AGENDA

1. Salute the Flag

2. Roll Call

3. Requiring a Board Vote: To approve the Minutes of the last Regular Board Meeting of April 4, 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 April 1, 2019 –April 30, 2019 in the amount of $53,203.29

5. Requiring a Board Vote: To approve the 2019 Quarterly Financial Reports as prepared by Richard Conlon, Jr. for submission to DHCD.

6. Requiring a Board Vote: To approve invoice no. 1803.02 in the amount of $995 to Studio J2 Architects for bidding work related to FISH No. 048041, Selective Kitchen Renovations at Building B, payable upon receipt of funds from DHCD.

7. Requiring a Board Vote: To approve invoice #15093 in the amount of $325 to Projectdog, Inc for the E-bid fee related to FISH No. 048043, Selective Waste Line Replacement, payable upon receipt of funds from DHCD.

8. Requiring a Board Vote: To approve invoice dated April 11, 2019 in the amount of $450 to Richard Conlon, Jr. for accounting services performed for Modernization Work Plan 5001, FISH No., 048037.

9. Requiring a Board Vote: To accept the recommendation of RCAT Program NE Region and accept the quote and enter into a contract with Byors and Sons Mechanical for the Selective Waste Line Replacement, FISH No. 048043 in the amount of $28,510.

10. Executive Director Report

11. Report of Tenant Associations
   a. Tower Hill
   b. Birchcrest Arms

12. Adjourn the Meeting
Burlington Housing Authority  
Regular Meeting Minutes  
May 2, 2019

The members of the Burlington Housing Authority Board of Commissioners met in Regular Session on Thursday, May 2, 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, Executive Director and Colleen Lacey, Administrative Assistant.

3. Approval of Minutes for regular meeting held April 4, 2019
   Upon Motion by Bernice Ferguson and duly seconded by Richard Howard, it was voted to approve the minutes of the April 4, 2019 regular meeting. All voted in favor, none opposed.

4. Approval of the April 1, 2019 – April 30, 2019 Warrant of paid invoices in the amount of $31,888.45 and Payroll Journal in the amount of $53,203.29.
   Upon Motion by Richard Howard and duly seconded by Bernice Ferguson, it was voted to approve the warrant of paid invoices and payroll journal for period April 1, 2019 - April 30, 2019. All voted in favor, none opposed.

5. Approval of the 1st QTR 2019 Financial Statements period ending March 31, 2019 statements as prepared by Richard Conlon, Jr., CPA.
   Upon Motion by Richard Howard and duly seconded by Angela Wells-Bean, it was voted to approve the 1st QTR 2019 Financial Statements period ending March 31, 2019. All voted in favor, none opposed.

6. Approval of Invoice No. 1803.02 in the amount of $995 to Studio J2 Architects for bidding work related to FISH no. 048041, Selective Kitchen Renovations at Building B, payable upon receipt of funds from DHCD.
   Upon Motion by Richard Howard and duly seconded by Bernice Ferguson, it was voted to approve invoice No. 1803.02 in the amount of $995 payable to Studio J2 Architects. All voted in favor, none opposed.
7. **Approval of Invoice No. 15093 in the amount of $325 to Projectdog, Inc for the E-bid fee related to FISH no. 048043, Selective Waste line replacement at Towerhill, payable upon receipt of funds from DHCD.**

   Upon Motion by Berenice Ferguson and duly seconded by Richard Howard, it was voted to approve invoice No. 15093 in the amount of $325 payable to Project Dog. All voted in favor, none opposed.

8. **Approval of invoice dated April 11, 2019 in the amount of $450 to Richard Conlon, Jr. for accounting serviced performed for Modernization Work Plan 5001, Fish No. 048037.**

   Upon Motion by Richard Howard and duly seconded by Angela Wells-Bean, it was voted to approve invoice dated April 11, 2019 in the amount of $450 payable to Richard Conlon, Jr. All voted in favor, none opposed.

9. **Approval of Byors and Sons Mechanical for the Selective Waste line Replacement, FISH No. 048043 as recommended by RCAT.**

   Upon Motion by Richard Howard and duly seconded by Bernice Ferguson, it was voted to accept the accept Byors and Sons Mechanical for the Selective Waste line Replacement FISH No. 048043 in the amount of $28,570 as recommended by RCAT and authorize Anne-Marie Moglia Executive Director, to execute the applicable contract.

10. **Executive Director Report**

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

    91 of the 93 allocated vouchers were leased on the Section 8 program as of May 1, 2019. Three families held initial vouchers as of May 2, 2019.

    There is currently one vacancy in the 667 program and no vacancies in the 705 or management programs. The 667 vacancy was expected to be leased during the month of May.

    The annual single audit & AUP had been rescheduled to May 22, 2019 by Marcum (formerly Guyder Hurley)

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

    DHCD has launched CHAMP which will enable state public housing applicants to apply online for housing assistance.

    The Selective Renovation Kitchen Renovation, Building B project was ready to begin pending a start date from the contractor.
11. Report of Tenant Associations

**Tower Hill Association:** The Association reported that Tower Hill Association would be holding a Kentucky Derby party.

The president of the Association inquired about the payroll amount for the month. The Executive Director, with permission from the chairman, stated the monthly salary included current and retroactive increases as approved by the FY 19 budget.

**Bircherest Association:** The Association reported that a muffin day had been held during the previous month.

12. 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.