

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 November 3, 2022

CALL TO ORDER:

Chair Conway called the meeting to order at 4:00 PM. All Commissioners were present with the exception of Commissioner O'Rourke. The meeting began with the Pledge of Allegiance.

OPEN MIC:

No one spoke at Open Mic.

MINUTES:

The Meeting Minutes of October 6, 2022, were presented. Commissioner O'Donnell, seconded by Commissioner Saulnier, motioned to accept the Minutes of the October 6, 2022 meeting as submitted and to place the Minutes on file. Chair Conway called for a vote on the motion. The motion was approved (4-0-0) and the Minutes thus accepted and placed on file.

CORRESPONDENCE:

Executive Director Correnti reviewed the October 13, 2022 letter from HUD advising that the BHA's overall SEMAP score for fiscal year ending 6/30/2022 was 96% thereby designating the BHA as a High Performer. ED Correnti explained this score was the result of the Dedham Housing Authority's efforts and management of our HCV Program and, Correnti stated, the BHA's thanks and recognition goes to Dedham.

REPORTS:

The **Investment Accounts Report**, as of November 1, 2022, was not available and will be presented at the next meeting.

The **Payment of Bills Report**, for October 2022, was presented by the Executive Director. Following a review of the bills and a brief discussion, Chair Conway requested a motion. Commissioner O'Donnell, seconded by Commissioner Saulnier, motioned to approve the October 2022 Payment Report. Chair Conway called for a vote on the motion. The motion was approved (4-0-0).

The **Section 8 Voucher Payment Report**, for November 2022, was presented by the Executive Director. Commissioner O'Donnell, motioned to approve and authorize payment for the November 2022 Section 8 Vouchers in the amount of \$73,537.64. His motion was seconded by Commissioner Saulnier. Chair Conway called for a vote on the motion. The motion was approved (4-0-0).

Hearing no objection, Chair Conway directed the **Fee Accountant's Report** as of 10/31/2022 be accepted and placed on file.

The **October 2022 Payroll Report** was presented by the Executive Director. Hearing no discussion, Commissioner O'Donnell, seconded by Commissioner Saulnier, motioned to approve the **October 2022 Payroll Report** as presented. Chair Conway called for a vote on the motion. The motion was approved (4-0-0).

Executive Director Correnti reviewed the **November 1, 2022 Vacancy Report**. Hearing no questions, Chair Conway directed the **Vacancy Report**, dated 11/1/2022, be accepted and placed on file.

EXECUTIVE DIRECTOR'S REPORT:

Executive Director Correnti reviewed his November Executive Director's Report.

OLD BUSINESS:

Executive Director Correnti reviewed the Report on Agreed-Upon Procedures for fiscal year ending 6/30/2022. The report contained one exception (finding) relative to a data input error submitted by the Fee Accountant. It is important to note, according to Executive Director Correnti, that there were no exceptions found relative to the operations and management by the BHA.

NEW BUSINESS:

Approve Payment Standards and Utility Allowances effective December 1, 2022: Executive Director Correnti presented the Payment Standards and Utility Allowances for FY2023 which are effective 12/1/2022. Following a brief discussion, Commissioner O'Donnell, seconded by Commissioner Saulnier, moved that the Billerica Housing Authority Board of Commissioners approve the Housing Choice Voucher Program Payment Standards effective 12/1/22 as submitted. Chair Conway called for a vote on the motion. The motion was approved (4-0-0).

Following that vote, Commissioner O'Donnell, seconded by Commissioner Saulnier, moved that the Billerica Housing Authority Board of Commissioners approve the Housing Choice Voucher Program Utility Allowances effective 12/1/22 as submitted. Chair Conway called for a vote on the motion. The motion was approved (4-0-0).

Fenton Ewald Contract for 7/1/2022 thru 6/30/2023: Executive Director Correnti reviewed his memo of October 25, 2022 recommending approval of the FY2023 contract with Fenton Ewald. Following a brief discussion, Commissioner O'Donnell, seconded by Commissioner Saulnier, moved that the Board of Commissioners of the Billerica Housing Authority approve the Fee Accountant Federal and State Services Contracts, totaling \$1629.00 per month, between the Billerica Housing Authority and Fenton, Ewald & Associates, P.C. for the period of July 1, 2022 through June 30, 2023 and authorize the Executive Director to execute any required documents in that regard. Chair Conway called for a vote on the motion. The motion was approved (4-0-0).

"Extra-Ordinary" Expenditure Summary: Executive Director Correnti noted that his October 25, 2022 memo on "Extra-Ordinary" Expenditures was in response to a request by Chair Conway. Correnti indicated the narrative provided more details on many of the expenditures on the excel spreadsheet. In reviewing the excel spreadsheet, Executive Director Correnti noted the expenditures over an approximate four (4) year period for BHA properties. 13 River was the property with the highest expenditure of \$1,162,625 - Director Correnti noted that approximately \$1,050,000 was for two (2) projects funded through DHCD's Modernization program (approximately \$300,000 for the paving project expanding parking and providing increased lighting and speed bumps and approximately \$750,000 for the exterior improvement project [painting, new shutters, etc.] which also added walkways to five (5) buildings) providing accommodation to those with mobility challenges. The Talbot property was second with \$299,450 in "extra-ordinary" expenditures. 16 River Street was third with \$270,950 in expenditures. Executive Director Correnti noted all these expenditures were accomplished with our reserves increasing about 37%.

ADJOURN:

There being no other items for discussion, Chair Conway requested a motion to adjourn. Commissioner O'Donnell, seconded by Commissioner Saulnier, motioned to adjourn. Chair Conway called for a vote on the motion. The motion was approved (4-0-0). The Board adjourned at 4:26 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary