# BILLERICA
# HOUSING AUTHORITY

James F. O'Donnell , Jr. , Chair
David A. Gagliardi, Vice Chair
John Saulnier, Treasurer
Laureen Knowles, Assistant Treasurer
Lew Martakos
Robert M. Correnti, Executive Director

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**MINUTES OF THE**
**BILLERICA HOUSING AUTHORITY**
**REGULAR MEETING OF**
**SEPTEMBER 10, 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 Knowles, Saulnier, Gagliardi and O'Donnell were present. Commissioner Martakos was absent. Thus, a quorum was established. Executive Director Correnti was present. The meeting began with the Pledge of Allegiance.

**OPEN MIC:**

No one signed up for Open Mic.

**MINUTES:**

The Meeting Minutes of August 13th, 2026, were presented. Commissioner Saulnier motioned to approve the Meeting Minutes of August 13th, 2026, as submitted. His motion was seconded by Commissioner Gagliardi. Hearing no questions and with the motion having been made and seconded, Chair O'Donnell called for a vote. The motion was approved unanimously (4-0-0).

The Meeting Minutes of the Special Meeting of September 3, 2026, were inadvertently not included in the packets. Hence, the Minutes of the September 3, 2026, Meeting will be on the October 15, 2026, Meeting Agenda.

**CORRESPONDENCE:**

There was none.

**REPORTS:**

The **Investment Accounts Report**, as of September 1, 2026, was presented by the Executive Director. Hearing no questions, Chair O'Donnell directed the report to be accepted and placed on file.

The **Payment of Bills Report**, for the period of 8/1/2026 through 8/31/26, was presented by the Executive Director. A brief discussion ensued. Commissioner Saulnier, seconded by Commissioner Gagliardi, motioned to approve the payment of bills for the period of August 1, 2026, to August 31, 2026. Hearing no questions, Chair O'Donnell called for a vote. The motion was unanimously approved (4-0-0) on a voice vote.

The **Section 8 Voucher Payment Report** for September 2026 was presented by the Executive Director. Commissioner Saulnier, seconded by Commissioner Gagliardi, motioned to approve the payment for the September 2026 Section 8 vouchers in the amount of $103,498.24. Hearing no discussion, Chair O'Donnell called for a vote. The motion was unanimously approved (4-0-0) on a voice vote.

The **Fee Accountant's Report** for month ending July 31, 2026, was presented. Following a brief discussion, Chair O'Donnell directed the report be placed on file.

The **Fee Accountant's Report** for month ending August 31, 2026, was presented. Following a brief discussion, Chair O'Donnell directed the report be placed on file.

The **August 2026 Payroll Report** was presented by the Executive Director. Commissioner Saulnier, seconded by Commissioner Gagliardi, motioned to approve the **Payroll Report** for August 2026. Hearing no questions, Chair O'Donnell called for a vote. The motion was unanimously approved (4-0-0) on a voice vote.

The Executive Director presented the **September 1, 2026, Vacancy Report**. Hearing no discussion, Chair O'Donnell directed the **Vacancy Report**, dated 9/1/2026, to be accepted and placed on file.

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director Correnti reviewed his August 2026 Executive Director's Report. He noted the status of the various Modernization projects and Talbot mice infestation. Executive Director Correnti also discussed the 13 River Street Video project. The video project is well underway. Some residents have expressed their opposition to the project indicating their privacy will be violated. Some have contacted State Officials expressing their concerns.

Commissioner Knowles, seconded by Commissioner Saulnier, motioned that the Board of Commissioners draft a Video Surveillance Policy. Hearing no further discussion, Chair O'Donnell called for a vote on the motion. The motion was unanimously approved (4-0-0) on a voice vote. Following that vote, Chair O'Donnell directed the **Executive Director's Report**, dated 9/1/2026, to be accepted and placed on file.

**OLD BUSINESS:**

There was none.

**NEW BUSINESS:**

**Repurpose of 13 River Street Apartment 8-7:**

Executive Director Correnti discussed his memo of August 24, 2026. EOHLC has requested a vote to repurpose the unit, effective November 29, 2026, for one (1) year. ED Correnti noted the program is changing and he will discuss that change in the next agenda item. A brief discussion ensued. Commissioner Saulnier moved that the Billerica Housing Authority Board of Commissioners approve the repurposing and use, effective November 29, 2026, of unit 8-7 at 13 River Street for use by AgeSpan for their Supportive Care Program and such unit, per the existing contract, be provided at no charge to AgeSpan. Hearing no questions, Chair O'Donnell called for a vote. The motion was unanimously approved (4-0-0) on a voice vote.

**Approve SHP MOU:**

Executive Director Correnti reviewed his September 2, 2026, memo relative to a change in the Supportive Care Program. AgeSpan is transitioning from on-site support to telephonic support. AgeSpan intends to provide the current on-site individual with six (6) months' notice so the individual can make other housing arrangements. Upon leaving the unit, it will revert to the BHA for BHA rental. The draft MOU was provided to the Board. Commissioner Saulnier, seconded by Commissioner Gagliardi, moved that the Billerica Housing Authority Board of Commissioners approve the Supportive Housing Program Memorandum of Understanding between the Billerica Housing Authority and AgeSpan, Inc. and authorize the Executive Director to execute all documents required thereto. Hearing no questions, Chair O'Donnell called for a vote. The motion was unanimously approved (4-0-0) on a voice vote.

**Appoint Commissioner Martakos to BAHT:**

Executive Director Correnti reviewed his memo of August 31, 2026, regarding the appointment of Commissioner Martakos to the Billerica Affordable Housing Trust. As Commissioner Martakos was not sworn in by the Town Clerk within the required thirty (30) day period, the Board needs to vote to re-appoint Commissioner Martakos. Hearing no questions, Chair O'Donnell called for a motion. Commissioner Saulnier, seconded by Commissioner Gagliardi, moved that the Billerica Housing Authority Board of Commissioners re-appoint Commissioner Martakos as one of its two (2) representatives on the Billerica Affordable Housing Trust (BAHT). Chair O'Donnell called for a vote. The motion was unanimously approved (4-0-0) on a voice vote.

**Approve initial Process steps to begin the Executive Director Recruitment Process:**

Chair O'Donnell discussed the upcoming process and the involvement of residents in the public interview of finalist candidates. He indicated one (1) resident will be appointed from 13 River Street, one (1) resident from 16 River Street, and one (1) resident from the Talbot Apartments. He indicated interested residents should provide their name and contact information to the BHA Offices. The consensus of the Board was to add a BHA staff member to the list to publicly interview the finalists. Also, the consensus of the Board was that notices be posted at each property regarding the process for residents to become involved in the public interviews of finalists.

A discussion followed regarding the maximum number of finalist candidates Commissioner Gagliardi motioned, seconded by Commissioner Knowles, to have no more than five (5) finalists. Hearing no questions, Chair O'Donnell called for a vote. The motion was unanimously approved (4-0-0) on a voice vote. Additionally, the Board had no objection to the employment advertisement provided by NAHRO.

A discussion followed regarding the Screening Committee. Commissioner Saulnier, seconded by Commissioner Gagliardi, moved that Chair O'Donnell and Commissioner Saulnier be appointed to the Screening Committee. Chair O'Donnell called for a vote. The motion was unanimously approved (4-0-0) on a voice vote.

**ADJOURN:**

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

The meeting adjourned at 4:46 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary