

# 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  
DECEMBER 11, 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 4:05 PM noting Commissioners James O'Donnell, Martin Conway, Lew Martakos, and Chair Saulnier were present. Commissioner Gagliardi was not present as the meeting began. Thus, a quorum was established. Executive Director Correnti was present as well as Erica Miller, Finance Director. The meeting began with the Pledge of Allegiance.

**MINUTES:**

The Meeting Minutes of November 13<sup>th</sup>, 2025, were presented. Commissioner O'Donnell motioned to approve the Meeting Minutes of November 13<sup>th</sup>, 2025, as submitted. His motion was seconded by Commissioner Conway. Hearing no questions and with the motion having been made and seconded, Chair Saulnier called for a vote. The motion was unanimously approved (4-0-0) on a voice vote.

**CORRESPONDENCE:**

There was no correspondence.

**REPORTS:**

The **Investment Accounts Report**, as of December 1, 2025, was presented by the Executive Director. ED Correnti noted a Money Market, with Enterprise/Rockland matured on 11/10/25. Until a decision is made on a new CD/MM, the funds have been placed in the Section 8 checking account (Acct # 416176). Four banks provided quotes for a CD:

Rockland quoted 3.60% for 4 months  
Lowell Five quoted 3.85% for 5 months  
Northern quoted 4.00% for 7 months  
Stoneham quoted 4.00% for 12 months

Hence, the BHA will move the funds from the matured MM to Stoneham Bank. To open the new account, all Commissioners received an email from Stoneham requesting information and signature. The account cannot be opened until all Commissioners have responded.

Hearing no questions, Chair Saulnier directed the report to be accepted and placed on file.

Commissioner Gagliardi joined the meeting at 4:10 PM.

The **Payment of Bills Report**, for the period of 11/1/2025 through 11/30/25, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Conway, motioned to approve the 11/1/2025 to 11/30/2025 **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 December 2025 was presented by the Executive Director. Following a brief discussion, Commissioner O'Donnell, seconded by Commissioner Conway, motioned to approve and authorize payment for the December 2025 Section 8 Vouchers in the amount of \$95,533.24. Chair Saulnier called for a vote. The motion was approved unanimously (5-0-0) on a voice vote.

The **Fee Accountant's Report** for November 30, 2025 was presented and briefly reviewed by the Executive Director. Hearing no questions, Chair Saulnier directed the Report be placed on file.

The **November 2025 Payroll Report** was presented by the Executive Director. ED Correnti explained the reason for the higher gross payment for him for the week of 11/27/25. Commissioner O'Donnell, seconded by Commissioner Conway, motioned to approve the **November 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 **December 1, 2025, Vacancy Report**. A brief discussion followed. Hearing no further discussion, Chair Saulnier directed the **Vacancy Report**, dated **12/1/2025**, to be accepted and placed on file

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

Prior to reviewing his November 2025 Report, Executive Director Correnti reviewed some recent developments occurring after his Report was distributed. The first was the large tree outside our Office. As was reported last year, the tree has diseased limbs which were in danger of falling causing possible property damage or injury. An arborist looked at the tree and did advise it was diseased and recommended action be taken to eliminate any hazards. To eliminate any safety hazards it was decided to remove the diseased limbs. Hopefully, what remains will not pose any hazards and may extend the life of the tree. As it is estimated that the tree has existed for about 150 years and to memorialize the tree, we had drone photos taken. Two photos were framed. One frame was presented to VinFen to display at 16A River Street. Another frame is now displayed in the 16 River Street Common Room.

The FY2026 Budget will be presented at the January 2026 Meeting.

Following these brief announcements, Executive Director Correnti reviewed his November 2025 Executive Director's Report. Following his presentation and hearing no further discussion, Chair Saulnier directed the Report be placed on file.

**OLD BUSINESS:**

There was none.

**NEW BUSINESS:**

**APPROVE UPDATED AFFIRMATIVE ACTION PLAN:.**

Executive Director Correnti reviewed the updated Affirmative Action Plan. The previous plan was approved by the Board on July 8, 2021. Hearing no questions, A brief discussion ensued. Commissioner O'Donnell moved to approve the updated Affirmative Action Plan as submitted. Commissioner Conway seconded the motion. Hearing no further discussion, Chair Saulnier called for a vote. The motion was approved unanimously (5-0-0) on a voice vote.

**OPEN MIC:**

No one signed up to speak at Open Mic.

**ADJOURN:**

There being no other items for discussion, Chair Saulnier wished all Happy Holidays and requested a motion to adjourn. Commissioner Conway, seconded by Commissioner Gagliardi, motioned to adjourn the meeting. Chair Saulnier called for a vote. The motion was unanimously approved (5-0-0) on a voice vote. The meeting adjourned at 4:26 PM.

Respectfully submitted,



Robert M. Correnti  
Executive Director/Secretary