



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: October 8, 2020

TIME: 10:00 am

PLACE: Virtual

MEMBERS IN ATTENDANCE:

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

MEMBERS ABSENT:

Bernice Ferguson - Member

Minutes

The members of the Burlington Housing Authority Board of Commissioners met in a regular session on Thursday, October 8, 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. Approval of Minutes of the regular meeting held September 3, 2020

Upon motion by Richard Howard and duly seconded by Brian Curtin, it was voted to approve the minutes of the regular meeting held September 3, 2020 with a typographically error correction noted by Angela Wells-Bean.

All present voted in favor, none opposed.

4. Approval of the Warrant of Paid Invoices in the amount of \$26,283.80 and Payroll Journal in the amount of \$23,767.08 for the time September 1, 2020 – September 30, 2020





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Upon Motion by Brian Curtin and duly seconded by Richard Howard, it was voted to approve the warrant of paid invoices and payroll journal for the noted period. All present voted in favor; none opposed.

5. Approval of FY 20 Budget Revision for the 400-1 Program

Upon motion by Angela Wells-Bean and duly seconded by Brian Curtin, it was voted to approve the FY 20 Budget Revision. All present voted in favor, none opposed.

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

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

7. Approval of the FY 21 Annual Plan

Upon motion by Brian Curtin and duly seconded by Richard Howard, it was voted to approve the FY 21 Annual Plan. All present voted in favor, none opposed.

8. Approval of the Section 8 Housing Choice Voucher Payment Standards

Anne-Marie Moglia explained how the payment standards are set for the Housing Choice Voucher Program. Upon motion by Richard Howard and duly seconded by Angela Wells-Bean, it was voted to approve the Section 8 Housing Choice Voucher Payment Standards as presented effective 1/1/2021. All present voted in favor, none opposed.

9. Approval of the Authority's Civil Rights Certification

Anne-Marie Moglia explained the Housing Authority Board is required to execute the Civil Right's Certification form annually. Upon motion by Brian Curtin and duly seconded by Richard Howard, it was voted to approve the Civil Rights Certification as required. All present voted in favor, none opposed

10. Discussion of the Tower Hill Lobby and Community Room renovation/furniture

Anne-Marie Moglia stated the FY 2020 Budget revision included an increase in the originally budgeted community room furniture line item. The increase would allow for the replacement of the Tower Hill Lobby furniture as well as some of the Tower Hill and Birchcrest Arms Community Room furniture. Anne-Marie suggested, and it was agreed, that a committee of Housing Authority staff, 3 residents, and a Board of Commissioners Member be formed to discuss the options. A sign-up sheet would be posted to allow residents to express their interest in serving on the committee. Angela Wells-Bean agreed to represent the Board of Commissioners.





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11. 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 October 1, 2020. Qualifications and voucher issuance efforts were continuing. 3 families were issued vouchers in September and another family was scheduled for issuance in October.

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

The front entrance and handicap bathroom renovations are planned to begin at the end of October and beginning of November contingent upon the schedules of the contractors.

Anne-Marie Moglia suggested that the November meeting agenda include a discussion of reopening of community rooms as members of the board have been approached about the possibility of reopening the spaces.

12. Report of Tenant Associations

Tower Hill Association:

No representative was present to provide a report. Anne-Marie Moglia stated that flu vaccinations were being administered on the 15th. Several residents had signed up. Vaccinations were being administered by appointment only.

Birchcrest Arms Association:

No representative was present to provide a report.

13. Adjournment of the Meeting

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

Approved:

