

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

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**MINUTES OF THE
BILLERICA HOUSING AUTHORITY
REGULAR MEETING OF
FEBRUARY 12, 2026
IN THE
CAROL A. FORD COMMUNITY BUILDING
16 RIVER STREET
COMMON ROOM**

CALL TO ORDER:

Prior to calling the meeting to order, Commissioner Gagliardi reminded all that the meeting was being audio and video recorded. Commissioner Gagliardi then called the meeting to order at 4:01 PM noting Commissioners Lew Martakos and Gagliardi were present and Commissioner O'Donnell was participating via telephone and was therefore present. Thus, a quorum was established. Commissioners Saulnier and Conway were absent. 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 January 15th, 2026, were presented. Commissioner Martakos motioned to approve the Meeting Minutes of January 15th, 2026, as submitted. His motion was seconded by Commissioner O'Donnell. Hearing no questions and with the motion having been made and seconded, Commissioner Gagliardi called for a roll call vote. Commissioner Martakos voted "aye", Commissioner O'Donnell voted "aye" and Commissioner Gagliardi voted "aye." The motion was unanimously approved (3-0-0) on a roll call vote.

CORRESPONDENCE:

There was none.

REPORTS:

The **Investment Accounts Report**, as of February 1, 2026, was presented by the Executive Director. Hearing no questions, Commissioner Gagliardi directed the report to be accepted and placed on file.

The **Payment of Bills Report**, for the period of 1/1/2026 through 1/31/26, was presented by the Executive Director. Commissioner Martakos, seconded by Commissioner O'Donnell, motioned to approve the payment of bills for the period of January 1, 2026 to January 31, 2026. Hearing no questions, Commissioner Gagliardi called for a roll call vote. Commissioner Martakos voted "aye", Commissioner O'Donnell voted "aye" and Commissioner Gagliardi voted "aye." The motion was unanimously approved (3-0-0) on a roll call vote.

The **Section 8 Voucher Payment Report**, for February 2026 was presented by the Executive Director. Following a brief discussion, Commissioner Martakos, seconded by Commissioner O'Donnell, motioned to approve the payment for February 2026 Section 8 vouchers in the amount of \$92,418.24. Hearing no discussion, Commissioner Gagliardi called for a roll call vote. Commissioner Martakos voted "aye", Commissioner O'Donnell voted "aye" and Commissioner Gagliardi voted "aye." The motion was unanimously approved (3-0-0) on a roll call vote.

The **Fee Accountant's Report** for January 31, 2026 was presented and briefly reviewed by the Executive Director. Hearing no questions, Commissioner Gagliardi directed the Report be placed on file.

The **January 2026 Payroll Report** was presented by the Executive Director. Commissioner Martakos, seconded by Commissioner O'Donnell, motioned to approve the **Payroll Report** for January 2026. Hearing no questions, Commissioner Gagliardi called for a roll call vote. Commissioner Martakos voted "aye", Commissioner O'Donnell voted "aye" and Commissioner Gagliardi voted "aye." The motion was unanimously approved (3-0-0) on a roll call vote.

The Executive Director presented the **February 1, 2026, Vacancy Report**. Hearing no discussion, Commissioner Gagliardi directed the **Vacancy Report**, dated **2/1/2026**, to be accepted and placed on file

EXECUTIVE DIRECTOR'S REPORT

Executive Director Correnti reviewed his **January 2026 Executive Director's Report**. Following his presentation and hearing no discussion, Commissioner Gagliardi directed the Report be placed on file.

OLD BUSINESS:

There was none.

NEW BUSINESS:

FENTON EWALD CONTRACT::

Executive Director Correnti reviewed his memo of January 16, 2026 regarding Fenton Ewald's contract for the period of July 1, 2025 through June 30, 2026. Following brief comments from the Executive Director recommending approval of the contracts, Commissioner Martakos, seconded by Commissioner O'Donnell, motioned to approve the Fenton Ewald contract for the period of July 1, 2025 through June 30, 2026 and to authorize the Executive Director to execute any documents related thereto. Hearing no discussion, Commissioner Gagliardi called for a roll call vote. Commissioner Martakos voted "aye", Commissioner O'Donnell voted "aye" and Commissioner Gagliardi voted "aye." The motion was unanimously approved (3-0-0) on a roll call vote.

CERTIFICATE OF FINAL COMPLETION #031085 (BATHROOM SINK REPLACEMENT PROJECT - 13 RIVER STREET):

Executive Director Correnti reviewed his memo of January 22, 2026 regarding the Certificate of Final Completion for project #031085. Following brief comments from the Executive Director recommending approval of the Certificate of Final Completion, Commissioner Martakos, seconded by Commissioner O'Donnell, moved that the Billerica Housing Authority Board of Commissioners approve the Certificate of Final Completion for Project #031085 and authorize the Executive Director to execute any require documents in regards to this project.

Hearing no discussion, Commissioner Gagliardi called for a roll call vote. Commissioner Martakos voted "aye", Commissioner O'Donnell voted "aye" and Commissioner Gagliardi voted "aye." The motion was unanimously approved (3-0-0) on a roll call vote.

APPROVE CONTRACT #031092 FOR PARKER HOUSE CARPETS:

Executive Director Correnti reviewed his memo of February 3, 2026 regarding project #031092 for Parker House Carpeting/Flooring. Following the Executive Director's comments recommending approval of the contract, Commissioner Martakos, seconded by Commissioner O'Donnell, moved that the Billerica Housing Authority Board of Commissioners approve the contract for project #031092 for new carpeting/flooring in areas of the Parker House and to authorize the Executive Director to execute any required documents in connection with this project. Hearing no discussion, Commissioner Gagliardi called for a roll call vote. Commissioner Martakos voted "aye", Commissioner O'Donnell voted "aye" and Commissioner Gagliardi voted "aye." The motion was unanimously approved (3-0-0) on a roll call vote.

STATE-AIDED PROPERTY INSURANCE PROGRAM PARTICIPATION AGREEMENT:

Executive Director Correnti reviewed this addendum item. A brief discussion ensued. Commissioner Martakos, seconded by Commissioner O'Donnell, moved that the Billerica Housing Authority Board of Commissioners approve the State-Aided Property Insurance Participation Agreement and authorize the Executive Director to execute any documents related thereto. With no discussion and with the motion having been made and seconded, Commissioner Gagliardi called for a roll call vote. Commissioner Martakos voted "aye", Commissioner O'Donnell voted "aye" and Commissioner Gagliardi voted "aye." The motion was unanimously approved (3-0-0) on a roll call vote.

OPEN MIC:

No one signed up to speak at Open Mic.

ADJOURN:

There being no other items for discussion, Commissioner Gagliardi requested a motion to adjourn. Commissioner O'Donnell, seconded by Commissioner Martakos, motioned to adjourn the meeting. Gagliardi called for a roll call vote. Commissioner Martakos voted "aye", Commissioner O'Donnell voted "aye" and Commissioner Gagliardi voted "aye." The motion was unanimously approved (3-0-0) on a roll call vote.

The meeting adjourned at 4:15 PM.

Respectfully submitted,

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

Robert M. Correnti
Executive Director/Secretary