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# 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: March 4, 2021

TIME: 10:00 am

PLACE: Virtual

### MEMBERS IN ATTENDANCE:

Albert Fay – Chairman  
Richard Howard – Vice Chairman  
Brian Curtin – Treasurer  
Bernice Ferguson - member

### MEMBERS ABSENT:

Angela Wells-Bean

### Minutes

The members of the Burlington Housing Authority Board of Commissioners met in a regular session on Thursday, March 4, 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 February 11, 2021

Upon motion by Brian Curtin and duly seconded by Bernice Ferguson, it was voted to approve the minutes of the regular meeting held February 11, 2021. All present voted in favor, none opposed. Angela Wells-Bean was not present.

#### 4. Approval of the warrant of Paid Invoices in the amount of \$30,437.99 and Payroll Journal in the amount of \$21,349.07 for the time February 1, 2021 February 28, 2021.

Upon Motion by Richard Howard 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. Angela Wells-Bean was not present.





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### **5. Approval of the Amendment to the Contract for Financial Assistance (CFA) in the amount of \$215,506.00.**

Upon motion by Brian Curtin and duly seconded by Bernice Ferguson, it was voted to approve the amendment to Contract for Financial Assistance (CFA). All present voted in favor, none opposed. Angela Wells-Bean was not present.

### **6. Discussion of Upgrading the Heating System at Nelson Road.**

Executive Director Anne-Marie Moglia explained that the LEAN Program through ABCD had offered to install an electric HVAC system free of charge to the BHA. The system would replace the current oil heating system and provide electric central heat and air conditioning. There were no concerns expressed by the Boards of Commissioners.

### **7. The ED search process was discussed.**

It was decided that a selection committee would be formed to review the applicant resumes. The selection committee will consist of 2 board members, a resident, and a housing authority member.

### **8. Approval of the contract of D&V/ Mainsail Associates to assist with the Executive Director Search.**

Upon motion by Richard Howard and duly seconded by Brian Curtin, it was voted to approve the contract of D&V/Mainsail Association. All voted in favor, none opposed. Angela Wells-Bean was not present.

### **9. Executive Director Report**

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

The BHA's Elevator Service contract was expiring and bids for a new agreement were due March 18, 2021.

The Gedick Road window replacement project bids were due March 18, 2021.

COVID-19 vaccinations were scheduled to be administered to all interested residents and staff of March 18, 2021 by the Board of Health with coordination assistance by the Council on Aging. Their assistance was greatly appreciated!

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.

### **10. Report of the Tenant Associations**

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

No representative was present.

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

No representative was present.

### **11. Adjournment of the Meeting:**

Upon Motion by Richard Howard, and duly seconded by Bernice Ferguson, it was voted to adjourn the meeting. All voted in favor, none opposed. Angela Wells-Bean was not present.

