



TOWN OF BURLINGTON

Meeting Minutes

Email minutes to 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: September 3, 2020

TIME: 10:00 am

PLACE: Virtual

MEMBERS IN ATTENDANCE:

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

Minutes

The members of the Burlington Housing Authority Board of Commissioners met in a regular session on Thursday, September 3, 2020 at 10:00 a.m. in a virtual meeting, Chairman, Albert Fay, presiding.

1. Pledge of Allegiance

2. Roll Call – Present at the meeting: See Above

3. Opening of the Public Hearing for the Fiscal Year 2021 Annual Plan

Chairman, Albert Fay, opened the public meeting at 10:01 am. There were no substantive comments.

4. Closing of the Public Hearing for the Fiscal Year 2021 Annual Plan

Chairman, Albert Fay, closed the public meeting at 10:04 am.

5. Approval of Minutes of the regular meeting held August 19, 2020

Upon motion by Brian Curtin and duly seconded by Bernice Ferguson, it was voted to approve the minutes of the regular meeting held August 19, 2020. All present voted in favor, none opposed.

6. Approval of the Warrant of Paid Invoices in the amount of \$33,165.99 and Payroll Journal in the amount of \$18,592.64 for the time August 1, 2020 – August 31, 2020





TOWN OF BURLINGTON

Meeting Minutes

Email minutes to 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

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; none opposed.

7. Review of the Cost Comparative Financials as Prepared by Richard Conlon, CPA for the period end July 31, 2020

Executive Director, Anne-Marie Moglia, reviewed the financial comparatives.

8. Discussion of office and common area reopening

After some discussion, it was determined that the office would generally remain closed to the public. Applicants and residents would be seen by appointment only in situations that could not be handled effectively with remote options. The community rooms would remain closed.

It is the intention to renovate and expand the front office entrance to allow for improved access and distancing.

9. Executive Director Report

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

89 of the 93 allocated vouchers were leased on the Section 8 program effective September 1, 2020. Qualifications and voucher issuance efforts were continuing.

There are no vacancies in the 705 or management program. There are 4 vacancies in the 667 program. This includes a 2-bedroom handicapped unit in which a bathroom renovation is planned.

10. Report of Tenant Associations

Tower Hill Association:

Pat Stanford reported flu/shingle vaccines would be made available onsite to residents. Additional details would be provided as they became available.

Birchcrest Arms Association:

No representative was present to provide a report.





TOWN OF BURLINGTON

Meeting Minutes

Email minutes to 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

11. Adjournment of the Meeting

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

Approved:

