BILLERICA
HOUSING AUTHORITY

James F. O'Donnell , Jr. , Chair
David A. Gagliardi, Vice Chair
John Saulnier, Treasurer
Laureen Knowles, Assistant Treasurer
Lew Martakos
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MINUTES OF THE
BILLERICA HOUSING AUTHORITY
SPECIAL MEETING OF
SEPTEMBER 3, 2026
IN THE
CAROL A. FORD COMMUNITY BUILDING
16 RIVER STREET
COMMON ROOM

CALL TO ORDER:

After advising attendees that the meeting was being audio and video recorded, Chair O'Donnell called the meeting to order at 4:00 PM noting Commissioners Martakos, Knowles, Saulnier, Gagliardi and O'Donnell were present. Thus, a quorum was established. Executive Director Correnti was present as well as Erica Miller, Finance Director.

Chair O'Donnell advised this was a Special Meeting of the Board and that there would be no Open Mic. He then requested Executive Director Correnti to present the agenda item to the Board.

NEW BUSINESS:

Relative to the Executive Director Search, Executive Director Correnti noted he previously sent an email to the Board regarding the ED search. The email had eleven (11) attachments which provided EOHLC Public Notices as well as other information in connection with the Search. In the alternative, NAHRO offers assistance to its members with the Search process. ED Correnti indicated the Board has been provided a copy of the NAHRO Agreement. Additionally, Cylas Martell-Crawford, the Director of Policy and Program Development for MA NAHRO is present to provide further information on NAHRO's assistance.

Thus, with this information, the Board can choose to handle the process itself or to outsource the process to MA NAHRO.

In that regard, he introduced Mr. Martell-Crawford.

Mr. Martell Crawford provided details of the process for the Board. A draft ad was provided to the Board as well as a draft timeline.

The Chair opened the discussion to the Commissioners. Each Commissioner presented questions to Mr. Martell-Crawford.

At the conclusion of questions from the Commissioners, Chair O'Donnell requested a motion. Commissioner Saulnier motioned to engage NAHRO for the recruitment and search process for the Executive Director. His motion was seconded by Commissioner Knowles. Chair O'Donnell called for a voice vote on the motion. The motion passed by a unanimous voice vote (5-0-0).

ADJOURN:

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

The meeting adjourned at 4:29 PM.

Respectfully submitted,

Robert M. Correnti
Executive Director/Secretary