

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 March 3, 2022

CALL TO ORDER:

Chair Conway called the meeting to order at 4:02 PM. Commissioners O'Donnell and Saulnier participated via telephone. All other Commissioners were present. The meeting began with the Pledge of Allegiance.

OPEN MIC:

Mr. Thomas Davis (13 River Street, Apt 1-8) spoke at Open Mic concerning "Safety and Security of Tenants." Mr. Davis distributed a list, dated 3/3/2022, of Work Orders as well as a letter addressed to him from the Executive Director, dated December 2, 2021. Mr. Davis then discussed the items stating that each was a safety or security hazard. Chair Conway responded that there is a Work Order process to be followed. Also, per their Lease, residents need to contact the Office to report work order issues. If work orders are not resolved then the concerned resident needs to contact the Executive Director. Commissioner O'Rourke asked Mr. Davis why he was reporting these issues and not the involved tenant as per the process. She asked if Mr. Davis was voted by the tenants to speak on their behalf. Commissioner O'Donnell reminded the Board that items discussed at Open Mic cannot be voted upon. John Simolaris, of BHA Maintenance, was in attendance and spoke on some of the items noted by Mr. Davis. Chair Conway noted he was aware of some of the items Mr. Davis brought forward and these items have been addressed. He again reiterated that all residents follow the Work Order procedure as noted in their Lease and in the Tenant Handbook. Lastly, he requested the Executive Director and Maintenance review the list submitted by Mr. Davis.

FY2023 ANNUAL PLAN:

It being after 4:00 PM, Chair Conway stated he would entertain a motion to open the Public Hearing on the Annual Plan for FY2023. Commissioner O'Donnell, seconded by Commissioner O'Rourke, moved to open the Public Hearing on the Billerica Housing Authority's FY2023 Annual Plan. Chair Conway requested a roll call on the motion to open the Public Hearing. Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye", Commissioner O'Rourke vote "aye", Commissioner Saulnier voted "aye" and Chair Conway voted "aye". As the motion passed unanimously (5-0-0) by a roll call vote, Chair Conway declared the Public Hearing on the Billerica Housing Authority's FY2023 Annual Plan as open. Executive Director Correnti then stated there were no comments submitted by email to the Billerica Housing Authority. In addition, there were no written comments submitted to the Billerica Housing Authority. Further, there were no reasonable accommodation requests submitted to the Billerica Housing Authority by 4:00 PM on 2/17/2022.

Chair Conway stated that, as indicated in the Public Hearing Notice, residents and the general public are invited to review and submit comments relative to the FY2023 Annual Plan for the Billerica Housing Authority. The Authority will consider the concerns of residents and/or the general public regarding needs and priorities and will incorporate some or all of such needs and priorities in the draft plan if deemed by the Authority to be consistent with sound management. Chair Conway then invited individuals to address the Board.

Resident Steve Strykowski (16 River Street Apt 6-8) asked the status of the walkway and lighting project planned for behind Buildings #5 and #6 of 16 River Street. Executive Director Correnti responded that the abutter declined to sell any land. Thus, discussions with the abutter, while cordial, ended further action on the project.

Resident Thomas Davis (13 River Street Apt 1-8) asked about generators. Chair Conway noted this was included in the Executive Director's Report on the meeting's Agenda and would be discussed later.

There being no other comments and/or concerns, Chair Conway requested a motion to close the Public Hearing.

Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to close the Public Hearing on the FY2023 Annual Plan. Chair Conway requested a roll call on the motion to close the Public Hearing. Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye", Commissioner O'Rourke vote "aye", Commissioner Saulnier voted "aye" and Chair Conway voted "aye". As the motion passed unanimously (5-0-0) by a roll call vote, Chair Conway declared the Public Hearing closed. Chair Conway then opened the discussion to the Board. Hearing no discussion, Chair Conway requested a motion. Commissioner O'Donnell, seconded by Commissioner O'Rourke, moved that the Billerica Housing Authority approve and submit to DHCD the FY2023 Annual Plan as submitted and discussed at the 3/3/2022 Public Hearing and that a properly advertised Public Hearing was conducted with no resident or general public concerns incorporated into the Plan. Chair Conway requested a roll call on the motion. Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye", Commissioner O'Rourke vote "aye", Commissioner Saulnier voted "aye" and Chair Conway voted "aye". As the motion passed unanimously (5-0-0) by a roll call vote, Chair Conway declared that the submitted FY2023 Annual Plan was approved by the Board and is to accordingly be submitted to DHCD.

MINUTES:

The Meeting Minutes of February 3, 2022, were presented. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to accept the Minutes of the February 3, 2022 meeting as submitted and to place the Minutes on file. Chair Conway called for a roll call vote. Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye", Commissioner O'Rourke vote "aye", Commissioner Saulnier voted "aye" and Chair Conway voted "aye". The motion was approved unanimously (5-0-0) by a roll call vote.

CORRESPONDENCE:

Executive Director Correnti provided the Board with a copy of his 3/1/2022 letter to Chair Burns of the Billerica Select Board regarding the BHA's declining to purchase Unit 202 at 37 Bridge Street.

REPORTS:

The **Investment Accounts Report**, as of March 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 Feb 2022, was presented by the Executive Director. Executive Director Correnti reviewed some of the expenditures. Hearing no discussion, Chair Conway requested a motion from the Board. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the February 2022 Payment Report. Chair Conway requested a roll call on the motion to approve the report. Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye", Commissioner O'Rourke vote "aye", Commissioner Saulnier voted "aye" and Chair Conway voted "aye". The motion passed unanimously (5-0-0) by a roll call vote.

The **Section 8 Voucher Payment Report**, for March 2022, was presented by the Executive Director. Commissioner O'Donnell, motioned to approve and authorize payment for the March 2022 Section 8 Vouchers in the amount of \$80,157.76. 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 vote "aye", Commissioner Saulnier voted "aye" and Chair Conway voted "aye". The motion passed unanimously (5-0-0) by a roll call vote.

Executive Director Correnti discussed the **Fee Accountant's Report** for February 28, 2022 and reviewed the report. Hearing no objection Chair Conway directed the report be placed on file.

The **February 2022 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the **February 2022 Payroll Report**. Chair Conway called for a roll call vote. Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye", Commissioner O'Rourke vote "aye", Commissioner Saulnier voted "aye" and Chair Conway voted "aye". The motion passed unanimously (5-0-0) by a roll call vote.

Executive Director Correnti reviewed the **March 1, 2022 Vacancy Report**. Hearing no questions, Chair Conway directed the **Vacancy Report**, dated 3/1/2022, be accepted and placed on file.

Executive Director's Report:

Executive Director Correnti reviewed his **March 2022 Report**. He reviewed his 2/25/2022 Memo to all residents. He highlighted the reminder regarding Work Orders. Also, he stated he received a number of verbal comments from residents and one email regarding snow clearing. All comments were positive. In addition, Executive Director Correnti updated the Board on the status of the Ford Memorial. Executive Director Correnti also noted that COVID-19 Antigen Test kits will be available to all residents next week at no charge. As regards a generator for 16 River Street, Executive Director Correnti noted previous quotes from 2015 ranged from \$39,000 to \$63,300 - another qualified bidder reviewed the site and requirements and will provide an updated quote. With previous quotes from 2015, it is estimated costs to be in the \$80,000 to \$95,000 range (including architect fees, contingency fees, etc.). Nonetheless, the quote will be reviewed with the Board once it has been received.

OLD BUSINESS:

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

NEW BUSINESS:

There was no **New Business** 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 roll call vote. Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye", Commissioner O'Rourke vote "aye", Commissioner Saulnier voted "aye" and Chair Conway voted "aye". The motion passed unanimously (5-0-0) by a roll call vote. The Board adjourned at 5:01 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary