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# TOWN OF BURLINGTON

## Meeting Posting

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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: August 8, 2019

TIME: 10:00 am

PLACE: Tower Hill Community Room, 15 Birchcrest Street

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### AGENDA

1. Salute the Flag
2. Roll Call
3. Requiring a Board Vote: To approve the Minutes of the last Regular Board Meeting of June 14, 2019 and Special Board Meeting of June 28, 2019
4. Requiring a Board Vote: To approve the Warrant of paid invoices in the amount \$84,607.62 and Payroll Journal for the time June 1, 2019 –June 30, 2019 in the amount of \$17,966.62.
5. Requiring a Board Vote: To approve the Warrant of paid invoices in the amount \$69,929.27 and Payroll Journal for the time July 1, 2019 –July 31, 2019 in the amount of \$22,410.49
6. Requiring a Board Vote: To approve the Approval of 2nd QTR 2019 Operating Statement period end June 30, 2019 as prepared by Rich Conlon.
7. Review of Massachusetts Department of Housing and Community Development (DHCD) 2016-2018 resident survey.
8. Security Camera Tower Hill Discussion
9. Requiring a Board Vote: To approve of FY20 Capital Improvement Plan.
10. Requiring a Board Vote: To approve the Certification of Substantial Completion for FISH #048041 Selective Kitchen Renovations at Building B and application for payment #1 in the amount of \$90,250.
11. Requiring a Board Vote to Execute the Wage Match Acknowledgement Regarding Confidentiality of Information and Department of Revenue Disclosure and Security Training for Safeguarding Information.





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12. Executive Director Report

13. Report of Tenant Associations

a. Tower Hill

b. Birchcrest Arms

14. Adjourn the Meeting



**Burlington Housing Authority  
Regular Meeting Minutes  
August 8, 2019**

The members of the Burlington Housing Authority Board of Commissioners met in Regular Session on Thursday, August 8, 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- Chairman  
Michael Austin - Treasurer  
Angela Wells-Bean – Asst Treasurer  
Bernice Ferguson - Member

Richard Howard – Vice Chairman - ABSENT

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

**3. Approval of Minutes for regular meeting held June 14, 2019 and special meeting held June 28, 2019.**

Upon Motion by Michael Austin and duly seconded by Bernice Ferguson, it was voted to approve the minutes of the June 14, 2019 regular meeting and June 28, 2019 special meeting. Angela Wells-Bean abstained because she was not present at the June meetings and Richard Howard was not present.

**4. Approval of the June 1, 2019 –June 30, 2019 Warrant of paid invoices in the amount of \$84,607.62 and Payroll Journal in the amount of \$17,966.62.**

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 June 1, 2019 – June 30, 2019. All present voted in favor, none opposed. Richard Howard was not present

**5. Approval of the July 1, 2019 –July 31, 2019 Warrant of paid invoices in the amount of \$69,929.27 and Payroll Journal in the amount of \$22,410.69.**

Michael Austin questioned reimbursements payable to Anne-Marie Moglia. She explained the BHA did not have a credit card. Therefore, some expenditures had been made on her personal credit card and required reimbursement. She further explained that all reimbursements required advanced review and signature by two board members disbursement. After some discussion it was determined that alternative purchasing arrangements be sought. 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 July 1, 2019 – July 31, 2019. All present voted in favor, none opposed. Richard Howard was not present

**6. Approval of the 2<sup>nd</sup> QTR 2019 Operating Statement period end June 30, 2019 as prepared by Richard Conlon, Jr., CPA.**

Executive Director, Anne-Marie Moglia, reviewed the 2<sup>nd</sup> QTR Operating Statements. Michael Austin questioned the variance in the State 400-C program contract cost line item. Anne-Marie stated that she had met with Rich Conlon, the BHA's accountant, and a budget revision was planned to be prepared in September and presented for approval in October. The budget revision would realign the budget to account for extraordinary work that had been completed during the year. The board requested additional information regarding the contract cost expenditures. The variance in the gas utility line item was also questioned. Anne-Marie Moglia stated she would provide a comparative between the current year variance and the prior year variance. Upon Motion by Michael Austin and duly seconded by Bernice Ferguson, it was voted to approve the 2<sup>nd</sup> QTR operating statement dependent upon receiving additional information regarding the variance in the State 400-C Program. All present voted in favor, none opposed. Richard Howard was not present

**7. Review of Massachusetts Department of Housing and Community Development 2016-2018 resident survey**

The results of the survey were reviewed. Anne-Marie Moglia stated that overall the BHA was performing well among small housing authorities. She also stated that the survey had been posted on the bulletin board for residents to review. Chairman Albert Fay asked how the BHA had performed relative to the prior survey. Anne-Marie Moglia stated she would attempt to provide this information at the next meeting.

