other issues if he so desired. As Mr. Davis began to speak on his criminal complaint allegation, Chair Conway again stopped him advising these allegations were not to be brought forth at this meeting. Once more, Chair Conway stated Mr. Davis could bring forth other issues if he desired.

Tenant Barbara Celli asked the Chair for permission to speak. Granting her the opportunity to speak, Chair Conway cautioned her to not get into any criminal conduct complaint. She stated she wanted to publicly support the Executive Director. In all her dealings, she stated she has found him to be respectful, thorough, and fair. Following her comments, Chair Conway asked Mr. Davis if he wished to speak on another topic. Mr. Davis declined, gathered his papers and left the meeting.

MINUTES:

The Meeting Minutes of October 14, 2021, were presented. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to accept the Minutes of the October 14, 2021 meeting as submitted and to place the Minutes on file. Chair Conway called for a vote. The motion was approved (5-0-0).

CORRESPONDENCE:

Chair Conway advised that the 10/15/2021 letter to resident Thomas Davis would be placed on file.

REPORTS:

The **Investment Accounts Report**, as of November 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 October 2021, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the October 2021 Payment Report. Chair Conway called for a vote. The motion was approved unanimously (5-0-0).

The **Section 8 Voucher Payment Report**, for November 2021, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve and authorize payment for the November 2021 Section 8 Vouchers in the amount of \$76,991.04. Chair Conway called for a vote. The motion was approved unanimously (5-0-0).

Executive Director Correnti discussed the **Fee Accountant's Report** as of October 31, 2021. Hearing no questions, Chair Conway directed the **Fee Accountant's Report**, as of 10/31/2021, be accepted and placed on file.

The **October 2021 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Saulnier, motioned to approve the **October 2021 Payroll Report**. Chair Conway called for a vote. The motion was approved unanimously (5-0-0).

Executive Director Correnti reviewed the **November 1, 2021 Vacancy Report**. Hearing no questions, Chair Conway directed the **Vacancy Report**, dated 11/1/2021, be accepted and placed on file.

Executive Director's Report:

Executive Director Correnti reviewed his November 2021 Report. In addition, Executive Director Correnti noted some recent items developed after the report was written: (1) On November 8, 2021, through the generosity of Community Caregivers, free half pans of lasagna will be distributed to residents, on a grab-and-go basis; (2) On November 23, 2021, a limited number of Thanksgiving lunches will be available, on a grab-and-go basis; and (3) On 12/9/2021, through the generosity of the Sunshine Gals, a sit down lunch of salad, roast pork/with applesauce, mashed potatoes, carrots, gravy, rolls with butter and strawberry shortcake, is being provided.

Executive Director Correnti reviewed the Fall 2019 DHCD resident survey. Resident Yvette Stack was in attendance and advised she participated in the survey and provided a "Poor" rating for building maintenance as the grass was not cut on a regular basis at 13 River Street and a weed whacker was not used to trim areas.

OLD BUSINESS:

None.

NEW BUSINESS:

GRIEVANCE POLICY:

Executive Director Correnti reviewed his October 15, 2021 memo regarding updating and approving a revised Grievance Policy. Hearing no discussion, Chair Conway called for a motion. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the Grievance Policy as submitted. Chair Conway then asked for a vote on the motion. The motion was approved unanimously (5-0-0).

APPROVE PAYMENT STADARDS AND UTILITY ALLOWANCES:

Executive Director Correnti reviewed his memo of November 4, 2021 and the supporting data. Hearing no discussion, Chair Conway called for a motion.

Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the Housing Choice Voucher Program Payment Standards, as submitted, effective 12/1/2021. Chair Conway then asked for a vote on the motion. The motion was approved unanimously (5-0-0).

Subsequent to the vote Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the Housing Choice Voucher Program Utility Allowances, as submitted, effective 1/1/2022. Chair Conway then asked for a vote on the motion. The motion was approved unanimously (5-0-0).

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 (5-0-0). Accordingly, the Board adjourned at 4:44 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Robert M. Correnti". The signature is stylized with a large, looping initial 'R' and a trailing flourish.

Robert M. Correnti
Executive Director/Secretary