

# BILLERICA HOUSING AUTHORITY

John Saulnier, Chair  
James F. O'Donnell, Jr., Vice Chair  
David Gagliardi  
Martin E. Conway  
Robert M. Correnti, Executive Director

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MINUTES OF THE  
BILLERICA HOUSING AUTHORITY  
REGULAR MEETING OF  
MARCH 13, 2025  
IN THE  
CAROL A. FORD COMMUNITY BUILDING  
16 RIVER STREET  
COMMON ROOM

RECEIVED  
2025 MAR 17 A 9:32  
TOWN CLERK  
BILLERICA

CALL TO ORDER:

Prior to calling the meeting to order, Chair John Saulnier reminded all that the meeting was being audio and video recorded. Chair Saulnier then called the meeting to order at 4:00 PM noting Commissioners David Gagliardi and Chair Saulnier were present. Commissioner O'Donnell was participating via telephone. Thus a quorum was thereby established. Executive Director Correnti was also present as well as Erica Miller, Finance Director. The meeting began with the Pledge of Allegiance.

Following the Pledge of Allegiance, Chair 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 FY2026 Annual Plan. Thus, he asked for a motion to open the Public Hearing. Commissioner Gagliardi moved that the Board open the Public Hearing on the Billerica Housing Authority's FY 2026 Annual Plan. His motion was seconded by Commissioner O'Donnell. Chair Saulnier called for a roll call vote. Commissioner O'Donnell voted "aye", Commissioner Gagliardi voted "aye" and Chair Saulnier voted "aye." Thus, the motion was approved unanimously (3-0-0) on a roll call vote. Chair Saulnier then declared that the Public Hearing on the FY2026 Annual Plan was now open.

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

Executive Director Correnti proceeded to review sections of the proposed FY2026 Annual Plan. Following the Executive Director's review, Chair Saulnier asked if anyone in the audience wished to speak. Hearing no public questions or comments, Chair 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, Chair Saulnier indicated that in the Public Hearing Notice, residents and the general public were invited to review and submit comments relative to the FY2026 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, hearing no comments, Chair Saulnier requested a motion to close the Public Hearing. Commissioner Gagliardi motioned to close the Public Hearing. Commissioner O'Donnell seconded the motion. Chair Saulnier called for a roll call vote. Commissioner O'Donnell voted "aye", Commissioner Gagliardi voted "aye" and Chair Saulnier voted "aye." Thus, the motion was approved unanimously (3-0-0) on a roll call vote and Chair Saulnier declared the Public Hearing on the FY2026 Annual Plan closed. Chair Saulnier then opened the discussion to the Commissioners. Hearing no comments or questions from the Commissioners, Chair Saulnier requested a motion. Commissioner Gagliardi moved that the Billerica Housing Authority approve and submit to EOHLC the FY2026 Annual Plan as submitted and discussed at the 3/13/2025 Public Hearing and that a properly advertised Public Hearing was conducted with no resident or general public concerns submitted at the Public Hearing. Commissioner O'Donnell seconded the motion. Chair Saulnier called for a roll call vote. Commissioner O'Donnell voted "aye", Commissioner Gagliardi voted "aye" and Chair Saulnier voted "aye." Thus, the motion was approved unanimously (3-0-0) on a roll call vote

**MINUTES:**

The Meeting Minutes of January 9, 2025, were presented. Commissioner Gagliardi motioned to approve the Minutes of the January 9, 2025 Meeting as submitted. His motion was seconded by Commissioner O'Donnell. Hearing no questions and with the motion having been made and seconded, Chair Saulnier called

for a roll call vote. Commissioner O'Donnell voted "aye", Commissioner Gagliardi voted "aye" and Chair Saulnier voted "aye." Thus, the motion was approved unanimously (3-0-0) on a roll call vote.

#### CORRESPONDENCE:

Executive Director Correnti briefly reviewed his memo regarding the 2/4/25 visit to the Billerica Housing Authority by Cabinet Secretary Ed Augustus and UnderSecretary Ben Stone. Both visited a unit at 13 River Street. The feedback was very positive.

#### REPORTS:

The **Investment Accounts Report**, as of February, 1 2025 was presented by the Executive Director. Hearing no questions, Chair Saulnier directed the **Investment Accounts Report**, dated 2/1/2025, to be accepted and placed on file.

The **Investment Accounts Report**, as of March, 1 2025 was presented by the Executive Director. Hearing no questions, Chair Saulnier directed the **Investment Accounts Report**, dated 3/1/2025, to be accepted and placed on file.

The **Payment of Bills Report**, for the period of 1/1/2025 through 1/31/25, was presented by the Executive Director. Commissioner Gagliardi, seconded by Commissioner O'Donnell, motioned to approve the 1/1/2025 to 1/31/25 **Payment of Bills Report**. Hearing no questions, Chair Saulnier called for a roll call vote. Commissioner O'Donnell voted "aye", Commissioner Gagliardi voted "aye" and Chair Saulnier voted "aye." Thus, the motion was approved unanimously (3-0-0) on a roll call vote.

The **Payment of Bills Report**, for the period of 2/1/2025 through 2/28/25, was presented by the Executive Director. Commissioner Gagliardi, seconded by Commissioner O'Donnell, motioned to approve the 2/1/2025 to 2/28/25 **Payment of Bills Report**. Hearing no questions, Chair Saulnier called for a roll call vote. Commissioner O'Donnell voted "aye", Commissioner Gagliardi voted "aye" and Chair Saulnier voted "aye." Thus, the motion was approved unanimously (3-0-0) on a roll call vote.

The **Section 8 Voucher Payment Report**, for February 2025, was presented by the Executive Director. Commissioner Gagliardi, seconded by Commissioner O'Donnell, motioned to approve and authorize payment for the February 2025 Section 8 Vouchers in the amount of \$91,503.58. Hearing no questions, Chair Saulnier called for a roll call vote. Commissioner O'Donnell voted "aye", Commissioner Gagliardi voted "aye" and Chair Saulnier voted "aye." Thus, the motion was approved unanimously (3-0-0) on a roll call vote.

The **Section 8 Voucher Payment Report**, for March 2025, was presented by the Executive Director. Commissioner Gagliardi, seconded by Commissioner O'Donnell, motioned to approve and authorize payment for the March 2025 Section 8 Vouchers in the amount of \$93,897.58. Hearing no questions, Chair Saulnier called for a roll call vote. Commissioner O'Donnell voted "aye", Commissioner Gagliardi voted "aye" and Chair Saulnier voted "aye." Thus, the motion was approved unanimously (3-0-0) on a roll call vote.

Executive Director Correnti presented the **Fee Accountant's Report** as of January 31, 2025. Hearing no discussion, Chair Saulnier directed the **Fee Accountant's Report**, as of January 31, 2025, to be accepted and placed on file.

Executive Director Correnti presented the **Fee Accountant's Report** as of February 28, 2025. Hearing no discussion, Chair Saulnier directed the **Fee Accountant's Report**, as of February 28, 2025, to be accepted and placed on file.

The **January 2025 Payroll Report** was presented by the Executive Director. Commissioner Gagliardi, seconded by Commissioner O'Donnell, motioned to approve the **January 2025 Payroll Report**. Hearing no questions, Chair Saulnier called for a roll call vote. Commissioner O'Donnell voted "aye", Commissioner Gagliardi voted "aye" and Chair Saulnier voted "aye." Thus, the motion was approved unanimously (3-0-0) on a roll call vote.

The **February 2025 Payroll Report** was presented by the Executive Director. Commissioner Gagliardi, seconded by Commissioner O'Donnell, motioned to approve the **February 2025 Payroll Report**. Hearing no questions, Chair Saulnier called for a roll call vote. Commissioner O'Donnell voted "aye", Commissioner Gagliardi voted "aye" and Chair Saulnier voted "aye." Thus, the motion was approved unanimously (3-0-0) on a roll call vote.

The Executive Director presented the **February 1, 2025, Vacancy Report**. Hearing no questions, Chair Saulnier directed the **Vacancy Report**, dated 2/1/2025, to be accepted and placed on file.

The Executive Director presented the **March 1, 2025, Vacancy Report**. Hearing no questions, Chair Saulnier directed the **Vacancy Report**, dated 3/1/2025, to be accepted and placed on file.

#### EXECUTIVE DIRECTOR'S REPORT

Executive Director Correnti reviewed his January 2025/February 2025 Report. He briefly reviewed each of the Modernization projects noted in his report. Hearing no questions, Chair Saulnier directed the **Executive Director's Report for January/February 2025** be accepted and placed on file.

#### OLD BUSINESS:

There was none.

#### NEW BUSINESS

##### **Rent Write off:**

Executive Director Correnti presented a request to write off the rent for a deceased tenant. Commissioner Gagliardi moved that the Board of Commissioners of the Billerica Housing Authority approve the write-off of \$101.00. Hearing no further discussion, Chair Saulnier called for a roll vote. Commissioner O'Donnell voted "aye", Commissioner Gagliardi voted "aye" and Chair Saulnier voted "aye." Thus, the motion was approved unanimously (3-0-0) on a roll call vote.

##### **AUP Audit for year ending 6/30/24:**

Executive Director Correnti reviewed and discussed the AUP Audit report for FY ending 6/30/24. Hearing no questions, Chair Saulnier directed the **AUP Audit report for FY ending 6/30/24** be accepted and placed on file.

**Memo regarding HCVP funding:**

Executive Director Correnti reviewed the March 5, 2025 email from Andrew Bailey, Esq. of the Dedham Housing Authority, regarding HUD funding of HCVP. Billerica is in a funding shortfall thereby consuming reserve. In summary, the nationwide situation regarding HUD funding of vouchers is uncertain. The steps being undertaken were reviewed. The goal is to navigate through the uncertainty with minimal disruption to voucher holders.

**OPEN MIC:**

No one signed up for the Open Mic.

**ADJOURN:**

There being no other items for discussion, Chair Saulnier then requested a motion to adjourn. Commissioner Gagliardi, seconded by Commissioner O'Donnell, motioned to adjourn the meeting. Chair Saulnier then called for a roll call vote. Commissioner O'Donnell voted "aye", Commissioner Gagliardi voted "aye" and Chair Saulnier voted "aye." Thus, the motion was approved unanimously (3-0-0) on a roll call vote and the meeting adjourned at 4:36 PM.

Respectfully submitted,



Robert M. Correnti  
Executive Director/Secretary