



# 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: February 6, 2020

TIME: 10:00 am

PLACE: 15 Birchcrest Street

### MEMBERS IN ATTENDANCE:

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

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### Minutes

The members of the Burlington Housing Authority Board of Commissioners met in Regular Session on Thursday, February 6, 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: See Above

Also, in attendance was Executive Director Anne-Marie Moglia, Administrative Assistant Colleen Lacey, Richard Conlon, Jr., CPA, and members of the public

#### 3. Approval of Minutes for regular meeting held January 9, 2019

Upon Motion by Richard Howard and duly seconded by Angela Wells-Bean, it was voted to approve the minutes of the January 9, 2020 regular meeting. Michael Austin and Bernice Ferguson abstained as they were not present at that meeting.

#### 4. Annual Meeting of the Board – Reorganization of Positions

Upon Motion by Richard Howard and duly seconded by Michael Austin, it was voted to postpone the annual meeting and reorganization of positions until May. All present voted in favor, none opposed.





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**5. Approval of the January 1, 2020 –January 31, 2020 Warrant of paid invoices in the amount of \$61,267.14 and Payroll Journal in the amount of \$24,524.25**

Upon Motion by Richard Howard and duly seconded by Angela Wells-Bean, it was voted to approve the warrant of paid invoices and payroll. All present voted in favor

**6. Presentation of the 2019 Year End Financial Statements by Richard Conlon, Jr., CPA.**

Richard Conlon, Jr. reported the State 400 program had a loss of 105,442. He reported the loss was designed to ensure the housing authority reserve balance was within DHCD guidelines. He stated the purchase of equipment, shed construction, and contribution to the Birchcrest Arms painting project contributed to the loss. He reported the Management Program and the Section 8 program each showed a small profit. He noted that for the second consecutive year the authority had not had to draw funds from the management program to supplement authority expenses. He reported the financial position and authority condition were all positive and attributed this to the current management of the authority.

**7. Requiring a Board Vote to Approve 2019 Certification of Completion with Lead Paint Notification Procedures, Top 5 Compensation Form and the Year End Financial Statements**

Upon Motion by Richard Howard and duly seconded by Bunny Ferguson, it was voted to approve the 2019 Certification of Completion with Lead Paint Notification Procedures, Top 5 Salary Compensation Form and the Year End Financial Statements. All present voted in favor, none opposed.

**8. Requiring a Board Vote to Approve Executive Contract**

Anne-Marie Moglia stated the contract term was for a period of 5 years beginning January 1, 2020 with the salary being determined by DHCD's salary calculation schedule. Richard Conlon Jr. explained that MassNahro has filed suit on behalf of housing authorities against DHCD on the basis that the contract and salary determination are exclusively between the board and the executive director.

Upon Motion by Michael Austin and duly seconded by Richard Howard, it was voted to approve the Executive Director Contract. All present voted in favor, none opposed.

**9. Executive Director Report**

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

92 of the 93 allocated vouchers were leased on the Section 8 program as of February 1, 2020. Applicants were being qualified for program eligibility to ensure we maintain 100% program utilization.

There have been 5 vacancies in the 667 Elderly/Disabled developments since 12/31/2019 with another vacancy expected in mid-February. 2 of the units were leased in January, 1 was being leased tomorrow and applicant qualification was in process for the remaining 3 units. The increase in vacancies is a burden for both administrative and maintenance staff. The Middlesex County Community Work Program has





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provided us with much needed assistance on preparing the vacant units for occupancy. There are no vacancies in the 705 or management programs.

The painting bids for FISH # 048042 Exterior painting of Birchcrest Arms are due on February 20, 2020.

The Burlington Housing Authority website material, although still a work in process, has been forwarded to the software vendor for final publishing pending the transfer of our domain name from the previous vendor.

The part-time administrative staff position is currently vacant.

It was acknowledged that Michael Austin was resigning his position with the housing authority board. He was thanked for his many years of service.

### **10. Report of Tenant Associations**

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

The Tower Hill Association reported they had a successful Superbowl Party. A Valentine's Day breakfast and Whist tournament were planned for February.

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

The Birchcrest Arms Association was not represented at the meeting.

### **11. Adjournment of the Meeting**

Upon Motion by Richard Howard, duly seconded by Michael Austin, it was voted to adjourn the meeting. All present voted in favor, none opposed.

