

# 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 ANNUAL MEETING OF APRIL 7, 2022

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

Chair Conway called the meeting to order at 4:01 PM. Commissioner O'Donnell participated via telephone. All other Commissioners were present. The meeting began with the Pledge of Allegiance.

#### **OPEN MIC:**

No one signed up to speak at Open Mic.

#### **REORGANIZATION:**

Commissioner Saulnier spoke noting the Board is operating well with the current organization and motioned that the current slate of Officers be appointed to another term. Commissioner O'Rourke seconded the motion. 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.

#### **MINUTES:**

The Meeting Minutes of March 3, 2022, were presented. Commissioner O'Rourke, seconded by Commissioner Saulnier, motioned to accept the Minutes of the March 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 reviewed the AUP Audit that had been previously emailed to all Commissioners on 3/8/2022. Following a brief discussion, Chair Conway directed the Audit be placed on file.

**INTRODUCTION:**

Prior to reviewing the Monthly Reports, Executive Director Correnti ask for an opportunity to introduce Michelle Tenaglia, our new Resident Services Coordinator. Executive Director Correnti noted she was a graduate of Merrimack College with a major in Health Sciences. Executive Director Correnti advised that the BHA contract with AgeSpan (formerly Elder Services) has been revised and our Resident Services Coordinator will now be onsite Mondays, Tuesdays, and Thursdays. This will expand the availability of resources to our residents. Ms. Tenaglia spoke indicating she was excited to be in Billerica and looked forward to assisting BHA residents.

**REPORTS:**

The **Investment Accounts Report**, as of April 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 March 2022, was presented by the Executive Director. Executive Director Correnti reviewed the expenditures. Hearing no discussion, Chair Conway requested a motion. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the March 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 April 2022, was presented by the Executive Director. Commissioner O'Rourke, motioned to approve and authorize payment for the April 2022 Section 8 Vouchers in the amount of \$72,738.28. Her motion was seconded by Commissioner Saulnier. 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 March 31, 2022. Hearing no objection Chair Conway directed the report be placed on file.

The **March 2022 Payroll Report** was presented by the Executive Director. Commissioner Parker noted a Scribner's error for week 3/18/2022 for employee Mark Simolaris. Regular hours were 40 hours, no O/T hours were noted and total was 56.5- hence O/T of 16.5 was erroneously omitted. Executive Director Correnti advised it was indeed a Scribner's error and it would be corrected. Commissioner O'Rourke, seconded by Commissioner Saulnier, motioned to approve the **March 2022 Payroll Report** as corrected. 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 **April 1, 2022 Vacancy Report**. Hearing no questions, Chair Conway directed the **Vacancy Report**, dated 4/1/2022, be accepted and placed on file.

#### **EXECUTIVE DIRECTOR'S REPORT:**

Before Executive Director Correnti began reviewing his **April 2022 Report**, he has some updates to provide the Board. He reviewed (1) the deadlines for registration for the May 2022 NAHRO Conference at the Sea Crest; (2) the upcoming MassHousing Audit on 4/26/2022; and (3) the traditional annual Easter basket delivery to residents of 13 & 16 River and the Talbot on 4/9/2022. A brief discussion ensued. Executive Director Correnti then began reviewing his Report.

**EXECUTIVE DIRECTOR'S REPORT: (continued)**

As regards Mason Avenue, Executive Director Correnti provided an update of the project and plans for the garage parcel. He will keep the Board updated on progress.

Relative to the consideration of a generator for 16 River Street, a verbal budgetary cost estimate of approximately \$50k was provided. The next step would be to engage an architect to draw up specs etc. A discussion followed. Chair Conway noted that we might be solving one problem but creating another as there could well be a sound issue for residents of Building One with a generator operating when there is no power. Executive Director Correnti indicated there is good communications between Town Officials (Fire Chief, Police Chief, Town Manager, DPW Director, COA Director and BHA Director) so that residents needing power (e.g. to power oxygen equipment) can be accommodated through transportation to either Billerica Town Hall or Billerica COA. These facilities have power generators. Following a discussion, the Chair suggested the matter be placed on file and revisited in the future should it be warranted.

Although he has not received any further communications from the Ford family, the plans remain unchanged. Chair Conway directed Executive Director Correnti to contact the family requesting their final input by 4/21/2022 and the matter be placed on the Board's May 5, 2022 Meeting Agenda for final approval.

**OLD BUSINESS:**

Executive Director Correnti reviewed his 3/7/2022 Report provided to Chair Conway relative to issues raised by resident Davis at the Board's 3/3/2022 meeting. Director Correnti advised the Report speaks for itself and the issues addressed.

**NEW BUSINESS:****Executive Director's Salary:**

Executive Director Correnti reviewed his March 11, 2022 memo to the Board regarding the ED Salary. DHCD has provided a salary schedule for Executive Directors. Our Fee Accountant completed the DHCD Worksheet and it was provided to the Board.

A brief discussion ensued. Hearing no further discussion, Commissioner O'Rourke, seconded by Commissioner Saulnier, motioned to approve the Executive Director's annual salary for FY2022 of \$97,621 as per the DHCD Worksheet and authorizing the Chair to sign the Worksheet. 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.

**16 River Street Tenant Selection Plan:**

Executive Director Correnti reviewed his March 25, 2022 memo to the Board regarding the 16 River Street Tenant Selection Plan. After his review, and hearing no further discussion, Chair Conway called for a motion. Commissioner O'Rourke, seconded by Commissioner Saulnier, motioned to approve the 16 River Street Tenant Selection Plan as submitted. 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.

**ADJOURN:**

There being no other items for discussion, Chair Conway requested a motion to adjourn. Commissioner O'Rourke, seconded by Commissioner Saulnier, 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 4:51 PM.

Respectfully submitted,



Robert M. Correnti  
Executive Director/Secretary