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TOWN OF BURLINGTON

Meeting Minutes

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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: February 11, 2021

TIME: 10:00 am

PLACE: Virtual

MEMBERS IN ATTENDANCE:

Albert Fay- Chairman
Richard Howard – Vice Chairman
Angela Wells-Bean – Asst Treasurer
Brian Curtin – Treasurer
Bernice Ferguson – member

MEMBERS ABSENT:

Minutes

The members of the Burlington Housing Authority Board of Commissioners met in a regular session on Thursday, February 11, 2021 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 January 7, 2021

Upon motion by Richard Howard and duly seconded by Bernice Ferguson, it was voted to approve the minutes of the regular meeting held January 7, 2021. All present voted in favor, none opposed.

4. Approval to Authorize Anne-Marie Moglia to enter into a 5-year lease agreement with Ricoh-USA, Inc.

Upon motion by Brian Curtin and duly seconded by Richard Howard, it was voted to authorize the Executive Director to enter into a 5-year lease agreement with Ricoh-USA, All present voted in favor, none opposed.





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5. Approval of the Warrant of Paid Invoices in the amount of \$54,884.02 and Payroll Journal in the amount of \$19,269.00 for the time January 1, 2021 – January 31, 2021

Upon Motion by Angela Wells-Bean and duly seconded by Brian Curtin, 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 2020 Year End Financial Statements for Fiscal Year End December 31, 2020

The Executive Director, Anne-Marie Moglia, reviewed the year-end financial statements.

7. Approval of the 2020 Certification of Compliance with Lead Paint Notification Procedures, Top 5 Compensation Form, 4th Quarter Statement, and Year-End Financial Statements

Upon Motion by Brian Curtin and duly seconded by Bernie Ferguson it was voted to approve the Lead Paint Notification Procedure, Top 5 Compensation Form, 4th Quarter Statement, and Year-End Financial Statement. All present voted in favor, none opposed.

8. Executive Director Report

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

91 of the 93 allocated vouchers were leased on the Section 8 program effective February 1, 2021. It is anticipated that the program will be fully leased effective March 1, 2021. 6 families held vouchers and are actively searching for units. There are no vacancies in the 705 or management program and no vacancies in the 667-program.

The Housing Authority has been busy with snow removal.

Lobby/Community Room Furniture is expected to be delivered sometime in March 2021.

Residents of Elderly/Disabled Housing are eligible to receive COVID vaccinations in Phase 2, Group 2. The Board of Health and Council on Aging have agreed to partner with the Housing Authority to distribute vaccine doses to the residents. Information is currently not available regarding when the clinic will be scheduled.

The Housing Authority Budget has been approved. Although the budget has been approved, DHCD has rescinded the previous 4% ANUEL budget cut. Therefore, a revision to the budget is necessary.





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Bill S.2440 requiring the Housing Authority Board of Commissioners to include a tenant representative has passed and is effective May 15, 2021. Residents will receive a notice advising them of the opportunity to become a board member.

The Housing Authority has been an invited guest of the Affordable Housing Partnership Committee Meetings for the past few meetings. Last month the housing authority made a presentation providing information about the housing authority and applicable programs.

9. Report of Tenant Associations

Tower Hill Association:

No representative was present.

Birchcrest Arms Association:

No representative was present.

10. 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.

