

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 June 17, 2022

CALL TO ORDER:

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

OPEN MIC:

No one signed up to speak at Open Mic.

MINUTES:

The Meeting Minutes of May 5, 2022, were presented. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to accept the Minutes of the May 5, 2022 meeting as submitted and to place the Minutes on file. Chair Conway called for a vote. The motion was approved unanimously (4-0-0).

CORRESPONDENCE:

There was no Correspondence.

REPORTS:

The **Investment Accounts Report**, as of June 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 May 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 May 2022 Payment Report. Chair Conway called for a vote. The motion was approved unanimously (4-0-0).

The **Section 8 Voucher Payment Report**, for June 2022, was presented by the Executive Director. Commissioner O'Donnell, motioned to approve and authorize payment for the June 2022 Section 8 Vouchers in the amount of \$74,122.30. His motion was seconded by Commissioner O'Rourke. Chair Conway requested a vote on the motion to approve the Report. The motion was approved unanimously (4-0-0).

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

The **May 2022 Payroll Report** was presented by the Executive Director. Commissioner Parker questioned the Gross for employee Edouard in week of 5/28/2022. Executive Director Correnti noted it was a Scribner's error and the correct Gross should be \$1254.00. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to approve the **May 2022 Payroll Report** as corrected. Chair Conway called for a vote. The motion was approved unanimously (4-0-0).

Executive Director Correnti reviewed the **June 1, 2022 Vacancy Report**. Hearing no questions, Chair Conway directed the **Vacancy Report**, dated 6/1/2022, be accepted and placed on file.

EXECUTIVE DIRECTOR'S REPORT:

Executive Director Correnti reviewed his June 2022 Report.

OLD BUSINESS:

There was none.

NEW BUSINESS:**CONTRACT FOR FINANCIAL ASSISTANCE (CFA) AMENDMENT #11:**

Executive Director Correnti reviewed the 5/23/2022 letter from DHCD notifying Billerica of Amendment #11 to CFA 5001 in the amount of \$207,680.00 -the amendment funds and extends the contract dates of service from June 30,2024 to June 30, 2025. After a brief discussion, Commissioner O'Donnell motioned to approve Amendment #11 5001 in the amount of \$207,680.00 and that all required documents be executed in that regard and that the Billerica Housing Authority approve the amendment with the Commonwealth of Massachusetts, in the amount of \$207,680.00, in the form submitted at this meeting and contract in the name of the Billerica Housing Authority under its corporate seal, and that the Secretary is hereby authorized to attest the same. Further, the Billerica Housing Authority hereby requests the Director of Housing and Community Development (Commissioner of the Department of Community Affairs) enter into such contract with the Billerica Housing Authority and the Commonwealth of Massachusetts to approve the amendment of such contract. And that the Officers of the Billerica Housing Authority shall be, and they are hereby authorized and directed, on and after the execution of said amendment by the respective parties thereto, to do and perform on behalf of the Billerica Housing Authority all acts and the things required of the Billerica Housing Authority to perform fully all of its obligations thereunder. This resolution shall take effect immediately. Commissioner O'Donnell moved that the foregoing resolution be adopted as read. His motion was seconded by Commissioner O'Rourke. Hearing no questions, Chair Conway called for a roll call vote on the motion." Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye", Commissioner O'Rourke vote "aye" and Commissioner Conway voted "aye". Thus, the Board unanimously (4-0-0) approved the motion with a roll call vote. Chair Conway thereupon declared said motion carried and said resolution adopted.

CONTRACT FOR FINANCIAL ASSISTANCE 689-2:

Executive Director Correnti noted since his memo was sent he had discussions with DHCD regarding this contract. Per Fatima Razzaq at DHCD, "This is an old CFA for developing new units. It's not a program we are continuing and the amount in the CFA is not enough to cover the cost of new construction." Ms. Razzaq advised it would not ever be funded. Hence, she advised that the Board could vote to authorize termination of the CFA. A brief discussion ensued. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned to terminate this CFA and authorize the Executive Director to so advise DHCD. Chair Conway called for a roll call vote. Commissioner O'Donnell voted "aye", Commissioner Parker voted "aye", Commissioner O'Rourke vote "aye" and Commissioner Conway voted "aye". Thus, the Board unanimously (4-0-0) approved, with a roll call vote, the motion to terminate this old CFA and to so advise DHCD.

BOARD'S APPOINTMENT TO BILLERICA AFFORDABLE HOUSING TRUST:

Chair Conway advised that with late Commissioner Ford's passing, the Board needed to appoint another Commissioner to the Billerica Affordable Housing Trust. Commissioner O'Rourke, seconded by Commissioner Conway, motioned the Board appoint Commissioner O'Donnell to fill the vacancy created by Commissioner Ford's passing. Chair Conway called for a vote. The motion was approved unanimously (4-0-0).

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. Conway called for a vote and the motion was approved unanimously (4-0-0). The Board adjourned at 4:21 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary