

BILLERICA

HOUSING AUTHORITY

John Saulnier, Chair
James F. O'Donnell, Jr., Vice Chair
David Gagliardi, Treasurer
Martin E. Conway, Vice Treasurer
Lew Martakos
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
AUGUST 14, 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, Martin Conway, David Gagliardi, Lew Martakos 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 July 10, 2025, were presented. Commissioner O'Donnell motioned to approve the Minutes of July 10, 2025, Meeting as submitted. His motion was seconded by Commissioner Gagliardi. Hearing no questions and with the motion having been made and seconded, Chair Saulnier called for a vote. The motion was unanimously approved (5-0-0) on a voice vote.

REPORTS:

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

The **Payment of Bills Report**, for the period of 7/1/2025 through 7/31/25, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Conway, motioned to approve the 7/1/2025 to 7/31/2025 **Payment of Bills Report**. Hearing no questions, Chair Saulnier called for a vote. The motion was approved unanimously (5-0-0) on a voice vote.

The **Section 8 Voucher Payment Report**, for August 2025, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Conway, motioned to approve and authorize payment for the August 2025 Section 8 Vouchers in the amount of \$96,190.94. Chair Saulnier called for a vote. The motion was approved unanimously (5-0-0) on a voice vote.

The **July 2025 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Gagliardi, motioned to approve the **July 2025 Payroll Report**. Hearing no questions, Chair Saulnier called for a vote. The motion was approved unanimously (5-0-0) on a voice vote.

The Executive Director presented the **August 1, 2025, Vacancy Report**. A brief discussion ensued. With no further questions, Chair Saulnier directed the **Vacancy Report**, dated 8/1/2025, to be accepted and placed on file.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Correnti reviewed his July 2025 Report as submitted. He briefly touched upon Housing Court cases which include various lease violations. These actions are pending and will be reported upon the conclusion of legal action. Once decisions are public record, they will be made available. He then updated the modernization projects indicating the current stage of each project. These include the 13 River Street bathroom sink & video surveillance projects. The Talbot parking lot is still under review by EOHLIC. Mr. Correnti also addressed the "Fire Drill Memo" that was distributed to residents. He pointed out that he corresponded with the Fire Department pertaining to the details. He stressed the absolute priority is to evacuate the building quickly and safely in the event of a fire. Mr. Correnti stated he is open to any suggestions or concerns others may have. Residents will likely be notified in September when they may expect the scheduled practice fire drill. Hearing no further questions, the report was placed on file.

OLD BUSINESS:

There was none.

NEW BUSINESS:

CPC APPOINTMENT:

Commissioner Conway nominated Vice Chair James O'Donnell as the Board's representative to the Community Preservation Committee. The motion was seconded by Commissioner Gagliardi. Hearing no discussion, Chair Saulnier called for a vote. The motion was approved unanimously (5-0-0) on a voice vote.

GARDENING POLICY AMENDMENT:

After considering suggestions of tenants, Executive Director Correnti proposed an amendment extending the gardening date to November 15th of each year. A brief conversation ensued. Commissioner Conway, seconded by Commissioner Gagliardi, motioned to approve the amendment. Hearing no questions, Chair Saulnier called for a vote. The motion was approved unanimously (5-0-0) on a voice vote.

OPEN MIC: Thomas Davis, resident of 13 River Street, signed up for Open Mic. He was concerned about the safety of residents. He stated there were mosquitos at 13 River Street. He also requested the protocol for the emergency pull-cord alarm system.

ADJOURN:

There being no other items for discussion, Chair Saulnier then requested a motion to adjourn. Commissioner O'Donnell, seconded by Commissioner Gagliardi, motioned to adjourn the meeting. Chair Saulnier then called for a vote. The motion was unanimously approved (5-0-0) on a voice vote. The meeting adjourned at 4:30 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