

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 JANUARY 12, 2023

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 who had advised he would be late. The meeting began with the Pledge of Allegiance.

OPEN MIC:

No one spoke at Open Mic.

MINUTES:

The Meeting Minutes of December 8, 2022, were presented. Commissioner O'Rourke, seconded by Commissioner Saulnier, motioned to accept the Minutes of the December 8, 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:

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 was next presented by the Executive Director. Hearing no questions, Chair Conway directed this report also be thus placed on file.

The **Payment of Bills Report**, as of 11/1/2019 through 11/30/22, was presented by the Executive Director. Commissioner Saulnier, seconded by Commissioner O'Rourke, motioned to approve the 11/1/202 to 11/30/22 Payment Report. The motion was unanimously approved (4-0-0). The **Payment of Bills Report**, as of 12/1/2019 through 12/31/22, was then presented by the Executive Director. Commissioner Saulnier, seconded by Commissioner O'Rourke, motioned to approve the 12/1/202 to 12/31/22 Payment Report. The motion was also unanimously approved (4-0-0).

The **Section 8 Voucher Payment Report**, for January 2023, was presented by the Executive Director. Commissioner Saulnier, motioned to approve and authorize payment for the January 2023 Section 8 Vouchers in the amount of \$76,314.04. His motion was seconded by Commissioner O'Rourke. 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 Reports** as of 11/31/2022 and 12/31/2022 be both accepted and placed on file.

Commissioner O'Donnell physically joined the meeting at 4:38 PM.

The **November 2022 Payroll Report and December 2022 Payroll Report** were both presented by the Executive Director. Commissioner Parker noted Scribner errors on both reports. A discussion ensued. Executive Director Correnti noted the appropriate amendments would be made to each Report. Commissioner Saulnier, seconded by Commissioner O'Rourke, motioned to approve the **November 2022 Payroll Report as amended**. Chair Conway called for a vote. The motion was approved unanimously (5-0-0).

Commissioner Saulnier, seconded by Commissioner O'Rourke, motioned to approve the **December 2022 Payroll Report as amended**. Chair Conway called for a vote. The motion was approved unanimously (5-0-0).

Executive Director Correnti reviewed the **January 1, 2023 Vacancy Report**. A brief discussion ensued. Hearing no questions, Chair Conway directed the **Vacancy Report**, dated 1/1/2023, be accepted and placed on file.

EXECUTIVE DIRECTOR'S REPORT:

Executive Director Correnti reviewed his December Executive Director's Report. In addition, Executive Director Correnti advised that the BHA was awarded \$170,580 in ARPA funds and was awarded \$170,526 in Formula Funding for FY26. Executive Director Correnti also noted the Annual Plan Hearing is scheduled for the Board's March 9, 2023 meeting. Notices have been posted at 13 River Street, 16 River Street and the Talbot. Also, the Notice is posted online at the BHA website.

OLD BUSINESS:

There was none.

NEW BUSINESS:

Executive Director Correnti advised that Fee Accountant CPA Paul Pavia was present to review the FY2023 Budget. Mr. Pavia then proceeded to review the FY2023 Budget. He noted the BHA continues to be in a strong financial position and reviewed all programs and expenditures. The Budget follows DHCD's Budget Guidelines. He responded to questions from Board members. Hearing no further questions, Chair Conway requested a motion. Commissioner O'Donnell motioned to approve the FY2023 Budget as submitted. His Motion was seconded by Commissioner O'Rourke. 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. Chair Conway thanked Mr. Pavia for all his assistance.

MEETING SCHEDULE: Executive Director Correnti reminded the Commissioners of the Meeting Schedule for 2023.

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 vote on the motion. The motion was approved (5-0-0). The Board adjourned at 5:06 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 cursive script.

Robert M. Correnti
Executive Director/Secretary