

BILLERICA

HOUSING AUTHORITY

Martin E. Conway, Chair
James F. O'Donnell, Jr., Vice Chair
Marie O'Rourke, Treasurer
John Saulnier, Assistant Treasurer
John Parker
Robert M. Correnti, Executive Director

16 River St
Billerica, MA 01821
Tel 978-667-2175
Fax 978-667-1156
email: bcorrenti@billericahousing.org

BILLERICA HOUSING AUTHORITY REGULAR MEETING AGENDA January 11, 2024

CALL TO ORDER: 4:00 pm

- Open Microphone

MINUTES:

- Meeting of December 14, 2023

CORRESPONDENCE:

- Mandatory Board Training

REPORTS:

- Investment Accounts
- Payment of Bills
- Section 8 Voucher Payments
- Accountant's Report
- Payroll Report
- Vacancy Report
- Executive Director's Report

OLD BUSINESS:

- Update on Article 41 of 2023 ASTM

NEW BUSINESS:

- FY2024 Budget
- Topics for discussion which the Chair could not have reasonably anticipated 48 hours in advance

MEETING SCHEDULE:

- February 15, 2024
- March 14, 2024

ADJOURN

RECEIVED
2024 JUN 11 P 3:48
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MINUTES OF THE BILLERICA HOUSING AUTHORITY REGULAR MEETING OF JANUARY 11, 2024

RECEIVED
2024 JUN 11 P 3:35
TOWN CLERK
BILLERICA

CALL TO ORDER:

Chair Conway called the meeting to order at 4:01 PM. All Commissioners were present with the exception of Commissioners O'Donnell and O'Rourke. The meeting began with the Pledge of Allegiance.

OPEN MIC:

No one signed up to speak at Open Mic.

MINUTES:

The Meeting Minutes of December 14, 2023 were presented. Commissioner Saulnier motioned to approve the Minutes of the December 14, 2023 Meeting. His motion was seconded by Commissioner Parker. Hearing no questions and with the motion having been made and seconded, Chair Conway called for a vote. The motion to approve the Minutes as submitted was approved unanimously (3-0-0).

CORRESPONDENCE:

Executive Director Correnti reviewed the Mandatory Board Training Requirement. As noted at the Board's previous meeting, Board Members should have received an email indicating they are enrolled. That email contains a link to log-in. Board members will need to use that link to set up a password and then begin the course. They will receive reminders until the program is completed within the **NINETY**

DAYS (90) REQUIRED BY LAW. It is imperative Board Members complete this training within 90 days. They will receive a certificate upon successfully completing the program and should provide the Executive Director with a copy of the certificate. Executive Director Correnti urged Board members to contact him should they have questions relative to this training. It is estimated the Training program takes about 3 ½ hours.

NEW BUSINESS:

FY24 Budget:

At this point, hearing no objections, Chair Conway brought forth the FY 2024 Budget. Executive Director Correnti reviewed the draft budget highlighting the projects planned in the FY2024 Budget. Following Executive Director Correnti's comments, CPA Paul Pavia of Fenton Ewald spoke at length on the Budget providing the details page by page. Following his presentation, and hearing no questions, Chair Conway requested the Board approve the FY2024 Budget. Commissioner Saulnier motioned that the Board of Commissioners of the Billerica Housing Authority approve the FY2024 Budget and authorize the Executive Director to execute all required documentation in that regard. His motion was seconded by Commissioner Parker. Chair Conway called for a roll call vote. Commissioner Saulnier voted "aye", Commissioner Parker voted "aye", and Chair Conway voted "aye." Thus, the motion was approved unanimously (3-0-0) on a roll call vote.

REPORTS:

The **Investment Accounts Report**, as of January 1, 2024 was presented by the Executive Director. Hearing no questions, Chair Conway directed the report be placed on file.

The **Payment of Bills Report**, for the period of 12/1/2023 through 12/31/23, was presented by the Executive Director. Commissioner Saulnier, seconded by Commissioner Parker, motioned to approve the 12/1/2023 to 12/31/23 Payment of Bills Report. Hearing no questions, Chair Conway called for a vote. The motion was approved unanimously (3-0-0).

The **Section 8 Voucher Payment Report**, for January 2024, was presented by the Executive Director. Commissioner Saulnier, motioned to approve and authorize payment for the January 2024 Section 8 Vouchers in the amount of \$78,591.57. His motion was seconded by Commissioner Parker. Hearing no

questions, Chair Conway called for a vote. The motion was approved unanimously (3-0-0).

Executive Director Correnti presented the **Fee Accountant's Report** as of December 31, 2023. Hearing no questions, Chair Conway directed the **Fee Accountant's Report**, of December 31, 2023 be accepted and placed on file.

The **December 2023 Payroll Report** was presented by the Executive Director. Commissioner Saulnier, seconded by Commissioner Parker, motioned to approve the **December 2023 Payroll Report**. Hearing no questions, Chair Conway called for a vote. The motion was approved unanimously (3-0-0).

Executive Director Correnti reviewed the **January 1, 2024 Vacancy Report**. Hearing no questions, Chair Conway directed the **Vacancy Report**, dated 1/1/2024, be accepted and placed on file.

EXECUTIVE DIRECTOR'S REPORT:

Executive Director Correnti reviewed his January Report.

OLD BUSINESS:

Executive Director Correnti then provided the report, requested by Chair Conway, regarding Article 41 of the Annual Spring Town Meeting (relative to the recording of meetings). In addition to the information provided in the Report, ED Correnti advised it is still a work-in-progress on the Town side. Chair Conway requested an update at the Board's next meeting.

NEW BUSINESS:

Chair Conway noted there was no additional "New Business".

ADJOURN:

Chair Conway advised that there would be no Board Meeting in February 2024. There being no other items for discussion, Chair Conway requested a motion to adjourn. Commissioner Saulnier, seconded by Commissioner Parker, motioned to adjourn the meeting. Chair Conway called for a vote. The motion was approved unanimously (3-0-0) and the Meeting adjourned at 4:44 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 cursive script.

Robert M. Correnti
Executive Director/Secretary