Town of Burlington

Meeting Posting

Notice of Public Meeting – (As required by G.L. c. 30 A, c. §18-25)

DEPT./BOARD: Burlington Housing Authority

DATE: February 7, 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 January 10, 2019.
4. Requiring a Board Vote: To approve the Warrant of paid invoices in the amount $125,038.13 and Payroll Journal for the time December 1, 2018 – December 31, 2018 in the amount of $21,092.17
5. Presentation of 12/31/2018 year-end financial statements by Richard Conlon, Jr., CPA
6. Requiring a Board Vote: To approve and certify the 2018 Year End Financial Statements as prepared by Richard Conlon, Jr. for submission to DHCD.
7. Requiring a Board Vote: To approve and execute as submitted, the Contract for Financial Assistance Amendment #7 to Work Plan 5001 for Housing Programs 667-1, 667-2, 705-1, and 705-1 as prepared by DHCD
8. Requiring a Board Vote for the submission of SEMAP as required by HUD
9. Executive Director Report
   a. Section 8
   b. Vacancies/CHAMP
   c. Tower Hill Heat Issues
   d. Selective Kitchen Renovation Building B
   e. S. Bedford property repairs
   f. Tower Hill roof leak
10. Report of Tenant Associations
    a. J. Duggan, President Tower Hill
    b. D. Cuzziere, Treasurer Birchcrest Arms
11. Adjourn the Meeting

Next Regular Meeting will be held March 7, 2019
BURLINGTON HOUSING AUTHORITY  
Regular Meeting Minutes  
February 7, 2019

The members of the Burlington Housing Authority Board of Commissioners met in Regular Session on Thursday, February 7, 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
   Richard Howard
   Angela Wells-Bean
   Bernice Ferguson

   Absent at the meeting:
   Michael Austin

   Also, in attendance was Anne-Marie Moglia, Executive Director, Colleen Lacey, Administrative Assistant, and Richard Conlon, Jr. CPA

3. Approval of Minutes for regular meeting held January 10, 2019
   Upon Motion by Richard Howard and duly seconded by Bernice Ferguson, it was voted to approve the minutes of the January 10, 2019 regular meeting. All present voted in favor, none opposed; Michael Austin was absent.

4. Approval to table item 4 on the agenda, to approve the warrant of paid invoices and payroll journal for the time period December 1, 2018 – December 31, 2018 until the next regular meeting.
   Upon Motion by Richard Howard and duly seconded by Bernice Ferguson, it was voted to bypass item 4 on the agenda to approve the warrant of paid invoices and payroll journal until the next regular meeting due to an error on the agenda. The timeframe requiring approval was for the period January 1, 2019 -January 31, 2019 and not for the period December 1, 2018 - December 31, 2018 as stated on the agenda. All present voted in favor, none opposed; Michael Austin was absent.

5. Presentation of the December 31, 2018 year-end financial statements as prepared by Richard Conlon, Jr., CPA.
   Richard Conlon, Jr. presented the year end financials. He reviewed the year end reserve balances in the State 400 program, Section 8 Housing Choice Voucher program, and the Local Management program detailing that all 3 programs had increased their reserve balances from previous years. He highlighted that fact that the Section 8 had not required support from the management account to operate.
6. **Approval and certification of the December 31, 2018 year-end financial statements and certifications as prepared by Richard Conlon, Jr for submission to DHCD.**

   Upon Motion by Albert Fay, duly seconded by Angela Wells-Bean, it was voted to approve the December 31, 2018 year financial statements and certifications. All present voted in favor, none opposed; Michael Austin was absent.

7. **Approval of the Contract for Financial Assistance Amendment #7 to Work Plan 5001 for Housing Programs 667-1, 667-2, 705-1, and 705-2 as prepared by DHCD for FY21 and FY22 in the amount of $183,770.**

   Upon Motion by Richard Howard, duly seconded by Bernice Ferguson, it was voted to approve Amendment #7 to Work Plan 5001 for Housing Programs 667-1, 667-2, 705-1, and 705-2 in the amount of $183,770. All present voted in favor, none opposed; Michael Austin was absent.

8. **Approval for FY18 submission of the SEMAP as required by HUD**

   Executive Director, Anne-Marie Moglia detailed the SEMAP Indicators and HUD’s performance ratings. She reported that the BHA was a standard performer. Upon Motion by Bernice Ferguson, duly seconded by Richard Howard, it was voted to approve the submission of SEMAP by the Executive Director, Anne-Marie Moglia. All present voted in favor, none opposed; Michael Austin was absent.

9. **Executive Director Report**

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

   87 of the 93 allocated vouchers are leased on the Section 8 program as of February 1, 2019. She 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 programs. The CHAMP application system continues to cause additional staff time and resources.

   The Selective Kitchen Renovation 667-1 Building B bids were due February 20, 2019.

   A roof leak had recently been repaired in the 667-2 Towerhill Development. Frank Bossi, DHCD, was onsite on February 1, 2019 regarding an issue with some units having insufficient heat. The development plans were being reviewed to determine the cause and solution.

   The heating system at the S. Bedford management property had failed and had recently been replaced. Gutters had also been installed at the property.
10. Report of Tenant Associations

**Tower Hill Association:** The Association reported that Tower Hill Association had held a Superbowl party. A Valentine’s Day party and WHIST tournament were planned for the month of February.

James Duggan voiced his safety concerns that the phone in the laundry room had not been reconnected. Chairman, Albert Fay, stated he would discuss it with the Executive Director.

**Birchcrest Association:** The Association reported that they had not held any meetings in the past month.

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, Michael Austin was absent.