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By Town Clerk's Office at 9:39 pm, May 31, 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. 30 A, c. §18-25)

DEPT./BOARD: Burlington Housing Authority

DATE: June 4, 2020

TIME: 10:00 am

PLACE: Virtual

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### Agenda

1. Salute the Flag
2. Roll Call
3. Requiring a Board Vote: To approve the Minutes of the last Board Meeting of May 6, 2020
4. Welcome of Brian Curtin the Burlington Housing Authority Board effective July 1, 2020
5. Requiring a Board Vote: To approve the Warrant of paid invoices in the amount \$79,377.01 and Payroll Journal in the amount of \$20,212.52 for the time May 1, 2020 – May 31, 2020
6. Review of Cost Comparatives through period end April 30, 2020.
7. Requiring a Board Vote: To approve a change order in the amount of \$9,750 for Birchcrest Arms Exterior Painting FISH No. 048042
8. Requiring a Board Vote: To approve the Certification of Substantial Completion for Birchcrest Arms Exterior Painting Project FISH No. 048042
9. Discussion of Remote Performance Management Review
10. Executive Director Report





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### 11. Report of Tenant Associations

- a. Tower Hill
- b. Birchcrest Arms

### 12. Adjourn the Meeting

The Burlington Housing Authority will meet virtually on Thursday, June 4, 2020 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/179914957>

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

United States: [\(571\) 317-3129](tel:(571)317-3129)

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**RECEIVED**

By Town Clerk's Office at 1:03 pm, Aug 20, 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: June 4, 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, June 4, 2020 at 10:00 a.m. in a virtual meeting, Chairman, Albert Fay, presiding.

#### 1. Pledge of Allegiance

#### 2. Roll Call – Present at the meeting: See Above

#### 3. Approval of Minutes of the regular meeting held May 7, 2020

Upon motion by Bernice Ferguson and duly seconded by Richard Howard, it was voted to approve the minutes of the regular meeting held May 7, 2020 with the stipulation that the meeting date be adjusted to reflect the date of May 7, 2020 and not May 6, 2020 as previously stated. All present voted in favor, none opposed.

#### 4. Brian Curtin was welcomed to Burlington Housing Authority with an effective date July 1, 2020

The Board of Selectman and the Housing Authority Board voted jointly to appoint Brian Curtin to the Housing Authority Board. Brian Curtin's term begins July 1, 2020. As there is no meeting scheduled for July, Brian would attend his first meeting in August. It is anticipated that the board will vote to reorganize at the August meeting.





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**5. Approval of the Warrant of Paid Invoices in the amount of \$79,377.01 and Payroll Journal in the amount of \$20,212.52 for the time May 1, 2020 – May 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.

**6. Review of the Cost Comparative Financials as Prepared by Richard Conlon, CPA for the period end April 30, 2020**

Executive Director, Anne-Marie Moglia, noted that year to date rental income was less than anticipated due to increased vacancies and leasing issues directly attributed to COVID-19.

**7. Approval of a Change Order in the amount of \$9,750 for the Birchcrest Arms Exterior Painting Project, FISH No. 048042**

Anne-Marie Moglia explained the change order was a result of the inclusion of the building entrances and columns to the painting scope. Upon Motion by Richard Howard and duly seconded by Angela Wells-Bean, it was voted to approve the change order in the amount of \$9,750. All present voted in favor, none opposed.

**8. Approval of the Certification of Substantial Completion for the Birchcrest Arms Exterior Painting, FISH No. 048042**

Upon Motion by Richard Howard and duly seconded by Angela Wells-Bean, it was voted to approve the Certification of Substantial Completion for the Birchcrest Arms Exterior Painting, FISH No. 048042. All present voted in favor, none opposed.

**9. Discussion of the remote Performance Management Review (PMR)**

The Department of Housing and Community Development (DHCD) completed the desk portion of the annual PMR review. DHCD would not be completing the onsite physical condition assessment portion of the review due to COVID-19. The desk audit includes criteria measuring Occupancy Rate, Tenant Accounts Receivables, Operating Reserves, Board Training Completion, CIP Submission, CAP spending, and Reporting Submission. The Housing Authority received a rating of No Findings in all categories.





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### 10. 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 continued to be closed to mitigate risk of infection to staff and residents. A resident asked when the common areas would re-open and Anne-Marie Moglia replied that guidance from DHCD had not yet been received and the community room and common spaces would remain closed until reopening guidance was received.

91 of the 93 allocated vouchers were leased on the Section 8 program as of June 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. There is one vacancy in the 667 development with several additional vacancies anticipated over the upcoming weeks. One of the upcoming vacancies is categorized as a handicapped unit but contains a standard bathtub/shower. The feasibility of refurbishing the bathroom to provide a roll in shower and increase the accessibility and function of the unit is being explored. RCAT will view the unit once it becomes vacant and provide renovation guidance.

DHCD and RCAT were able to provide the housing authority with a supply of KN95 masks sufficient for distribution to staff and residents. The staff distributed 10 masks to every resident. Additional masks are available upon request.

Maintenance Uniforms have been ordered for the maintenance staff. It has been several years since the maintenance staff was provided with or required to wear uniforms.

The rates for the housing authority's Workman's Compensation Insurance, General Liability Insurance, Director's & Officer's Insurance and Crime Insurance policies had recently been reviewed to ensure optimum rates were being received.





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Tree trimming at Tower Hill had recently been completed and the replacement of the fence and guard rail in the upper parking lot were in process.

The Authority replaced the flag at Tower Hill and a resident had generously repaired a tear in the flag at Birchcrest Arms in time for Memorial Day.

### **11. Report of Tenant Associations**

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

Pat Stanford stated that the residents were looking forward to the community room to reopen.

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

No representative was present to provide a report.

### **12. 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.

Approved: 8/19/2020

