

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

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MINUTES OF THE BILLERICA HOUSING AUTHORITY REGULAR MEETING OF December 2, 2021

CALL TO ORDER:

With the absence of Chair Conway, Vice Chair O'Donnell called the meeting to order at 4:01 PM. All Commissioners were present with the exception of Chair Conway. The meeting began with the Pledge of Allegiance.

OPEN MIC:

No one signed up to speak at Open Mic

MINUTES:

The Meeting Minutes of November 4, 2021, were presented. Commissioner O'Rourke, seconded by Commissioner Saulnier, motioned to accept the Minutes of the November 4, 2021 meeting as submitted and to place the Minutes on file. Vice Chair O'Donnell called for a vote. The motion was approved (4-0-0).

CORRESPONDENCE:

None.

REPORTS:

The **Investment Accounts Report**, as of December 1, 2021 was not available and will be presented at the next meeting.

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

The **Section 8 Voucher Payment Report**, for December 2021, was presented by the Executive Director. Commissioner O'Rourke, seconded by Commissioner Saulnier, motioned to approve and authorize payment for the December 2021 Section 8 Vouchers in the amount of \$71,155.04. Vice Chair O'Donnell called for a vote. The motion was approved unanimously (4-0-0).

Executive Director Correnti discussed the **Fee Accountant's Report** as of November 30, 2021 and that the report was not complete. It will be provided at the next meeting.

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

Executive Director Correnti reviewed the **December 1, 2021 Vacancy Report**. Hearing no questions, Vice Chair O'Donnell directed the **Vacancy Report**, dated 12/1/2021, be accepted and placed on file.

Executive Director's Report:

Executive Director Correnti reviewed his December 2021 Report. In addition, Executive Director Correnti noted some recent items developed after the report was written: (1) Billerica Minuteman article of 11/25/2021 regarding the modernization project and (2) new washers and dryers at 16 River and the Talbot. Equipment for 13 River is in transit.

OLD BUSINESS:

Ford Memorial:

Per request of the family, this was tabled until the Board's February meeting.

NEW BUSINESS:**PORTABLE SPACE HEATER POLICY:**

Based upon a 11/5/2021 notice from DHCD regarding portable Space heaters, it was their recommendation that portable space heaters be prohibited. Hence, the memo and draft Policy. Hearing no discussion, Commissioner O'Rourke motioned that as Space Heaters are found to be a top cause of building fires and pose a serious risk to Billerica Housing Authority residents and property, the Billerica Housing Authority Board of Commissioners adopts this Policy prohibiting the use of portable Space Heaters. Should a resident have heating issues, it is important and necessary that these issues be reported immediately to the Office. Bringing forth heating issues or concerns serves several benefits: (1) identifying areas in need of service, (2) supporting efficient and environmentally responsible heating, and (3) negates the reliance on portable Space Heaters for supplemental heat. Portable Electric Space Heaters are permitted for emergency use on a temporary basis provided:

- (1) It is an emergency as determined by the Billerica Housing Authority;
- (2) The use is temporary;
- (3) The portable Electric Space Heaters are provided by the Billerica Housing Authority.

Commissioner Saulnier seconded the motion. Vice Chair O'Donnell called for a vote. The motion was approved unanimously (4-0-0).

APPROVE CHANGE ORDER #1 TO PROJECT 031070:

Executive Director Correnti reviewed his memo of November 16, 2021 and the supporting data. Hearing no discussion, Commissioner O'Rourke, seconded by Commissioner Saulnier, motioned that the Billerica Board of Commissioners approve Change Order #1 to project #031070 in the amount of \$24,056.30 and that the Board authorizes the Executive Director to execute any documents related thereto. Vice Chair O'Donnell called for a roll call vote. Commissioner O'Rourke vote "aye", Commissioner Parker voted "aye", Commissioner Saulnier voted "aye" and Vice Chair O'Donnell voted "aye". Thus the motioned passed 4-0-0 on a roll call vote.

ADJOURN:

There being no other items for discussion, Vice Chair O'Donnell requested a motion to adjourn. Commissioner O'Rourke, seconded by Commissioner Saulnier, motioned to adjourn. Vice Chair O'Donnell called for a vote. The motion was approved unanimously (4-0-0). 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, circular initial 'R' and a long, sweeping underline.

Robert M. Correnti
Executive Director/Secretary