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TOWN OF BURLINGTON

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

23,

DEPT./BOARD: Burlington Housing Authority

DATE: June 14, 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 May 2, 2019.
4. Requiring a Board Vote: To approve the Warrant of paid invoices in the amount \$45,132.29 and Payroll Journal for the time May 1, 2019 – May 31, 2019 in the amount of \$22,648.47.
5. Review of April 2019 monthly financial statements as prepared by Richard Conlon, Jr., CPA.
6. Requiring a Board Vote: To approve the 2018 Revised Income Limits for Admissions and FMRs for Continued Occupancy as revised by DHCD.
7. Requiring a Board Vote: To approve the Section 8 Administrative Plan Amendment Relating to the Application Process and Use of a Centralized Housing Choice Voucher Waiting List.
8. PMR (Performance Management Review)
9. Executive Director Report
10. Report of Tenant Associations
 - a. Tower Hill
 - b. Birchcrest Arms
11. Adjourn the Meeting



**Burlington Housing Authority
Regular Meeting Minutes
June 14, 2019**

The members of the Burlington Housing Authority Board of Commissioners met in Regular Session on Friday, June 14, 2019 at 10:00 a.m. at 15 Birchcrest Street; Burlington, MA 01803. The Vice Chairman, Richard Howard, presiding.

1. Recite the Pledge of Allegiance

A moment of silence was offered for Cathy Barthuly

2. Roll Call – Present at the meeting:

Albert Fay (Arrived at 10:10 am)
Richard Howard
Michael Austin
Bernice Ferguson

Angela Wells-Bean - Absent

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

3. Approval of Minutes for regular meeting held May 2, 2019

Upon Motion by Michael Austin and duly seconded by Bernice Ferguson, it was voted to approve the minutes of the May 2, 2019 regular meeting. All present voted in favor, none opposed. Albert Fay and Angela Wells-Bean were not present.

4. Approval of the May 1, 2019 –May 31, 2019 Warrant of paid invoices in the amount of \$22,648.47 and Payroll Journal in the amount of \$45,132.29.

Upon Motion by Michael Austin and duly seconded by Bernice Ferguson, it was voted to approve the warrant of paid invoices and payroll journal for period May 1, 2019 - May 31, 2019. All present voted in favor, none opposed. Albert Fay and Angela Wells-Bean were not present

5. Review of the April 2019 Financial Statements as prepared by Richard Conlon, Jr., CPA.

Executive Director, Anne-Marie Moglia, reviewed the year to date extraordinary work completed and planned to date. Upon Motion by Michael Austin and duly seconded by Bernice Ferguson, it was voted to approve the April 2019 Financial Statements. All present voted in favor, none opposed. Albert Fay and Angela Wells-Bean were not present

Albert Fay was welcomed at 10:10 am. Vice Chairman, Richard Howard, continued to preside over the meeting

6. Approval the 2019 Revised Income Limits for Admissions and FMRs for Continued Occupancy as revised by DHCD.

Upon Motion by Albert Fay and duly seconded by Bernice Ferguson, it was voted to approve to 2019 revised income limits. All present voted in favor, none opposed. Angela Wells-Bean was not present

7. Approval of Section 8 Administrative Plan Amendment Relating to the Application Process and Use of the Centralized Housing Choice Voucher Waiting list.

MassNahro, who manages the Section 8 Centralized Waiting List, has partnered with GoSection8 to update the software platform. The new platform will launch in July and is expected to provide enhancements to both housing authorities and applicants. There is no change in the fee to participate in the waiting list. The update requires an update to the Section 8 administrative plan.

Upon Motion by Albert Fay and duly seconded by Michael Austin, it was voted to approve the Section 8 waiting list amendment. All present voted in favor, none opposed. Angela Wells-Bean was not present.

8. PMR (Performance Management Review)

The results of the 2018 PMR planning year were reviewed. DHCD noted operation guidance based on a Budget to Actual Variance and suggested a budget revision be submitted to eliminate future variances. Health and Safety issues were noted in 2 units inspected at the Birchcrest Arms development due to the emergency pull cords not reaching the floor. DHCD recommended the removal of all pull cords from Birchcrest Arms and garbage disposals from Tower Hill.

9. Executive Director Report

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

92 of the 93 allocated vouchers were leased on the Section 8 program as of June 14, 2019. Four families were searching for units as of May 31, 2019.

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

Anne-Marie Moglia attended The MassNahro annual conference which was held in May 2019.

The exterior of Tower Hill building and balconies received a much-needed power washing.

Gutter guards were installed at Buildings A, B and the Community Room. It is anticipated that buildings C and D would have gutter guards installed in 2020.

The Selective Wasteline Project at Towerhill was completed on May 10, 2019. A special meeting needed to be scheduled to approve the final completion.

The Middlesex Community Work Program assisted with general landscaping, hallway cleaning at Birchcrest Arms and interior painting in the basement area at Tower Hill. Their assistance was greatly appreciated.

The Selective Renovation Kitchen Renovation, Building B was nearing completion with only the punch list items remaining.

The annual single audit & AUP conducted to May 22 – May 24, 2019 by Marcum (formerly Guyder Hurley). The exit interview indicated the 2017-001 Eligibility: Rent Calculation finding would be continued but improvement was noted. The full audit results and AUP results would be reviewed once the written report was received.

No regular meeting would be held during the month of July. A special meeting date of June 28, 2019 was agreed upon for the purpose of the final completion of the Selective Wasteline Project.

10. Report of Tenant Associations

Tower Hill Association: The Association reported that a Memorial Day cookout was planned.

Birchcrest Association: The Association reported that they were pleased with the outcome of the Building B kitchen renovation project as well as the recent hallway cleaning.

11. Adjournment of the Meeting

Upon Motion by Albert Fay, duly seconded by Michael Austin, it was voted to adjourn the meeting. All present voted in favor, none opposed. Angela Wells-Bean was not present.