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By Town Clerk's Office at 8:04 am, May 04, 2020

## TOWN OF BURLINGTON

### Meeting Posting

Email Posting to [meetings@burlington.org](mailto:meetings@burlington.org) or Bring to the Clerk's Office. Thank you  
Notice of Public Meeting – (As required by G.L. c. 30A, c. §18-25)

DEPT./BOARD: Burlington Housing Authority  
DATE: May 7, 2020  
TIME: 10:00 am  
PLACE: ~~15 Birchcrest Street~~ Virtual Meeting

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#### Agenda

Moment of Silence for Ed Toomey, Lorraine Nicoli, and Jane Molony

1. Salute the Flag
2. Roll Call
3. Requiring a Board Vote: To approve the Minutes of the last Special Board Meeting of February 27, 2020
4. Requiring a Board Vote: To approve the Warrant of paid invoices in the amount \$29,748.13 and Payroll Journal in the amount of \$19,414.00 for the time February 1, 2020 – February 29, 2020
5. Requiring a Board Vote: To approve the Warrant of paid invoices in the amount \$45,850.39 and Payroll Journal in the amount of \$18,929.34 for the time March 1, 2020 – March 31, 2020
6. Requiring a Board Vote: To approve the Warrant of paid invoices in the amount \$25,485.56 and Payroll Journal in the amount of \$22,870.32 for the time April 1, 2020 – April 30, 2020
7. Required a Board Vote: To approve the 1<sup>st</sup> Quarter Operating Statement for period end 3/31/2020 as prepared by Richard Conlon, Jr; CPA
8. Discussion of interested Board Member candidates and selection process
9. Executive Director Report





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

### 10. Report of Tenant Associations

- a. Tower Hill
- b. Birchcrest Arms

### 11. Adjourn the Meeting

The Burlington Housing Authority will meet virtually on Thursday, May 7th at 10:00 am. Due to social distancing guidelines related to the COVID-19 state of emergency, this meeting will be held remotely, not at the BHA's offices. The public is invited to view and/or listen to the meeting via phone, computer, laptop or tablet

**You may join the meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/454883573>

**You can also dial in using your phone.**

United States: [\(312\) 757-3117](tel:(312)757-3117)

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**RECEIVED**

By Town Clerk's Office at 9:03 am, Jul 08, 2020

# 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: May 7, 2020

TIME: 10:00 am

PLACE: Virtual

### MEMBERS IN ATTENDANCE:

Albert Fay- Chairman  
Richard Howard – Vice Chairman  
Angela Wells-Bean – Asst Treasurer  
Bernice Ferguson - Member

### Minutes

The members of the Burlington Housing Authority Board of Commissioners met in a regular session on Thursday, May 7, 2020 at 10:00 a.m. in a virtual meeting, Chairman, Albert Fay, presiding.

- 1. Recite the Pledge of Allegiance and moment of silence for Ed Toomey, Lorraine Nicoli, Jane Molony, and Alex Sanin**
- 2. Roll Call – Present at the meeting: See Above**
- 3. Approval of Minutes of the special meeting held February 27, 2020**  
Upon motion by Richard Howard and duly seconded by Bernice Ferguson, it was voted to approve the minutes of the special meeting held February 27, 2020. All present voted in favor, none opposed.
- 4. Approval of the Warrant of Paid Invoices in the amount of \$29,748.13 and Payroll Journal in the amount of \$19,414.00 for the time February 1, 2020 – February 29, 2020**  
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 the noted period. All present voted in favor, none opposed.





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- 5. Approval of the Warrant of Paid Invoices in the amount of \$45,850.39 and Payroll Journal in the amount of \$18,929.34 for the time March 1, 2020 –March 31, 2020**  
Upon Motion by Angela Wells-Bean and duly seconded by Richard Howard, it was voted to approve the warrant of paid invoices and payroll journal for the noted period. All present voted in favor, none opposed.
- 6. Approval of the Warrant of Paid Invoices in the amount of \$25,485.56 and Payroll Journal in the amount of \$22,870.32 for the time April 1, 2020 –April 30, 2020**  
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 the noted period. All present voted in favor, none opposed.
- 7. Approval of 1<sup>st</sup> Quarter Operating Statement for period end 3/31/2020**  
Upon Motion by Angela Wells-Bean and duly seconded by Richard Howard, it was voted to approve the 1<sup>st</sup> Quarter Operating Statement for period end 3/31/2020. All present voted in favor, none opposed.
- 8. Discussion of the vacant board seat appointment process**  
Anne-Marie Moglia stated 2 applicants had submitted letters of interest for the open position. She stated that she had not received confirmation from the Burlington Town Clerk's office confirming the joint Board of Selectman and Housing Authority meeting date. Chairman, Al Fay, stated he did not believe the joint meeting would be held in May as it was not considered a priority.
- 9. Executive Director Report**

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

To date the Housing Authority had not been made aware of any positive COVID-19 cases among its residents. The office, community rooms, and common bathrooms were closed to mitigate risk of infection to staff and residents. Some administrative staff had previously been working from home but had returned to the office on May 4, 2020. All staff was maintaining social distancing and maintenance staff was sanitizing all common touch points. Per order of DHCD entry of occupied units was not allowed by staff or outside contractor except as necessary to complete emergency work orders. No routine work orders were being completed. Notices had been placed on all entry doors restricting visitors to only those considered essential. Everyone entering any of the buildings or any common spaces were being asked to wear a mask.





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The Council on Aging has continued to reach out to residents of the housing authority. This assistance from the Council has been a great help and is greatly appreciated.

DHCD has issued a significant number of lengthy Public Housing Notices (PHN) related to COVID-19. The volume and complexity of the notices was presenting challenges for staff.

Annual re-examinations, applicant qualification, move-in briefings, and Section 8 briefings were being conducted remotely using mail and virtual tools.

The Housing Authority's annual Performance Management Review (PMR) for year ended 12/31/2019 has been suspended by DHCD. Only the desk portion of the audit would be conducted. The desk portion measures the occupancy rate, budget to actual variance, operating reserve balance, timeliness of certification and reporting submissions, and capital improvement plan submission. The physical site visit which measures work order and annual inspection systems would not be conducted.

The Housing Authority's FY2020 budget has been approved by DHCD. Extraordinary Exterior work was being completed to the extent possible. The railings at Birchcrest had been sanded and painted. At Tower Hill tree trimming was in process, fencing replacement was being planned, several roof top fan motors had been replaced, and several roof leaks had been addressed. Additionally, an inside oil tank had been replaced in a family unit.

The Birchcrest Exterior painting project was nearing completion with the exception of some interior work that was not able to be conducted at this time.

91 of the 93 allocated vouchers were leased on the Section 8 program as of May 1, 2020. Additional applicants were being qualified for voucher issuance. One family holds a voucher and is searching for a unit with another family scheduled for voucher issuance in May. Additional qualifications were in process but both qualification and leasing were being impeded by COVID-19. Several participants were expected to be removed from the program over the next several months.

There are no vacancies in the 705 or management program and one vacancy in the 667 development.

Maintenance has begun using a tablet to complete work orders which would help streamline the work order process.





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### 10. Report of Tenant Associations

#### **Tower Hill Association:**

The Tower Hill Association reported they residents had been maintaining social distancing and looked forward to holding the events they had cancelled including the St. Patrick's day dinner. The Association recognized the need to not allow entry into their unit except for essential and emergency related items but questioned if air conditioner installation would be allowed as this is essential to some residents. Anne-Marie stated that she would obtain additional information on this topic from DHCD.

#### **Birchcrest Arms Association:**

No representative was present to provide a report.

### 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.

