

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

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MINUTES OF THE BILLERICA HOUSING AUTHORITY REGULAR MEETING OF MARCH 14, 2024

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TOWN CLERK
BILLERICA

CALL TO ORDER:

Commissioner Saulnier called the meeting to order at 4:01 PM. All Commissioners were present with the exception of Commissioners O'Donnell and Conway who were participating by telephone. The meeting began with the Pledge of Allegiance.

OPEN MIC:

No one signed up to speak at Open Mic.

Following the Pledge of Allegiance, Commissioner Saulnier stated that the Board, rather than proceeding in the customary order of items on the Agenda, would proceed with the Public Hearing on the Annual Plan. Thus, he asked for a motion to open the Public Hearing. Commissioner O'Rourke moved that the Board open the Public Hearing on the Billerica Housing Authority's FY 2025 Annual Plan. Her motion was seconded by Commissioner O'Donnell. Commissioner Saulnier called for a roll call vote. Commissioner Parker voted "aye", Commissioner Conway voted "aye", Commissioner O'Donnell voted "aye", Commissioner O'Rourke voted "aye" and Commissioner Saulnier voted "aye." Thus, the motion was approved unanimously (5-0-0) on a roll call vote. Commissioner Saulnier then declared that the Public Hearing on the FY2025 Annual Plan was now open.

Commissioner Saulnier then requested Executive Director Correnti review the Annual Plan as posted.

Executive Director Correnti proceeded to review sections of the proposed FY2025 Annual Plan. Following the Executive Director's detailed review, Commissioner Saulnier asked if anyone in the audience wished to speak. Hearing no public questions or comments, Commissioner Saulnier stated that there were no comments submitted by email to the Billerica Housing Authority; that there were no written comments submitted to the Billerica Housing Authority; and there were no reasonable accommodation requests submitted to the Billerica Housing Authority. Additionally, Commissioner Saulnier indicated that in the Public Hearing Notice, residents and the general public were invited to review and submit comments relative to the FY2025 Annual Plan for the Billerica Housing Authority. The Authority would consider the concerns of residents and/or the general public regarding needs and priorities and would incorporate some or all of such needs and priorities in the draft plan if deemed by the Authority to be consistent with sound management. Subsequently, Commissioner Saulnier requested a motion to close the Public Hearing. Commissioner O'Rourke motioned to close the Public Hearing. Chair Conway seconded the motion. Commissioner Saulnier called for a roll call vote. Commissioner Parker voted "aye", Commissioner Conway voted "aye", Commissioner O'Donnell voted "aye", Commissioner O'Rourke voted "aye" and Commissioner Saulnier voted "aye." Thus, the motion was approved unanimously (5-0-0) on a roll call vote and Commissioner Saulnier declared the Public Hearing on the FY2025 Annual Plan closed. Commissioner Saulnier then opened the discussion to Commissioners. Hearing no comments or questions from the Commissioners, Commissioner Saulnier requested a motion. Commissioner O'Rourke moved that the Billerica Housing Authority approve and submit to EOHLIC the FY2025 Annual Plan as submitted and discussed at the 3/14/2024 Public Hearing and that a properly advertised Public Hearing was conducted with no resident or general public concerns submitted at the Public Hearing. Chair Conway seconded the motion. Commissioner Saulnier called for a roll call vote. Commissioner Parker voted "aye", Chair Conway voted "aye", Commissioner O'Donnell voted "aye", Commissioner O'Rourke voted "aye" and Commissioner Saulnier voted "aye." Thus, the motion was approved unanimously (5-0-0) on a roll call vote.

Commissioner Saulnier then stated that Commissioner Parker requested an opportunity to speak.

Thanking Commissioner Saulnier for the opportunity to speak, Commissioner Parker indicated he was resigning as a Commissioner. He stated during his five year term he sought to represent residents of the Billerica Housing Authority community. He indicated he felt residents should have each received a memo regarding the vacancy. Executive Director Correnti noted he followed past practice by posting memos/notices in the main Office Lobby and the Community Rooms at 13 River Street, 16 River Street and at the Talbot. Executive Director Correnti also stated a notice, dated February 9, 2024, was posted on the Housing Authority's web site. Commissioner Saulnier suggested to Executive Director Correnti that, in the future, a notice be sent to every Housing Authority apartment. Executive Director Correnti agreed to do so. Commissioner Saulnier, on behalf of the Board, thanked Commissioner Parker for his service. Chair Conway requested that a letter of thanks and appreciation be sent to Commissioner Parker. The audience and Board applauded in appreciation.

