



# 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 27, 2020

TIME: 10:00 am

PLACE: 15 Birchcrest Street

### MEMBERS IN ATTENDANCE:

Albert Fay- Chairman

Richard Howard – Vice Chairman

Angela Wells-Bean – Asst Treasurer (arrived late)

Bernice Ferguson - Member

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### Minutes

The members of the Burlington Housing Authority Board of Commissioners met in a special Session on Thursday, February 27, 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

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

Anne-Marie Moglia explained the January 9, 2020 meeting had not been properly posted requiring all votes at the January 9, 2020 meeting be re-voted. This item is a revote from the January 9, 2020 meeting. Upon Motion by Richard Howard and duly seconded by Bernice Ferguson, it was voted to approve the minutes of the December 5, 2019 regular meeting. All present voted in favor. Angela Wells-Bean was not present.

#### 4. Upon motion by Richard Howard and duly seconded by Bernice Ferguson, it was voted to discuss the agenda items out of order and revote items from the January 9, 2020 meeting before discussing new items. All present voted in favor, none opposed. Angela Wells-Bean was not present.





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**5. Approval of the Warrant of Paid Invoices in the amount of \$45,621.82 and Payroll Journal in the amount of \$21,673.84 for the time December 1, 2019 – December 31, 2019.**

This item is a revote from the January 9, 2020 meeting. Upon Motion by Richard Howard and duly seconded by Bernice Ferguson, it was voted to approve the warrant of paid invoices and payroll journal for the noted period. All present voted in favor. Angela Wells-Bean was not present

**6. Approval of the Executive Salary**

This item is a revote from the January 9, 2020 meeting. Upon Motion by Richard Howard and duly seconded by Bernice Ferguson, it was voted to approve the Executive Director salary. All present voted in favor, none opposed. Angela Wells-Bean was not present.

**7. Approval of the FY20 400-01 Operating Budget**

This item is a revote from the January 9, 2020 meeting. Upon Motion by Richard Howard and duly seconded by Bernice Ferguson, it was voted to approve the FY2020 Operating Budget. All present voted in favor, none opposed. Angela Wells-Bean was not present.

**8. Approval of Minutes for regular meeting held February 6, 2020**

Upon Motion by Bernice Ferguson and duly seconded by Richard Howard, it was voted to approve the minutes of the February 6, 2020 regular meeting. All present voted in favor. Angela Wells-Bean was not present.

Angela Wells-Bean arrived at 10:10 am and was welcomed to the meeting.

**9. Approval to award the Birchcrest Arms Exterior Painting Project, FISH #048042 to Fox Painting, Inc in the amount of \$98,000.**

Anne-Marie Moglia explained that the bids had come in lower than expected which would enable the housing authority to address some additional areas of repair on the Birchcrest Arms Apartment buildings. Upon Motion by Richard Howard and duly seconded by Bernice Ferguson, it was voted to award the painting contract to Fox Painting, Inc. All present voted in favor, none opposed.

**10. Discussion of the vacant board seat appointment process.**

Anne-Marie Moglia stated that letters of interest for the position would be accepted by the Town Clerk's Office. The Selectman and the Housing Authority Board would vote to select the candidate on March 23, 2020 in a joint meeting held during the regular Board of Selectman meeting.





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### 11. 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. One voucher has been issued and qualifications for additional voucher issuance are in process.

There are no vacancies in the 705 or management programs.

There are 3 vacancies in the 667 development.

The Burlington Housing Authority website is ready to be published pending the final completion of domain name transfer.

Maintenance would begin using a tablet to complete work orders within the next few weeks.

The part-time administrative staff position is currently vacant and has been re-advertised.

### 12. Report of Tenant Associations

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

The Tower Hill Association reported they had a Whist tournament and a St. Patrick's Day party was being planned.

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

The Birchcrest Arms Association had held their first meeting of the year.

### 13. 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.

