DEPT./BOARD: Burlington Housing Authority

DATE: January 10, 2019

TIME: 10:00 am

PLACE: Tower Hill Community Room, 15 Birchcrest Street

AGENDA

1. Salute the Flag
2. Roll Call
3. Requiring a Board Vote: To approve the Minutes of the last Regular Board Meeting of December 6, 2018.
4. Requiring a Board Vote: To approve the Warrant of paid invoices in the amount $58,845.52 and Payroll Journal for the time December 1, 2018 – December 31, 2018 in the amount of $16,499.
5. Review of November 30, 2018 monthly financial statements as prepared by Richard Conlon, Jr., CPA
6. Executive Director Report
7. Report of Tenant Associations
   a. J. Duggan, President Tower Hill
   b. D. Cuzziere, Treasurer Birchcrest Arms
8. Adjourn the Meeting

Next Regular Meeting will be held February 7, 2019
The members of the Burlington Housing Authority Board of Commissioners met in Regular Session on Thursday, January 10, 2019 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:**
   - Albert Fay – arrived at 10:10 a.m.
   - Richard Howard
   - Angela Wells-Bean
   - Bernice Ferguson

   **Absent at the meeting:**
   - Michael Austin

   Also, in attendance was Anne-Marie Moglia, Executive Director and Colleen Lacey, Administrative Assistant

3. **Approval of Minutes for regular meeting held December 6, 2018**
   Upon Motion by Bernice Ferguson and duly seconded by Angela Wells-Bean it was voted to approve the minutes of December 6, 2018 meeting. All present voted in favor, none opposed; Michael Austin and Albert Fay were absent.

4. **Approval to bypass item 4 on the agenda to approve the warrant of paid invoices and payroll journal until Chairman Al Fay arrived**
   Upon Motion by Richard Howard and duly seconded by Angela Wells-Bean it was voted to bypass item 4 on the agenda to approve the warrant of paid invoices and payroll journal until Chairman Al Fay arrived. All present voted in favor, none opposed; Mike Austin and Albert Fay were absent.

5. **Review of the November 30, 2018 monthly financial statements as prepared by Richard Conlon, Jr., CPA.**

   Chairman, Al Fay, arrived at 10:10 a.m.

   Anne-Marie Moglia, Executive Director, explained that she had been working with Richard Conlon, Jr. to ensure year to date and remaining 2018 expenditures were in alignment with the FY18 budget. Anne-Marie Moglia asked if there were any questions regarding the financial statements. Al Fay asked if the staffing change in executive director position had impacted the FY18 budget. He also asked if a new administrative position had been approved for FY19. Anne-Marie Moglia explained that the change in executive director position had been detailed in the FY18 budget. Anne-Marie also explained that an administrative position had been included in the FY19 budget. She further explained that the FY19 budget had not yet been approved by DHCD and the position would not be filled until the budget was approved.
6. **Approval of the December 1, 2018 – December 31, 2018 Warrant of paid invoices and Payroll Journal**

   Upon Motion by Richard Howard, duly seconded by Angela Wells-Bean it was voted to approve the warrant of paid invoices in the amount of $58,845.52 and payroll journal for the same period as presented in the amount of $16,499. All present voted in favor, none opposed; Mike Austin was absent.

7. **Executive Director Report**

   86 of the 93 allocated vouchers are leased on the Section 8 program as of January 1, 2019. Anne-Marie Moglia stated that she was continuing to qualify applicants and issue vouchers to increase the overall leasing.

   There is currently one vacancy in the 667 program and no vacancies in the 705 or management program.

   Selective Kitchen Renovation Building A and Building B. The renovation for Building A was complete and DHCD was reviewing the plans for Building B.

8. **Report of Tenant Associations**

   **Tower Hill Association**: The Association reported that Tower Hill Association had held well-attended Christmas and New Year’s parties. Superbowl and Valentine’s Day parties were being planned as well as a whist tournament.

   **Birchcrest Association**: The Association held well-attended Christmas and New Year’s parties.

9. **Adjournment of the Meeting**

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