MINUTES:

The Meeting Minutes of January 11, 2024 were presented. Commissioner O'Donnell motioned to approve the Minutes of the January 11, 2024 Meeting as submitted. His motion was seconded by Chair Conway. Hearing no questions and with the motion having been made and seconded, Commissioner Saulnier called for a roll call vote. Commissioner Parker voted "aye", Chair Conway voted "aye", Commissioner O'Donnell voted "aye", Commissioner O'Rourke voted "aye" and Commissioner Saulnier voted "aye." Thus, the motion was approved unanimously (5-0-0) on a roll call vote.

CORRESPONDENCE:

Executive Director Correnti once again reviewed the Mandatory Board Training Requirement. As noted at the Board's previous meetings, 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 the 90 days. Commissioners 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.

Executive Director Correnti then noted, as per Chapter 235 enacted in 2014 and the January 14, 2021 Act signed by Governor Baker making changes to MGL Chapter 121B, BHA resident Catherine Moschner was appointed, on March 4, 2024 by the Town of Billerica Select Board, to the Board of Commissioners.

REPORTS:

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

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

The **Payment of Bills Report**, for the period of 1/1/2024 through 1/31/24, was presented by the Executive Director. Commissioner O'Rourke, seconded by Commissioner O'Donnell, motioned to approve the 1/1/2024 to 1/31/23 Payment of Bills Report. Hearing no questions, Commissioner Saulnier called for a roll call vote. Commissioner Parker voted "aye", Chair Conway voted "aye", Commissioner O'Donnell voted "aye", Commissioner O'Rourke voted "aye" and Commissioner Saulnier voted "aye." Thus, the motion was approved unanimously (5-0-0) on a roll call vote.

The **Payment of Bills Report**, for the period of 2/1/2024 through 2/29/24, was presented by the Executive Director. Commissioner O'Rourke, seconded by Commissioner O'Donnell, motioned to approve the 2/1/2024 to 2/29/24 Payment of Bills Report. Hearing no questions, Commissioner Saulnier called for a roll call vote. Commissioner Parker voted "aye", Chair Conway voted "aye", Commissioner O'Donnell voted "aye", Commissioner O'Rourke voted "aye" and Commissioner Saulnier voted "aye." Thus, the motion was approved unanimously (5-0-0) on a roll call vote.

The **Section 8 Voucher Payment Report**, for February 2024, was presented by the Executive Director. Commissioner O'Rourke, seconded by Commissioner O'Donnell, motioned to approve and authorize payment for the February 2024 Section 8 Vouchers in the amount of \$84,480.17. Hearing no questions, Commissioner Saulnier called for a roll call vote. Commissioner Parker voted "aye", Chair Conway voted "aye", Commissioner O'Donnell voted "aye", Commissioner O'Rourke voted "aye" and Commissioner Saulnier voted "aye." Thus, the motion was approved unanimously (5-0-0) on a roll call vote.

The **Section 8 Voucher Payment Report**, for March 2024, was presented by the Executive Director. Commissioner O'Rourke, seconded by Commissioner O'Donnell, motioned to approve and authorize payment for the March 2024 Section 8 Vouchers in the amount of \$83033.17 . Hearing no questions, Commissioner Saulnier called for a roll call vote. Commissioner Parker voted "aye", Chair Conway voted "aye", Commissioner O'Donnell voted "aye", Commissioner O'Rourke voted "aye" and Commissioner Saulnier voted "aye." Thus, the motion was approved unanimously (5-0-0) on a roll call vote.

Executive Director Correnti presented the **Fee Accountant's Report** as of January 31, 2024. Hearing no questions, Commissioner Saulnier directed the **Fee Accountant's Report**, of January 31, 2024 be accepted and placed on file.

Executive Director Correnti presented the **Fee Accountant's Report** as of February 29, 2024. Hearing no questions, Commissioner Saulnier directed the **Fee Accountant's Report**, of February 29, 2024 be accepted and placed on file.

The **January 2024 Payroll Report** was presented by the Executive Director. Commissioner O'Donnell, seconded by Commissioner Conway, motioned to approve the **January 2024 Payroll Report**. Hearing no questions, Commissioner Saulnier called for a roll call vote. Commissioner Parker voted "aye", Chair Conway voted "aye", Commissioner O'Donnell voted "aye", Commissioner O'Rourke voted "aye" and Commissioner Saulnier voted "aye." Thus, the motion was approved unanimously (5-0-0) on a roll call vote.

The **February 2024 Payroll Report** was presented by the Executive Director. Commissioner O'Rourke, seconded by Commissioner O'Donnell, motioned to approve the **February 2024 Payroll Report**. Hearing no questions, Commissioner Saulnier called for a roll call vote. Commissioner Parker voted "aye", Chair Conway voted "aye", Commissioner O'Donnell voted "aye", Commissioner O'Rourke voted "aye" and Commissioner Saulnier voted "aye." Thus, the motion was approved unanimously (5-0-0) on a roll call vote.

Executive Director Correnti reviewed the **February 1, 2024 Vacancy Report**. Hearing no questions, Commissioner Saulnier directed the **Vacancy Report**, dated 2/1/2024, be accepted and placed on file.

Executive Director Correnti reviewed the **March 1, 2024 Vacancy Report**. Hearing no questions, Commissioner Saulnier directed the **Vacancy Report**, dated 3/1/2024, be accepted and placed on file.

EXECUTIVE DIRECTOR'S REPORT:

Prior to reviewing his Report, Executive Director Correnti spoke about the generosity of the Gaudet Family in remembrance of their daughter Maureen Argie Gaudet. Previously, the Gaudet Family donated \$1500, in memory of Maureen, to AgeSpan (Maureen's employer). AgeSpan purchased tables and tablecloths for the Talbot, an outdoor storage container for gardening tools for the Talbot, tablecloths for both 13 River Street and 16 River Street. Just recently, the BHA received a check for \$1000 from the Gaudet Family, in memory of their daughter, and will acknowledge their generosity and purchase items in her memory.

Also, the Billerica Lodge of Elks, through the efforts of Talbot resident Frank Canfield, generously donated \$400 to the Billerica Housing Authority. As Mr. Canfield is a member of the Talbot Apartments community, and the Talbot residents have an active gardening group, the BHA will use \$100 per year, over the next four years, towards the purchase of flowers/plants for the Talbot.

Executive Director Correnti then reviewed his Executive Director's Report for the past two months.

OLD BUSINESS:

ARTICLE 41 2023 ASTM (Recording of Meetings): As originally requested by Chair Conway, Executive Director Correnti provided a verbal update 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 previously provided to the Board, Executive Director Correnti advised that Town Committees and Boards are principally utilizing the "Owl" device. At the Board's Annual meeting on April 11, 2024, Robert Maynard of the Town Manager's Office will be demonstrating and recording the Annual Meeting utilizing the "Owl." The Board can determine its course of action thereafter.

AUP Report for Year Ended 6/30/23: Executive Director Correnti provided Board members with the final Report and noted there were no findings. This is a validation of the integrity of the Authority's systems, controls and processes. Executive Director Correnti praised the BHA staff for their efforts.

NEW BUSINESS:

PORCH POLICY: Executive Director Correnti reviewed the Board's annual reminders regarding the clearing of porches. This year, the issue became even more frustrating and problematic. One resident declined to clear her porch unless others, which she named, were cleared. The resident felt it was not a policy but a "memorandum" sent to residents. To clarify this, Executive Director Correnti submitted a policy for the Board's review and approval. A brief discussion ensued. Hearing no questions, Commissioner Saulnier called for a roll call vote. Commissioner Parker voted "nay", Chair Conway voted "aye", Commissioner O'Donnell voted "aye", Commissioner O'Rourke voted "aye" and Commissioner Saulnier voted "aye." Thus, the motion was approved (4-1-0) on a roll call vote.

Following the above, Commissioner Saulnier advised that the next order of business was the item on the Addendum. Executive Director Correnti updated the Board on this project indicating it was complete with no outstanding items and that the contractor was most responsive and did outstanding work. A Certificate of Substantial Completion is required. Commissioner Saulnier called for a motion. Commissioner O'Rourke moved that, as the Billerica Housing Authority Board of Commissioners is satisfied that project #031084 is substantially complete and there are no outstanding items for completion, a Certificate of Substantial completion be executed and the Board of Commissioners authorizes the Executive Director to execute any project documents related thereto. Commissioner O'Donnell seconded the motion. Commissioner Saulnier called for a roll call vote. Commissioner Parker voted "aye", Chair Conway voted "aye", Commissioner O'Donnell voted "aye", Commissioner O'Rourke voted "aye" and Commissioner Saulnier voted "aye." Thus, the motion was unanimously approved (5-0-0) on a roll call vote.

ADJOURN:

There being no other items for discussion, Commissioner Saulnier requested a motion to adjourn. Commissioner O'Rourke, seconded by Commissioner O'Donnell, motioned to adjourn the meeting. Commissioner Saulnier called for a roll call vote. Commissioner Parker voted "aye", Chair Conway voted "aye", Commissioner O'Donnell voted "aye", Commissioner O'Rourke voted "aye" and Commissioner Saulnier voted "aye." Thus, the motion was approved (5-0-0) on a roll call vote and the meeting adjourned at 4:55 PM.

Respectfully submitted,



Robert M. Correnti
Executive Director/Secretary