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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: April 8, 2021

TIME: 10:00 am

PLACE: Virtual

### MEMBERS IN ATTENDANCE:

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

### MEMBERS ABSENT:

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### Minutes

The members of the Burlington Housing Authority Board of Commissioners met in a regular session on Thursday, April 8, 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: All Present**

#### **3. Approval of Minutes of the regular meeting held on March 4, 2021**

Upon motion by Brian Curtin and duly seconded by Richard Howard, it was voted to approve the minutes of the regular meeting held March 4, 2021. All present voted in favor, none opposed. Angela Wells-Bean abstained as she was not present.

#### **4. Approval of the warrant of Paid Invoices in the amount of \$36,744.67 and Payroll Journal in the amount of \$23,879.11 for the time March 1, 2021 – March 31, 2021.**

Upon Motion by Richard Howard and duly seconded by Bernice Ferguson, 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 abstained as she was not present.





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### **5. Review of the Financial Comparatives for months ending January 31, 2021 and February 28, 2021.**

Administrative Assistant, Colleen Lacey, stated there were no issues to report in the comparatives prepared by Fee Accountant, with no questions by the board.

### **6. Requiring a Board Vote: to allow Colleen Lacey to enter into contract on behalf of the BHA with the lowest qualified bidder, United Elevator for the servicing of the Tower Hill elevators for a period of 1 year with the option to renew for two (2) additional one-year periods.**

Upon Motion by Brian Curtin and duly seconded by Richard Howard, it was voted to approve of Colleen Lacey to entering into contract with United Elevator for the servicing of elevators for Tower Hill. All present voted in favor, none opposed.

### **7. Requiring a Board Vote: to allow Colleen Lacey to enter into contract on behalf of the BHA with the lowest qualified bidder for project #048044, Window Replacement for 35 Gedick Road, with BuildEx Construction, Inc. in the amount of \$19,000. 00.**

Upon Motion by Richard Howard and duly seconded by Bernice Ferguson, it was voted to approve of Colleen Lacey to entering into contract with BuildEx Construction, Inc. for the window replacement project #048044 in the amount of \$19,000.00. All present voted in favor, none opposed.

### **8. Requiring a Board Vote: To approve the Application for Certificate for Payment for FISH # 048042 BC painting to Fox Painting, Inc. in the amount of \$42,417.50 pending approval by DHCD.**

Upon motion by Richard Howard and duly seconded by Bernice Ferguson, it was voted to approve the Application for Certificate for Payment to Fox Painting, Inc. in the amount of \$42,417.50 pending approval by DHCD. All voted in favor, none opposed.

### **9. Requiring a Board Vote: To approve the Certificate for Substantial Completion and Certificate for Final Completion for FISH #048042, to Fox Painting in the amount of \$5,921.46 pending approval by DHCD.**

Upon motion by Richard Howard and duly seconded by Bernice Ferguson, it was voted to approve the Certificate for Substantial Completion and Certificate for Final Completion for FISH #048042 to Fox Painting, Inc. in the amount of \$5,921.46 pending approval by DHCD. All voted in favor, none opposed.

### **10. Requiring a Board Vote: To pay Anne-Marie Moglia for up to 10 hours weekly to maintain the Section 8 program until new director is in place.**





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Upon motion by Richard Howard and duly seconded by Bernice Ferguson, it was voted to approve the payment to Anne-Marie Moglia for up to 10 hours per week to maintain the Section 8 program until a new director is in place.

### **11. Interview of candidate for position of Executive Director**

Samantha Heggarty joined the meeting and was asked several follow up questions by Board Members. She spoke of her current housing position overseeing 1100 vouchers, along with a large public housing program. She likes the idea of a smaller HA and being able to be more in touch with people. Would very much like to be part of the BHA. (Samantha then exited the meeting.)

### **12. Requiring a Board Vote: To authorize the chairman, Albert Fay to enter into negotiations with candidate for the position of ED if prepared to do so.**

Upon motion by Brian Curtin and duly seconded by Richard Howard, it was voted to authorize chairman Albert Fay to enter into negotiations for contract with Samantha Heggarty for the position of Executive Director. All voted, none opposed.

### **13. (Executive Director Report) – supplied by Administrative Assistant**

The Administrative Assistant, Colleen Lacey, reported the following:

Birchcrest Arms currently has one vacancy. Tower Hills is anticipating one by end of April.

COVID-19 the 2<sup>nd</sup> round of vaccinations is scheduled to be administered to all interested residents and staff of April 15, 2021 by the Board of Health with coordination assistance by the Council on Aging. At this time most if not all our residents will be fully vaccinated.

The DHCD call in will be April 14<sup>th</sup> at which time we hope to hear updated information regarding the slow opening of Community Rooms, etc.

We had the Middlesex Sheriff's Community Work Program here this week doing a spring cleaning of BC and TH yards. We greatly appreciate that!

Our lobby furniture has arrived and is place. We have had a positive response from residents. Resident members picked out fabric and colors and it looks great! See picture.

Computers will be added soon to the lobby along with a printer and we will install the memorial plaque above this station.

We received the Nelson Road heating system (replacement) warranty information and should be scheduling that work soon.





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Waiting to hear update on the Birchcrest Arms heating system update; bids are due in soon.

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

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

Anita Sweet stated the selection committee for ED interviews went well. Most people have had their vaccines or will be completing this week and people are anxious to use the community room again.,

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

No representative was present.

### **15. 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.

