



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: November 5, 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
Bernice Ferguson – Member

MEMBERS ABSENT:

None

Minutes

The members of the Burlington Housing Authority Board of Commissioners met in a regular session on Thursday, November 5, 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 and Richard Conlon Jr., CPA

3. Approval of Minutes of the regular meeting held October 8, 2020

Upon motion by Brian Curtin and duly seconded by Richard Howard, it was voted to approve the minutes of the regular meeting held October 8, 2020. All present voted in favor with the exception of Bernice Ferguson abstaining because she was not present at the October 8, 2020 meeting, none opposed.

4. Approval of the Warrant of Paid Invoices in the amount of \$41,075.69 and Payroll Journal in the amount of \$18,816.31 for the time October 1, 2020 – October 31, 2020

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.





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5. Approval of 3rd Quarter Operating Statement for the 400-1 Program as prepared by Richard Conlon, Jr.

Upon motion by Brian Curtin and duly seconded by Richard Howard, it was voted to approve the 3rd Quarter Operating Statement for the 400-1 program. All present voted in favor, none opposed.

6. Approval of the 400-1, Management, and Section 8 Housing Choice Program Budget for FY21.

The FY21 Budget was reviewed in its entirety by Richard Conlon, Jr., CPA. Upon motion by Brian Curtin and duly seconded by Bernice Ferguson, it was voted to approve the 400-1, Management and Section 8 Housing Choice Voucher Program budget for FY21. as presented. All present voted in favor, none opposed.

7. Approval of the Section 8 Housing Choice Voucher Administrative Plan Changes.

Upon motion by Brian Curtin and duly seconded by Richard Howard, it was voted to approve the Section 8 Housing Choice Administrative Plan changes effective upon approval. All present voted in favor, none opposed.

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

Anne-Marie Moglia explained that a selection committee comprised of Angela Wells-Bean, 3 residents and herself had been formed to participate in the selection of the Tower Hill lobby furniture and the Tower Hill and Birchcrest Arms community room furniture.

9. Discussion of the Re-Opening of the Tower Hill and Birchcrest Arms Community Rooms

Following a brief discussion, it was decided the Tower Hill and Birchcrest Arms Community Rooms and would remain closed.

10. Discussion of the Accounts held at Northern Bank & Trust.

Following a brief discussion, it was decided Treasurer, Brian Curtin along with Anne-Marie Moglia would meet with Northern Bank & Trust to review all accounts and applicable signatory authority.

11. Executive Director Report

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





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90 of the 93 allocated vouchers are leased on the Section 8 program effective November 1, 2020. 4 families held vouchers and were actively searching for units.

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

The front entrance renovation plan is in process.

A fall clean up of the grounds is scheduled for the end of the month

The Tower Hill Community Room and kitchen have been cleaned and the same is planned for Birchcrest Arms.

12. Report of Tenant Associations

Tower Hill Association:

Patricia Stanford was present representing the Tower Hill Association with no information to report.

Birchcrest Arms Association:

No representative was present.

13. Adjournment of the Meeting

Upon Motion by Richard Howard, duly seconded by Bernice Ferguson, it was voted to adjourn the meeting. Brian Curtin left the meeting prior to adjournment and was not present for the adjournment vote. All present voted in favor, none opposed.

Approved: December 3, 2020

