



# TOWN OF BURLINGTON

## *Meeting Minutes*

*Email minutes to [meetings@burlington.org](mailto:meetings@burlington.org) or Bring to the Clerk's Office. Thank you*

*Minutes need to be posted within 30 days or 2 meetings of the board – Draft minutes can be posted and revised at a later date*

DEPT./BOARD: Burlington Housing Authority

DATE: January 9, 2020

TIME: 10:00 am

PLACE: 15 Birchcrest Street

### MEMBERS IN ATTENDANCE:

Albert Fay- Chairman  
Richard Howard – Vice Chairman  
Angela Wells-Bean – Asst Treasurer

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### Minutes

The members of the Burlington Housing Authority Board of Commissioners met in Regular Session on Thursday, January 9, 2020 at 10:00 a.m. at 15 Birchcrest Street; Burlington, MA 01803. The Chairman, Albert Fay, presiding.

#### **1. Recite the Pledge of Allegiance**

#### **2. Roll Call – Present at the meeting:**

Albert Fay- Chairman  
Richard Howard – Vice Chairman  
Angela Wells-Bean – Asst Treasurer  
Bernice Ferguson – ABSENT  
Michael Austin – Treasurer - ABSENT

Also, in attendance was Anne-Marie Moglia, Executive Director

#### **3. Approval of Minutes for regular meeting held December 5, 2019**

Upon Motion by Angela Wells-Bean and duly seconded by Richard Howard, it was voted to approve the minutes of the December 2019 regular meeting with the correction of a noted typographical error. All present voted in favor, none opposed. Michael Austin and Bernice Ferguson were not present.





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**4. Approval of the November 1, 2019 –November 30, 2019 Warrant of paid invoices in the amount of \$45,621.82 and Payroll Journal in the amount of \$21,673.84**

Upon Motion by Richard Howard and duly seconded by Bernice Ferguson, it was voted to approve the warrant of paid invoices and payroll. All present voted in favor, none opposed. Michael Austin and Bernice Ferguson were not present.

**5. Review of the November 2019 Monthly Financial Statements as prepared by Richard Conlon, CPA.**

The Executive Director reported that budget line items and spending were being closely monitored to stay as close to the budget as possible.

**6. Requiring a Board Vote to Approve the Executive Director Salary**

Anne-Marie Moglia explained that DHCD had reverted the budget back to the Burlington Authority relative to the Executive Director Salary exceeding the maximum amount allowed. Anne-Marie Moglia explained how maintenance staff, administrative staff, and the Executive Director salaries were determined. Upon Motion by Richard Howard and duly seconded by Angela Wells-Bean, it was voted to approve the reduced Executive Director Salary. All present voted in favor, none opposed. Michael Austin and Bernice Ferguson were not present.

**7. Executive Director Report**

The Executive Director, Anne-Marie Moglia, reported the following:

94 of the 93 allocated vouchers were leased on the Section 8 program as of January 1, 2020.

There are two current vacancies at Tower Hill with an additional vacancy expected in January. A previously vacated unit at Birchcrest Arms was leased on 1/2/2020. There are no vacancies in the 705 or management programs.

The Community Work Program was presently onsite assisting with a unit refurbishment and had assisted with a unit refurbishment in December.

The Fall Clean Up had been delayed relative to snow but had been completed in December.

The Birchcrest painting project was expected to go out for bid in January of 2020 with work to begin in the spring.

A rent calculation error was discovered in the 705-family housing development resulting in 2 residents overpaying rent. The error was corrected, and the impacted residents received reimbursement payments.





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CHAMP tenant selection will be incorporated into DHCD's Performance Management Review system with 2020 being a planning year and 2021 a publishing year.

Chapter 235 enacted in 2014 required housing authorities to have a tenant representative serve on the board. This requirement conflicts with State Election Laws and has required additional legislative changes. Once finalized these changes will reduce the number of elected board positions from 4 to 3.

The Executive Director contract would be presented at the February meeting.

The annual board meeting would be held in February.

### **8. Report of Tenant Associations**

#### **Tower Hill Association:**

The Tower Hill Association reported they had a successful Christmas Party which was attended by board members, staff, residents, and guests. Santa paid a visit and entertained everyone with some Christmas carols. A Secret Santa event and News Year's Eve party were also hosted in December. The Tower Hill Tenant Association has opened a Snack Bar in the lobby. The snack bar is opened a couple afternoons a week and during Bingo. The proceeds will support the associations activities. Donations are welcome.

#### **Birchcrest Arms Association:**

The Birchcrest Arms Association reported they had held their annual elections.

### **9. Adjournment of the Meeting**

Upon Motion by Richard Howard, duly seconded by Angela Wells-Bean, it was voted to adjourn the meeting. All present voted in favor, none opposed. Michael Austin and Bernice Ferguson were not present.

