



# 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: December 3, 2020

TIME: 10:00 am

PLACE: Virtual

### MEMBERS IN ATTENDANCE:

Albert Fay- Chairman (arrived at 10:07)  
Richard Howard – Vice Chairman  
Angela Wells-Bean – Asst Treasurer  
Brian Curtin – Treasurer

### MEMBERS ABSENT:

Bernice Ferguson

### Minutes

The members of the Burlington Housing Authority Board of Commissioners met in a regular session on Thursday, December 3, 2020 at 10:00 a.m. in a virtual meeting, Vice Chairman, Richard Howard, presiding at the start of the meeting.

- 1. Pledge of Allegiance**
- 2. Roll Call – Present at the meeting: See Above**
- 3. Approval of Minutes of the regular meeting held November 5, 2020** Upon motion by Brian Curtin and duly seconded by Angela Wells-Bean, it was voted to approve the minutes of the regular meeting held November 5, 2020. All present voted in favor, none opposed.
- 4. Review of October 31, 2020 Monthly Financial Report as prepared by Richard Conlon Jr., CPA**  
The financial statements were reviewed by Anne-Marie Moglia, Executive Director.





# 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

**5. Approval of the Warrant of Paid Invoices in the amount of \$26,727.41 and Payroll Journal in the amount of \$18,720.45 for the time November 1, 2020 – November 30, 2020**

Upon Motion by Brian Curtin and duly seconded by Albert Fay who joined the meeting at 10:07, it was voted to approve the warrant of paid invoices and payroll journal for the noted period. All present voted in favor, none opposed.

**Chairman, Albert Fay began presiding over the meeting**

**6. Approval of the Change Order for Fish No. 048045; ADA Barrier Free Shower Remodel in the amount of \$1,700.**

Upon motion by Brian Curtin and duly seconded by Richard Howard, it was voted to approve the Change Order for Fish No. 048045. All present voted in favor, none opposed.

**7. Approval of the payment in the amount of \$11,550 to LaBrecque Family Construction for Fish No. 048045**

Upon motion by Brian Curtin and duly seconded by Richard Howard, it was voted to approve the payment to LaBrecque Family Construction in the amount of \$11,550. All present voted in favor, none opposed.

**8. Approval of the Certificate of Final Completion for the ADA barrier free shower remodel Fish No. 048045**

Upon motion by Richard Howard and duly seconded by Brian Curtin, it was voted to approve the Certification of Final Completion for the ADA Barrie Free shower remodel for Fish No. 048045. All present voted in favor, none opposed.

**9. Approval of Change Order No. 2 for Fish No. 048042; Paint Exterior of Birchcrest Arms in the amount of \$26,300**

Upon motion by Richard Howard and duly seconded by Brian Curtin, it was voted to approve the Change Order No. 2 for Fish No. 048042 in the amount of \$26,300. All present voted in favor, none opposed

**10. Executive Director Report**

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

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





# 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*

There are no vacancies in the 705 or management program. There are 2 vacancies in the 667-program with 2 additional vacancies expect at the end of December.

The 2-bedroom handicapped bathroom renovation was complete. Unit renovation including total flooring replacement was continuing

A fall clean-up of the grounds had been completed

The Lobby/Community Room Furniture committee had met once and was in the process of making the furniture selection.

### **11. Report of Tenant Associations**

**Tower Hill Association:**

No representative was present.

**Birchcrest Arms Association:**

No representative was present.

### **12. 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:

