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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: January 12, 2023

TIME: 9:00 am

PLACE: Tower Hill Apartments Community Room, 15 Birchcrest Street, Burlington.

### MEMBERS IN ATTENDANCE:

Albert Fay-Chairman  
Dick Howard- Vice Chairman  
Steven Wasserman- Board Member  
Maryann Bieren-Tenant Board Member  
Brian Curtin-Treasurer

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### Agenda

1. **Salute the Flag.**
2. **Roll Call- Present at Meeting: See Above**
3. **Approval of the minutes of the regular meeting held on December 8, 2022:**  
Upon motion by Dick Howard and duly seconded by Steven Wasserman, it was voted to approve the minutes of the regular meeting held December 8, 2022. All present voted in favor.
4. **Approval of the Warrant of paid invoices in the amount \$81,206.43 and Payroll Journal in the amount of 22,152.62 for the period of December 1, 2022-December 31, 2022:**  
Upon motion by Brian Curtin and duly seconded by Dick Howard, it was voted to approve the warrant of paid invoices and payroll journal. All present voted in favor, none opposed.
5. **Approval of the Change order in the amount of \$9,950 for Zander Corporation for the Walk in Shower Project, FISH #048050:** Upon motion by Dick Howard and duly seconded by Maryann Bieren, it was voted to approve the change order. All present voted in favor, none opposed.





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**6. Approval of the Certificate of Final Completion in the amount of \$12,040 for Zander Corporation for the Walk in Shower Project, FISH #048050:** Upon motion by Dick Howard and duly seconded by Brian Curtin, it was voted to approve the Certificate of Final Completion. All present voted in favor, none opposed.

**7. Approval of the new contract for Richard W. Conlon, Jr. for three years beginning October 1, 2022, which represents no increase in the costs of services:** Upon motion by Brian Curtin and duly seconded by Dick Howard, it was voted to approve the new contract. All present voted in favor, none opposed.

**8. Approval of the Contract for Financial Assistance from DHCD for FY 2025 in the amount of \$109,898 in formula funding and for FY 2026 in the amount of \$109,934:** Upon motion by Steven Wasserman and duly seconded by Brian Curtin, it was voted to approve the Contract for Financial Assistance for FY 2025 and FY 2026. All present voted in favor, none opposed.

**9. Approval of the closing of our 6-month Certificate of Deposit at Northern Bank at a rate of .3% and transfer it to a 12-month Certificate of Deposit with the Cambridge Savings Bank at a rate of 4%:** Upon motion by Brian Curtin and duly seconded by Maryann Bieren, it was voted to approve this request. All present voted in favor, none opposed.

### **10. Executive Directors Report**

- We have a couple companies coming to do estimates for new fencing around our dumpsters
- We still have plenty of at home covid tests available in anyone needs them
- We are still waiting to hear about the Resident services coordinator position
- Our budgets were submitted to DHCD and just waiting on approval

### **11. Report of the Tenant Associations:**

Tower Hill: Pat Standford was there to represent the Association, she stated that their Christmas party went well. They will also be holding a Superbowl party and Valentine's Day breakfast.

Birchcrest Arms: No representative was present.





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## *Meeting Minutes*

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**12. New Business:** Discussion was had regarding the Town of Burlington reviewing how our Payment in Lieu of Taxes is determined.

**13. Adjourn the meeting:** Upon motion by Brian Curtin and duly seconded by Maryann Bieren, it was voted to adjourn the meeting. All present voted in favor, none opposed.

