

# 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

16 River St  
Billerica, MA 01821  
Tel 978-667-2175  
Fax 978-667-1156  
email: bcorrenti@billericahousing.org

### MINUTES OF THE BILLERICA HOUSING AUTHORITY REGULAR MEETING OF DECEMBER 8, 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'Donnell. The meeting began with the Pledge of Allegiance.

#### **OPEN MIC:**

No one spoke at Open Mic.

#### **MINUTES:**

The Meeting Minutes of November 3, 2022, were presented. Commissioner O'Rourke, seconded by Commissioner Saulnier, motioned to accept the Minutes of the November 3, 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.

Commissioner O'Donnell arrived at 4:10 PM.

#### **CORRESPONDENCE:**

There was none.

**REPORTS:**

The **Investment Accounts Report**, as of November 1, 2022, was presented by the Executive Director. Hearing no questions, Chair Conway directed the report be placed on file. The report for December 1, 2022 will be presented at the January 12, 2023 meeting

The **Payment of Bills Report**, for November 2022, will be presented at the January 12, 2023 meeting.

The **Section 8 Voucher Payment Report**, for December 2022, was presented by the Executive Director. Commissioner O'Rourke, motioned to approve and authorize payment for the November 2022 Section 8 Vouchers in the amount of \$75,977.44. Her motion was seconded by Commissioner Saulnier. Chair Conway called for a vote on the motion. The motion was approved (5-0-0).

Hearing no objection, Chair Conway directed the **Fee Accountant's Report** as of 10/31/2022 be accepted and placed on file. The report for November will be provided at the January 12, 2023 meeting.

The **November 2022 Payroll Report** will be presented at the meeting of January 12, 2023.

Executive Director Correnti reviewed the **December 1, 2022 Vacancy Report**. Hearing no questions, Chair Conway directed the **Vacancy Report**, dated 12/1/2022, be accepted and placed on file.

**EXECUTIVE DIRECTOR'S REPORT:**

Executive Director Correnti reviewed his November Executive Director's Report. He noted Deb Souza was operated on for a broken hip.

**OLD BUSINESS:**

Executive Director Correnti reviewed the **16 River Street Paint project**. With thirteen bidders, the lowest bidder was Fox Painting of Arlington at \$53,500 - this is to paint windows, doors, etc on the residential buildings at 16 River Street (excluding the Parker House). Since this is a federally subsidized property, the cost of this project is in our budget for payment by the BHA.

Since there were two (2) paint projects on the Agenda, Commissioner O'Rourke suggested the Minutes be specific in identifying the project. Executive Director Correnti indicated this project would begin in the spring of 2023. Accordingly, Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned that the Billerica Housing Authority approve the door and window paint project, for the buildings at 16 River Street (McCarthy Complex), with Fox Painting Co., Inc. of Arlington, MA in the amount of \$53,500 and authorize the Executive Director to execute any required documentation in regards to this project. A brief discussion ensued. Chairman Conway called for a roll call vote. Commissioner Parker voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye", Commissioner Saulnier voted "aye", and Commissioner Conway voted "aye". Thus, the motion was unanimously approved (5-0-0) with a roll call vote.

**NEW BUSINESS:**

Executive Director Correnti advised that the FY2023 Budget discussion has been moved to the January 12, 2023 meeting due to the illness of our Fee Accountant.

**Approve Contract for ARPA funds:** Executive Director Correnti discussed the ARPA funds, in the amount of \$170,580.00 that DHCD is awarding to the Billerica Housing Authority. Of that amount, \$42,985 is designated for the exterior and interior paint project for 16A River Street (the Parker House). The remainder is for the roof at the Talbot. These projects are in the early stages with the Scope of Work being developed for each. Nonetheless, Executive Director Correnti, advised that the Board's approval is needed for the ARPA funds. Commissioner O'Donnell, seconded by Commissioner O'Rourke, motioned that the Billerica Housing Authority approve the ARPA Funding Contract in the amount of \$170,580.00 and that the Board authorize the Executive Director to execute any required documentation in regards to this contract. Chairman Conway called for a roll call vote. Commissioner Parker voted "aye", Commissioner O'Rourke voted "aye", Commissioner O'Donnell voted "aye", Commissioner Saulnier voted "aye", and Commissioner Conway voted "aye". Thus, the motion was unanimously approved (5-0-0) with a roll call vote.

**MEETING SCHEDULE:** Executive Director Correnti reminded the Commissioners of the meeting schedule changes in 2023.

**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 (5-0-0). The Board adjourned at 4:21 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