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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 9, 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

Agenda

Moment of Silence for Roberta Barufaldi

1. **Salute the Flag.**
2. **Roll Call- Present at Meeting: See Above**
3. **Approval of the minutes of the regular meeting held on January 12, 2023:**
Upon motion by Dick Howard and duly seconded by Maryann Bieren, it was voted to approve the minutes of the regular meeting held January 12, 2023. All present voted in favor.
4. **Approval of the Warrant of paid invoices in the amount \$46,753.90 and Payroll Journal in the amount of \$20,753.44 for the period of January 1, 2023-January 31, 2023:**
Upon motion by Brian Curtin and duly seconded by Steven Wasserman it was voted to approve the warrant of paid invoices and payroll journal. All present voted in favor, none opposed.
5. **Presentation of the Year End Financial Statement for Program 400, Section 8 and the Management Program presented by Richard Conlon Jr., CPA.**
6. **Approval of the 2022 Certification of Compliance with Lead Paint Notification Procedures, Top 5 Compensation Form and the Year End Financial Statements: Upon**





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motion by Dick Howard and duly seconded by Maryann Bieren it was voted to approve the above mentioned forms and statements. All present voted in favor, none opposed.

7. Approval of adding language to the Personnel Policy stating “Any employee required to work on a holiday, will be compensated at 1.5 rate for hours worked in lieu of the observed holiday or will be paid straight time subject to funds available”: Upon motion by Brian Curtin and duly seconded by Dick Howard, it was voted to approve the addition of such language. All present voted in favor, none opposed.

8. Executive Directors Report

- We still have plenty of at home covid tests available in anyone needs them, they now expire as of August 6, 2023
- We had Summit PACE come and provide a presentation in the Tower Hill Community Room regarding the expansion of their PACE program to Burlington
- We are still waiting to hear about the Resident services coordinator position
- Our budgets were approved by DHCD
- We received two proposals for Independent Public Audit Services based on our RFP
- There have been several false emails being sent to board members, please disregard and do not respond.
- We are now going to be receiving 3.5% interest on our savings account at Northern Bank

9. Report of the Tenant Associations:

Tower Hill: Pat Standford was there to represent the Association, she stated that they would be holding a Super bowl party on February 12, 2023. She further stated that Saint Veronica's was going to be holding a bingo for the tenants, free of charge. There will also be a St. Patrick's Day dinner held on March 11, 2023.

Birchcrest Arms: No representative was present.

10. New Business: Steven Wasserman advised the board that he has officially put in nominations papers for re-election to the board.

11. Adjourn the meeting: Upon motion by Dick Howard and duly seconded by Maryann Bieren, it was voted to adjourn the meeting. All present voted in favor, none opposed.

