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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)

DEPT./BOARD: Burlington Housing Authority

DATE: September 5, 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 August 8, 2019
4. Requiring a Board Vote: To approve the Warrant of paid invoices in the amount \$67,165.67 and Payroll Journal for the time August 1, 2019 –August 31, 2019 in the amount of \$19,351.57
5. Review of the July 2019 monthly financial statements as prepared by Richard Conlon, Jr., CPA.
6. Requiring a Board Vote: To approve a Section 8 Administrative Plan Update
7. Security Camera Tower Hill Discussion
8. Executive Director Report
9. Report of Tenant Associations
 - a. Tower Hill
 - b. Birchcrest Arms
10. Adjourn the Meeting



**Burlington Housing Authority
Regular Meeting Minutes
September 5, 2019**

The members of the Burlington Housing Authority Board of Commissioners met in Regular Session on Thursday, September 5, 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.

3. Approval of Minutes for regular meeting held August 8, 2019

Upon Motion by Michael Austin and duly seconded by Bernice Ferguson, it was voted to approve the minutes of the August 8, 2019 regular meeting. All present voted in favor, none opposed. Richard Howard was not present

4. Approval of the August 1, 2019 –August 31, 2019 Warrant of paid invoices in the amount of \$67,165.67 and Payroll Journal in the amount of \$19,351.57

Michael Austin questioned expenditures relative to the cost of a cement pad. Anne-Marie Moglia stated the cement pad had been poured to provide the base for a newly installed shed. Anne-Marie Moglia stated the shed was needed to store the Ventrac machine as well as a lawn tractor currently being stored inside the building. Concerns were expressed by Michael Austin and Albert Fay regarding the overall cost and the fact they were unaware of the project. Concerns were also expressed regarding reimbursements to Anne-Marie Moglia for BHA expenditures. After discussion it was agreed to find an alternate method of purchasing items for the BHA which didn't include reimbursements to the Executive Director. 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 August 1, 2019 – August 31, 2019. All present voted in favor, none opposed. Richard Howard was not present

5. Review of July 2019 financial statements as prepared by Richard Conlon, Jr.

The Executive Director, Anne-Marie Moglia, explained the variances in the contract cost line item of the 400-C account and the gas variance. She stated that she would be working with Richard Conlon in September to prepare a budget revision which would be presented to the board at the next regular meeting.

6. Requiring a Board Vote to Approve a Section 8 Administrative Plan Update

Upon Motion by Michael Austin and duly seconded by Bernice Ferguson, it was voted to approve the changes to the Section 8 Administrative Plan as outlined. All present voted in favor, Richard Howard was not present.

7. Security Camera Discussion

Executive Director, Anne-Marie Moglia, addressed concerns from the previous meeting regarding the ability to reposition the security cameras. Anne-Marie explained that it would be impossible to reposition the cameras without being observed on camera. The use of the Tower Hill key coded front entry relative to security was also discussed. Anne-Marie Moglia stated the code would be changed in September and provided only to residents requiring mobility aids. It was also noted that there is not currently a written policy in place regarding anyone determined to be compromising security. However, she noted that any issues relating to security issues would be addressed. A discussion regarding overall fire safety and evacuation procedures was also held. Anne-Marie Moglia stated she would follow up the Burlington Fire Department.

8. Executive Director Report

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

93 of the 93 allocated vouchers were leased on the Section 8 program as of September 1, 2019.

There are currently no vacancies in the 667 program, 705 or management programs.

The Birchcrest painting project is in the planning stages and the estimated cost is anticipated to be approximately \$130,000. No formal bid date has been established.

The part-time administrative position remains unfilled and would be re-advertised.

A public meeting was scheduled for September 19, 2019 to review the draft 5-Year PHA Plan. The plan would be presented for approval at the next meeting and is available in the office for review.

The Burlington Housing Authority is continuing to support the CPA program and would participate in a BCAT video presentation.

9. Report of Tenant Associations

Tower Hill Association: No member of the Tower Hill Association was present.

Birchcrest Association: No member of The Birchcrest Arms Association was present.

10. 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.