

# BILLERICA

## HOUSING AUTHORITY

John Saulnier, Chair  
James F. O'Donnell, Jr., Vice Chair  
Martin E. Conway, Treasurer  
David Gagliardi, Assistant Treasurer

Robert M. Correnti, Executive Director

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**MINUTES OF THE  
BILLERICA HOUSING AUTHORITY  
REGULAR MEETING OF  
MAY 8, 2025  
IN THE  
CAROL A. FORD COMMUNITY BUILDING  
16 RIVER STREET  
COMMON ROOM**

**CALL TO ORDER:**

Prior to calling the meeting to order, Chair John Saulnier reminded all that the meeting was being audio and video recorded. Chair Saulnier then called the meeting to order at 4:00 PM noting Commissioners O'Donnell, David Gagliardi, Martin Conway, and Chair Saulnier were present and a quorum was thereby established. Executive Director Correnti was also present as well as Erica Miller, Finance Director. The meeting began with the Pledge of Allegiance.

**MINUTES:**

The Meeting Minutes of April 10, 2025, were presented. Commissioner O'Donnell motioned to approve the Minutes of the April 10, 2025 Meeting as submitted. His motion was seconded by Commissioner Conway. Hearing no discussion and with the motion having been made and seconded, Chair Saulnier called for a vote. Four (4) Commissioners voted in favor of approving the minutes. There were none opposed. Thus, the motion was approved (4-0-0) on a voice vote.

**CORRESPONDENCE:**

**DAVIS/AGENDA ISSUE:**

Executive Director Correnti reviewed his 4/18/25 letter responding to Mr. Davis regarding Meeting Agendas. As regards meeting agendas, on 4/14/25 Mr. Davis submitted a written request that Board Meeting Agendas be sent to him "at least five days in advance." This request was denied as agendas are

posted at 13 River Street, 16 River Street, 33 Talbot Avenue, the Town Clerk's Office, and on the BHA website.

**DAVIS/RECYCLE DUMPSTER:**

Executive Director Correnti reviewed his letter of April 18, 2025 to Mr. Davis regarding the recycle dumpster. Additionally, ED Correnti noted he had sent Mr. Davis emails stressing that residents should not be discussing issues with vendors. Residents should bring any concerns to the Office.

**HEAT/HOT WATER ISSUE-16 RIVER BUILDING 5:**

Executive Director Correnti noted there had been an issue in late April with no heat and no hot water, for two days, in Building 5 at 16 River Street. He provided the Board with a copy of a 4/22/25 memo to all Building 5 residents. The memo provided the residents with some details on the issue.

**4/23/25 MEMO TO TALBOT RESIDENTS REGARDING GARDENING POLICY and 4/23/25 MEMO to 13 RIVER and 16 RIVER RESIDNTS REGARDING GARDENING POLICY:**

Executive Director Correnti reviewed the memos regarding the new Gardening Policy. All residents received a copy.

Executive Director Correnti noted the BHA received a card from former Commissioner O'Rourke, thanking the BHA Administration and residents for the dish garden in memory of her late Husband, William O'Rourke.

**REPORTS:**

The **Investment Accounts Report**, as of May 1, 2025, was presented by the Executive Director. Hearing no questions, Chair Saulnier directed the **Investment Accounts Report**, dated May 1, 2025, to be accepted and placed on file.

The **Payment of Bills Report**, for the period of 4/1/2025 through 4/30/25, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Gagliardi, motioned to approve the 4/1/2025 to 4/30/2025 **Payment of Bills Report**. Hearing no questions, Chair Saulnier called for a vote. The motion was approved unanimously (4-0-0) on a voice vote.

The **Section 8 Voucher Payment Report**, for May 2025, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Conway, motioned to approve and authorize payment for the May 2025 Section 8 Vouchers in the amount of \$96,148.94. Hearing no questions, Chair Saulnier called for a vote. The motion was approved unanimously (4-0-0) on a voice vote.

Executive Director Correnti presented the **Fee Accountant's Report** as of April 30, 2025. Hearing no discussion, Chair Saulnier directed the **Fee Accountant's Report**, as of April 30, 2025, to be accepted and placed on file.

The **April 2025 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Gagliardi, motioned to approve the **April 2025 Payroll Report**. Hearing no questions, Chair Saulnier called for a vote. The motion was approved unanimously (4-0-0) on a voice vote.

The Executive Director presented the **May 1, 2025, Vacancy Report**. Hearing no questions, Chair Saulnier directed the **Vacancy Report**, dated 5/1/2025, to be accepted and placed on file.

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

Executive Director Correnti reviewed his April 2025 Report.

#### **OLD BUSINESS:**

There was none.

#### **NEW BUSINESS**

##### **WAGE MATCH CERTIFICATION:**

Executive Director Correnti reviewed the Wage Match Certification requirements and the required Acknowledgement and Board Approval needed. Commissioner O'Donnell, seconded by Commissioner Conway, motioned to approve receipt of the Wage Match Acknowledgement and approve the certification. Hearing no questions, Chair Saulnier called for a vote. The motion was approved unanimously (4-0-0) on a voice vote.

**EASEMENT TO NORTH BILLERICA BAPTIST CHURCH:**

Executive Director Correnti discussed his memo of April 29, 2025 regarding the request of the North Billerica Baptist Church for an easement from their parsonage on Colson Street through a corner of our Talbot Apartments parking lot. A brief discussion ensued. Commissioner O'Donnell, seconded by Commissioner Gagliardi, moved that the Billerica Housing Authority grant an easement to the North Billerica Baptist Church, formerly known as the Baptist Society of North Billerica, to construct and connect an underground sewer line in the area shown as Proposed Sewer Easement 1856+/- square feet on an Easement Plan of Land dated April 7, 2025 which will allow the North Billerica Baptist Church to connect to the municipal sewer line which runs through the rear of the Billerica Housing Authority property on Talbot Avenue, as further described in the Grant of Easement document submitted to the Authority, and that this body vote to authorize Robert M. Correnti, its Executive Director, to sign the Grant of Easement document on behalf of the Billerica Housing Authority. Hearing no further discussion, Chair Saulnier called for a vote. The motion was approved unanimously (4-0-0) on a voice vote.

Chair Saulnier then noted the meeting schedule for June and July 2025.

**OPEN MIC:**

Chair Saulnier called upon BHA resident Marion Amber. Ms. Amber read a signed petition requesting the Board reconsider the Policy. Following her reading of the petition, she presented it to the Board.

BHA resident Deborah Meehan then addressed the Board with questions about the Gardening Policy.

BHA resident Patricia Doherty spoke also about the Gardening Policy. She indicated that some residents aren't following the policy and it doesn't appear to be difficult to follow the policy.

Resident Lew Martakos then spoke. He stated residents should read the policy - he said it's straight forward.

Resident Thomas Davis spoke again about the recycle dumpster. He said he had spoken, this week, with the driver of the Waste Management truck. The driver said he was the Manager. He said he would speak with his management about the lid issue.

**ADJOURN:**

There being no other items for discussion or Open Mic speakers, Chair Saulnier then requested a motion to adjourn. Commissioner O'Donnell, seconded by Commissioner Conway, motioned to adjourn the meeting. Chair Saulnier then called for a vote. The motion was approved (4-0-0) on a voice vote and the meeting adjourned at 4:44 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Robert M. Correnti". The signature is stylized with a large, looping initial 'R' and a trailing flourish.

Robert M. Correnti  
Executive Director/Secretary