**8. Security Camera Discussion**

The Executive Director reviewed the quote to install security cameras in the basement area of the Tower Hill building which would allow the laundry room and the rear maintenance door area to be placed under surveillance. There was concern by the board that the cameras could be repositioned to prevent effective surveillance. It was determined that Anne-Marie would obtain additional information regarding the ability to reposition the security cameras. The use of the Tower Hill key coded front entry relative to security was also discussed. Residents expressed their concern that some visitors had distributed the entry code to unauthorized persons thereby diminishing overall building security. Anne-Marie Moglia stated the current BHA's policy stated that only residents with mobility aids were given the entry code. There was discussion regarding changing the code and pursuing tenancy termination for those residents that distributed to code with authorization by the BHA.

**9. Approval of the FY20 Capital Improvement Plan**

The BHA's FY20 Capital Improvement Plan was reviewed along with the allowable use of capital funds. The Executive Director stated that a meeting had been held on July 24, 2019 and had been attended by 13 residents. Michael Austin asked how the cost of the window replacement project at our Gedick site had been determined. Anne-Marie Moglia explained that the cost is from obtained from DHCD's Capital Planning System (CPS). She explained that DHCD is in the process of updating its CPS system. The BHA has been asked to participate in a DHCD's 2019 Facility Condition Assessment to update its CPS

data. Chairman Albert Fay questioned how often the BHA painted resident units and replaced flooring. Anne-Marie Moglia stated the BHA replaced flooring when it became a health and safety issue. She stated that residents were responsible for the day to day maintenance of their flooring. She also stated that there was currently no policy in place regarding the periodic painting of units. She stated that she planned on developing a policy over the next year. Upon Motion by Michael Austin and duly seconded by Angela Wells-Bean, it was voted to approve FY20 Capital Improvement Plan. All present voted in favor, none opposed. Richard Howard was not present

**10. Approval of the Certificate of Substantial Completion FISH #048041 Selective Kitchen Renovation – Building B and Application for Payment #1 in the amount of \$90,250.**

Upon Motion by Michael Austin and duly seconded by Bernice Ferguson, it was voted to approve the Certificate of Substantial Completion FISH #048041 and Application for Payment #1 in the amount of \$90,250. All present voted in favor, none opposed. Richard Howard was not present

**11. Approval to Execute the Wage Match Acknowledgement Regarding Confidentiality of Information and Department of Revenue Disclosure and Security Training for Safeguarding Information.**

Anne-Marie Moglia explained the BHA was required to utilize the state wage match system for all state public housing residents as outlined in Public Housing Notice 2019-16. She explained that the residents had been notified and release of information forms had been distributed to residents. BHA staff was required to utilize the information as outlined in Notice 2019-16 and sign an acknowledgement form and said forms were on file in the office. Upon Motion by Michael Austin and duly seconded by Bernice Ferguson, it was voted to execute the Watch Match Acknowledgement Regarding Confidentiality of Information and Department of Revenue Disclosure and Security Training for Safeguarding Information. All present voted in favor, none opposed. Richard Howard was not present

**12. 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 August 1, 2019. Four families were searching for units as of August 1, 2019.

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

The Middlesex Community Work Program had been onsite July 22, 2019 – July 26, 2019 and had assisted with general landscaping, cleaning and maintenance tasks at Birchcrest Arms and Tower Hill. Their assistance was greatly appreciated.

The TVs in the Tower Hill and Birchcrest Arms Community room had been replaced and hung on the wall.

The BHA was in the process of developing its 5-year plan and forming a Resident Advisory Board. A public meeting had been scheduled for September 19, 2019 to review the draft plan.

### **13. Report of Tenant Associations**

**Tower Hill Association:** No member of the Tower Hill Association was present. It was noted that an ice cream social was planned for later in the month.

**Birchcrest Association:** No member of The Birchcrest Arms Association was present. It was noted that a successful barbeque had been held by residents during the previous month.

### **14. Adjournment of the Meeting**

Upon Motion by Michael Austin, duly seconded by Bernice Ferguson, it was voted to adjourn the meeting. All present voted in favor, none opposed. Richard Howard was not present.