

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 February 3, 2022

CALL TO ORDER:

Chair Conway called the meeting to order at 4:02 PM. All Commissioners were present. The meeting began with the Pledge of Allegiance.

OPEN MIC:

No one signed up to speak at Open Mic.

MINUTES:

The Meeting Minutes of January 6, 2022, were presented. Commissioner O'Donnell, seconded by Commissioner Saulnier, motioned to accept the Minutes of the January 6, 2022 meeting as submitted and to place the Minutes on file. Chair Conway called for a vote. The motion was approved (4-0-1) with Commissioner O'Rourke abstaining as she was not present for the January Meeting.

OLD BUSINESS: FORD MEMORIAL

As members of the Ford family were present, Commissioner O'Donnell suggested the Ford Memorial discussion be brought forward. Hearing no objection, Chair Conway opened the discussion on the Ford Memorial. Executive Director Correnti noted his January 11th, 2022 and November 29th, 2021 emails summarizing the open items. Ms. Jennifer Ford indicated she sent an email, on January 30, 2021, to Executive Director Correnti with her responses. Executive Director Correnti advised that, unfortunately, he had not received the email.

Ms. Ford stated the family preferred the full picture rather than the "head shot" photo. The family reviewed the plaque text and recommended no changes. The 24" by 30" plaque was also reviewed by the family with no recommended changes. The family felt the plaque should be located in the lobby of 16 River Street. Executive Director Correnti noted there is currently a plaque honoring Dr. McCarthy in the lobby and another plaque in the lobby would diminish the significance of either. He indicated locating the plaque in the Common Room would provide a location of prominence in a heavily utilized area (the Common Room). Ms. Ford indicated the family would consider the recommendation to locate the plaque in the Common Room. A Dedication date was discussed. The Ford family requested the dedication be scheduled for Friday, June 17, 2022 at approximately 5:00 PM. Chair Conway indicated the Board would continue to work with the family on the details. Executive Director Correnti then advised he would again contact Reverend Paul Aveni of St. Matthew the Evangelist regarding his availability for the blessing at the dedication. If Reverend Aveni was not available, Ms. Ford indicated the Ford family would arrange for a blessing by clergy. As he would prepare a program for the dedication, Executive Director Correnti asked the Ford family if a family member would be speaking at the dedication. Ms. Ford stated she would advise at a later date. Executive Director Correnti stated he would get things going and would place a update on the Board's Agenda at a future meeting.

CORRESPONDENCE:

Executive Director Correnti provided the Board with a copy of his 1/26/2022 letter to Chair Burns of the Billerica Select Board regarding the BHA's declining to purchase Unit 474 at 41 Boston Road.

REPORTS:

The **Investment Accounts Report**, as of February 1, 2022 was presented by the Executive Director. After a brief review by the Executive Director and hearing no objections, Chair Conway directed the report be placed on file.

The **Payment of Bills Report**, for January 2022, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the January 2022 Payment Report. Chair Conway called for a vote. The motion was approved unanimously (5-0-0).

The **Section 8 Voucher Payment Report**, for February 2022, was presented by the Executive Director. Commissioner O'Donnell, motioned to approve and authorize payment for the February 2022 Section 8 Vouchers in the amount of \$76,089.88. His motion was seconded by Commissioner O'Rourke. Chair Conway called for a vote. The motion was approved unanimously (5-0-0).

Executive Director Correnti discussed the **Fee Accountant's Report** for January 31, 2022 and reviewed the report. Hearing no objection Chair Conway directed the report be placed on file.

The **January 2022 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the **January 2022 Payroll Report**. Chair Conway called for a vote. The motion was approved unanimously (5-0-0).

Executive Director Correnti reviewed the **February 1, 2022 Vacancy Report**. Hearing no questions, Chair Conway directed the **Vacancy Report**, dated 2/1/2022, be accepted and placed on file.

Executive Director's Report:

Executive Director Correnti reviewed his **February 2022 Report**. A brief discussion ensued. The Board requested the Executive Director investigate costs for Power Generators at each site. Executive Director Correnti reviewed the recent snow storms and BHA snow clearing efforts. Further, with the addition of the new dump truck equipped with a plow, he reviewed plans to acquire a straight-four wheel drive plow truck next year and to keep the sander only on the older truck as the salt rusts the truck body. In addition, Executive Director Correnti is considering the purchase of an enclosed "bob-cat" equipped with a snow blower. This would be used for more efficient clearing of sidewalks.

OLD BUSINESS:

There were no additional **Old Business** items for discussion.

NEW BUSINESS:

There were no **New Business** Agenda items for discussion.

ADJOURN:

There being no other items for discussion, Chair Conway requested a motion to adjourn. Commissioner O'Rourke, seconded by Commissioner O'Donnell, motioned to adjourn. Chair Conway called for a vote. The motion was approved unanimously (5-0-0). Accordingly, the Board adjourned at 5:10 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