



RECEIVED

By Town Clerk's Office at 1:00 pm, Aug 14, 2020

TOWN OF BURLINGTON

Meeting Posting

Email Posting to 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: August 19, 2020

TIME: 10:00 am

PLACE: Virtual

Agenda

Moment of silence for Patricia Scott

1. Salute the Flag
2. Roll Call
3. Welcome to Brian Curtin to the Housing Authority Board
4. Requiring a Board Vote to reorganize the board positions
5. Requiring a Board Vote: To approve the Minutes of the last Board Meeting of June 4, 2020
6. Requiring a Board Vote: To approve the Warrant of paid invoices in the amount \$158,578.05 and Payroll Journal in the amount of \$18,752.39 for the time June 1, 2020 –June 30, 2020
7. Requiring a Board Vote: To approve the Warrant of paid invoices in the amount \$57,427.28 and Payroll Journal in the amount of \$23,136.96 for the time July 1, 2020 –July 31, 2020
8. Review of the Financial Comparatives for period end June 30, 2020
9. Requiring a Board Vote: To approve the June 30, 2020 Quarter Operating Statement for the 400-1 program
10. Requiring a Board Vote: To approve the Rent Collection Policy effective upon approval
11. Requiring a Board Vote: To approve the Wage Match Policy for State-Aided Tenants
12. Discussion of office and common area reopening





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13. Executive Director Report

14. Report of Tenant Associations

a. Tower Hill

b. Birchcrest Arms

15. Adjourn the Meeting

The Burlington Housing Authority will meet virtually on Wednesday, August 19, 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.

Please join my meeting from your computer, tablet or smartphone:

<https://global.gotomeeting.com/join/576771325>

You can also dial in using your phone:

[United States: 1 877 309 2073](tel:18773092073)

[Access Code: 576-771-325](https://global.gotomeeting.com/join/576771325)





RECEIVED

By Town Clerk's Office at 4:18 pm, Sep 03, 2020

TOWN OF BURLINGTON

Meeting Minutes

Email minutes to 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: August 19, 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
Brian Curtin

Minutes

The members of the Burlington Housing Authority Board of Commissioners met in a regular session on Wednesday, August 19, 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. Brian Curtin was welcomed to the Board of Commissioners

4. Reorganization of the Board

Upon motion by Richard Howard and duly seconded by Bernice Ferguson it was voted to keep the positions as is with the exception of Brian Curtin serving in the role of Treasurer. Angela Wells-Bean suggested that she serve as Treasurer with Brian Curtin serving as Vice Treasurer. Brian Curtin stated that the Middlesex Retirement Board required the housing authority to be represented at their meetings. As he is a member of that board, he would be able to fulfill that requirement serving as Treasurer. It was agreed to the extent possible, monthly checks would be signed by the Treasurer and Vice Treasurer with the monthly Section 8 Housing Choice Voucher HAP payments being signed electronically. Applicable HAP payment verification reports would be provided as payment verification. All present voted in favor, none opposed.





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5. Approval of Minutes of the regular meeting held June 4, 2020

Upon motion by Richard Howard and duly seconded by Bernice Ferguson, it was voted to approve the minutes of the regular meeting held June 4, 2020. All present voted in favor with Brian Curtin voting present, none opposed.

6. Approval of the Warrant of Paid Invoices in the amount of \$158,578.05 and Payroll Journal in the amount of \$18,752.99 for the time June 1, 2020 – June 30, 2020

Upon Motion by Bunny Ferguson 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 with Brian Curtin voting present, none opposed.

7. Approval of the Warrant of Paid Invoices in the amount of \$57,427.28 and Payroll Journal in the amount of \$23,136.96 for the time July 1, 2020 – July 31, 2020

Upon Motion by Brian Curtin 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.

8. Review of the Cost Comparative Financials as Prepared by Richard Conlon, CPA for the period end June 30, 2020

Executive Director, Anne-Marie Moglia, noted that year to date rental income was less than anticipated due to increased vacancies. Extraordinary Work items were in progress. COVID-19 may impact the completion of some planned budget items.

9. Approval of the June 30, 2020 Quarterly Operating Statement for the 400-1 program.

Upon Motion by Brian Curtin and duly seconded by Richard Howard, it was voted to approve the June 30, 2020 Quarterly Operating Statement for the 400-1 program. All present voted in favor, none opposed.

10. Approval of the Rent Collection Policy

Upon Motion by Brian Curtin and duly seconded by Bernice Ferguson, it was voted to approve the Rent Collection Policy effective upon approval. All present voted in favor, none opposed.

11. Approval of the Wage Match Policy for State-Aided Tenants

Upon Motion by Richard Howard and duly seconded by Bernice Ferguson, it was voted to approve the Wage Match Policy effective upon approval. All present voted in favor, none opposed.





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12. Discussion of office and common area reopening

Following a brief discussion, it was decided to further discuss reopening plans at the next meeting.

13. Executive Director Report

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

89 of the 93 allocated vouchers were leased on the Section 8 program as of August 1, 2020. Higher than normal turn over in the program combined with a 73% no response rate from applicants being pulled for the waiting list for qualification was inhibiting leasing success. Qualifications would continue to achieve maximum utilization.

There are no vacancies in the 705 or management program. As of August 31, 2020, there will be 4 vacancies. One vacant unit is a 2- bedroom handicapped unit. The housing authority is requesting sustainability funds from DHCD to modify the bathroom to make it more wheelchair accessible. The bathroom currently has a standard tub and the installation of a roll-in shower would improve overall accessibility and function of the bathroom. Vacancies in the 667 program to date are nearly double what they have been in the 2 proceeding years presenting time challenges for the maintenance and administrative staff.

DHCD recent guidelines indicate some previously suspected housing authority functions can resume with social distancing guidelines in place. It is the intention of the Authority to continue to serve applicants and tenants as much as possible via telephone and remote appointments. The current office reception space does not allow effective social distancing. Office renovation plans are in the process to expand the office reception space. In unit work orders are resuming and health and safety inspections will resume in September. DHCD guidelines indicate no more than 8 persons per 1,000 square feet can gather in common spaces making it difficult to reopen the community spaces. At present it is not known when community room activities such as BINGO can resume.

The fence and guard rail replacement at Towerhill has been completed

The installation of the gutter guards at Birchcrest Arms has been completed

A vendor has been secured for the installation of 8 storm doors at Birchcrest Arms. An installation date is pending.





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14. Report of Tenant Associations

Tower Hill Association:

Pat Stanford inquired about utilizing the community room to provide flu vaccinations to residents. Anne-Marie Moglia agreed that social distancing measures could be managed if vaccination appointments were utilized.

Birchcrest Arms Association:

No representative was present to provide a report.

15. 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: September 3, 2020

