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

DEPT./BOARD: Burlington Housing Authority

DATE: April 04, 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 March 7, 2019.

4. Requiring a Board Vote: To approve the Warrant of paid invoices in the amount $31,888.45 and Payroll Journal for the time March 1, 2019 –March 31, 2019 in the amount of $23,342.66

5. Review of February 2019 monthly financial statements as prepared by Richard Conlon, Jr., CPA.

6. Requiring a Board Vote: To approve the Section 8 Payment Standard effective June 1, 2019.

7. Executive Director Report

8. Report of Tenant Associations

   a. Tower Hill

   b. Birchcrest Arms

9. Adjourn the Meeting
The members of the Burlington Housing Authority Board of Commissioners met in Regular Session on Thursday, April 4, 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
   Michael Austin
   Angela Wells-Bean
   Bernice Ferguson

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

3. Approval of Minutes for regular meeting held March 7, 2019
   Upon Motion by Bernice Ferguson and duly seconded by Michael Austin, it was voted to approve the minutes of the March 7, 2019 regular meeting. Albert Fay, Angela Wells-Bean and Bernie Ferguson voted in favor with Richard Howard abstaining due to not being present at the March 7, 2019 meeting.

4. Approval of the March 1, 2019 – March 31, 2019 Warrant of paid invoices in the amount of $31,888.45 and Payroll Journal in the amount of $23,342.66.
   Upon Motion by Bernice Ferguson and duly seconded by Richard Howard, it was voted to approve the warrant of paid invoices and payroll journal for period March 1, 2019 - March 31, 2019. All voted in favor, none opposed.

5. Review of the February 2019 monthly financial statements as prepared by Richard Conlon, Jr., CPA.
   Anne-Marie Moglia, Executive Director, stated that the contract cost line item in the 400 program was overstated due to a misclassification of expenses. She stated this would be corrected with the March statements. There were no questions regarding the monthly financial statements.

6. Approval of Section 8 Payment Standard effective June 1, 2019
   Upon Motion by Michael Austin and duly seconded by Richard Howard, it was voted to approve the Section 8 payment standards to 100% of the HUD FMRS which were effective 4/15/2019. All voted in favor, none opposed.
7. **Executive Director Report**

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

90 of the 93 allocated vouchers were leased on the Section 8 program as of April 1, 2019. Four families held initial vouchers as of April 4, 2019 with a fifth family scheduled for issuance by the end of the week.

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

The exterior double doors in the maintenance area were currently being installed.

10 fan motors had been replaced on the roof and electrical repairs completed to allow the roof handlers to run properly.

RCAT did not receive any initial bids surrounding our 667-2 Towerhill waste line replacement, FISH #048043. The project would be going back out to bid on April 10, 2019 with an April 25, 2019 due date.

The annual single audit was scheduled to begin April 24, 2019 by Guyder Hurley, P.C.

DHCD would be conducting the PMR on May 7, 2019.

A resident donated Town of Burlington commemorative blanket had been hung on the wall in the resident community room. Thank you for the donation!

A theft had occurred from the resident storage area. All residents have a key to the storage room and residents are advised of such at move-in. Residents are advised not to store anything of value in the storage room.

A safety discussion followed. Residents voiced concerns over the rear maintenance door being propped open by residents allowing for the unauthorized entry of individuals into the basement area. Concerns were also brought up by residents regarding the laundry facilities being utilized by non-resident family members to wash their own laundry. Residents also noted that the front entry keypad code was being used by non-residents which was also a safety concern.

Anne-Marie Moglia, Executive Director, requested that residents bring their complaints directly to her so she would have the opportunity to address any and all issues. She also noted she would develop a resident handbook to be sure all policies and rules were written and known to residents.
Anne-Marie Moglia, Executive Director, also expressed interest in working with the Fire Department regarding fire safety awareness.

The Board requested that security cameras be installed in the basement area. Anne-Marie Moglia indicated the cost had not been included in the 2019 budget but stated she would obtain feasibility and cost information.

The placement of storage sheds and BHA adherence to local building code was discussed. Anne-Marie Moglia stated she would contact the building department regarding the local code concerning portable sheds that were placed at three residences in the Fall of 2018.

8. Report of Tenant Associations

**Tower Hill Association:** The Association reported that Tower Hill Association held a St. Patrick’s Day party in conjunction with the NEXUS program during the month of March. A Kentucky Derby celebration was being planned.

**Birchcrest Association:** A muffin day was planned during the month.

9. Adjournment of the Meeting

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