

John Saulnier, Chair  
James F. O'Donnell, Jr., Vice Chair  
                                , Treasurer  
Catherine Moschner, Assistant Treasurer  
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Prior to calling the meeting to order, Chair John Saulnier announced that the meeting would be audio and video recorded. Additionally, the Board was notified that Commissioner Moschner had resigned. Further information would be provided by the Executive Director later in the meeting. Chair Saulnier then called the meeting to order at 4:01 PM noting Commissioner Conway, Commissioner O'Donnell and Chair Saulnier were present and a quorum was thereby established. Executive Director Correnti and Erica Miller, BHA Administrative Assistant, were also present. The meeting began with the Pledge of Allegiance.

The Meeting Minutes of November 14, 2024, were presented. Commissioner O'Donnell motioned to approve the Minutes of the November 14, 2024, Meeting 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 minutes were unanimously approved by a voice vote (3-0-0).

CORRESPONDENCE:

There was none.

Chair Saulnier then advised that the FY2025 Budget Discussion and Vote would be moved forward. Hearing no objection, the FY2025 Budget Discussion began.

FY2025 BUDGET DISCUSSION AND VOTE:

Executive Director Correnti outlined the EOHLG Guidelines providing changes in the FY2025 Budget. As regards Maintenance, the change is that DOL Labor rates, generally provided in the early Spring, would be the minimum labor rate. Each LHA can review their budget for Maintenance and provide wage rates higher than DOL Labor rates. Further, new labor rates would be effective July 1, 2024. This year, the maximum wage increase could be up to nine percent (9%) but that 9% includes more than wages (e.g. wages, overtime, seasonal employees, etc.). Further, our Fee Accountant Paul Pavia, who would be speaking next would address this in more detail.

Fee Accountant Paul Pavia then addressed the Board and reviewed each page of the proposed FY2025 Budget. He provided detailed information on significant items as well as the details regarding EOHLG guidelines on increases. He reviewed and explained the change in Maintenance. He concluded by indicating the Budget met EOHLG Guidelines and continued the Billerica Housing Authority's investment in its properties. He offered to address questions from the Board. Hearing no questions, Chair Saulnier indicated it would be a roll call vote. Commissioner O'Donnell motion to approve the FY2025 Budget as submitted. His motion was seconded by Commissioner Conway. Chair Saulnier called for a roll call vote. Commissioner O'Donnell voted "aye", Commissioner Conway voted "aye" and Chair Saulnier voted "aye". Thus, the FY2025 Budget was approved unanimously (3-0-0) by a roll call vote.

Chair Saulnier thanked Fee Accountant Pavia for his preparation of the FY2025 Budget.

**REPORTS:**

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

The **Payment of Bills Report**, for the period of 11/1/2024 through 11/30/24, was presented by the Executive Director. A brief discussion ensued. Commissioner O'Donnell, seconded by Commissioner Conway, motioned to approve the 11/1/2024 to 11/30/24 **Payment of Bills Report**. Hearing no questions, Chair Saulnier called for a vote. The motion was approved unanimously (3-0-0) on a voice vote.

The **Section 8 Voucher Payment Report**, for December 2024, was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Conway, motioned to approve and authorize payment for the December 2024 Section 8 Vouchers in the amount of \$90,656.78. Hearing no questions, Chair Saulnier called for a vote. The motion was approved unanimously (3-0-0) on a voice vote.

Executive Director Correnti presented the **Fee Accountant's Report** as of November 30, 2024. Hearing no discussion, Chair Saulnier directed the **Fee Accountant's Report**, as of November 30, 2024, be accepted and placed on file.

The **November 2024 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Conway, motioned to approve the **November 2024 Payroll Report**. Hearing no questions, Chair Saulnier called for a vote. The motion was approved unanimously (3-0-0) on a voice vote.

The Executive Director presented the **December 1, 2024 Vacancy Report**. Hearing no questions, Chair Saulnier directed the **Vacancy Report**, dated 12/1/2024, be accepted and placed on file.

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director Correnti reviewed his November 2024 Report. Additionally, with the resignation of Commissioner Moschner, he reviewed the Tenant Board of Commissioner Policy adopted by the Board on May 9, 2024.

**OLD BUSINESS:**

There was none.

**NEW BUSINESS**

**SHAWSHEEN TECH DONATION:**

Executive Director Correnti reviewed his November 22, 2024 memo to the Board suggesting a donation of Six Thousand Dollars (\$6000.00) to the Shawsheen Tech for their construction of the home at 14 Mason Avenue. Commissioner O'Donnell moved that the Board approve a Six Thousand Dollar (\$6000.00) donation to the Shawsheen Tech and express the Board's appreciation and gratitude to the Tech. Also that the Board thank Rich Annese for all his efforts, at no charge, to oversee the project. Commissioner O'Donnell's motion was seconded by Commissioner Conway. Hearing no further discussion, Chair Saulnier called for a vote. The motion was approved unanimously (3-0-0).

**PURCHASE OF BLANCHARD AVE PARCEL:**

Executive Director Correnti reviewed his December 2, 2024 memo regarding the purchase of approximately 12,500 square feet of land adjacent to our parking lot by the Parker School. The residents at 15 Blanchard are willing to sell this land for Eighteen Thousand Dollars (\$18,000) to the BHA. The BHA would like to construct a two bay structure to house the sander, snow plows, lawn mowers and other maintenance equipment. A brief discussion ensued. Executive Director Correnti advised the BHA would pay costs for the Survey, ZBA and Planning Board Hearings. Following the discussion,

Commissioner O'Donnell motioned the Billerica Housing Authority Board of Commissioners approve the purchase of the parcel for \$18,000 and authorize the Executive Director to execute any required documentation relating thereto. His motion was seconded by Commissioner Conway. Hearing no further discussion, Chair Saulnier called for a vote. The motion was approved unanimously (3-0-0).

**CERTIFICATE OF FINAL COMPLETION-TALBOT ROOF PROJECT #031083:**

Executive Director Correnti reviewed his memo of November 26, 2024 regarding this completed project. A brief discussion ensued. Commissioner O'Donnell moved that Billerica Housing Authority Board of Commissioners approve the Certificate of Final Completion for the Talbot Roof project #031083 and authorize payment No. 3 in the amount of \$28,326.03. Additionally, that the Board authorize the Executive Director to execute any necessary documentation related thereto. His motion was seconded by Commissioner Conway. Chair Saulnier requested a roll call vote. Commissioner O'Donnell voted "aye", Commissioner Conway voted "aye" and Chair Saulnier voted "aye". Thus, the motion was approved unanimously (3-0-0) by a roll call vote.

**OPEN MIC:**

Although no one signed up for the Open Mic. Resident William Reed requested an opportunity to speak. Chair Saulnier approved his request. Resident Reed stated he went to a hearing in Lowell District Court and that an individual was accusing him of changing his statements. He confirmed the individual making these allegations was another resident. Chair Saulnier thanked resident Reed for his statements and called for a motion to adjourn.

**ADJOURN:**

There being no other items for discussion, Commissioner O'Donnell, seconded by Commissioner Conway, motioned to adjourn the meeting. Each Commissioner wished all a Happy Holiday and Healthy New Year! Chair Saulnier then called for a vote. The motion was approved (3-0-0) on a voice vote and the meeting adjourned at 4:50 PM.

Respectfully submitted,



Robert M. Correnti  
Executive Director/Secretary