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TOWN OF BURLINGTON

Meeting Minutes

Email minutes to 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 10, 2022

TIME: 9:00 am

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

MEMBERS IN ATTENDANCE:

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

ABSENT: Christopher Hartling-Board Member

Agenda

- 1. Salute the Flag.**
- 2. Roll Call- Present at Meeting: See Above**
- 3. Approval of the minutes of the regular meeting held on February 10, 2022:**
Upon motion by Dick Howard and duly seconded by Brian Curtin, it was voted to approve the minutes of the regular meeting held February 10, 2022. All present voted in favor.
- 4. Approval of the Warrant of paid invoices in the amount \$36,192.97 and Payroll Journal in the amount of \$21,153.36 for the period of February 1, 2022-February 28, 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 a write off of \$15 for rent owed for a deceased tenant at Birchcrest Arms:** Upon motion by Dick Howard and duly seconded by Maryann Bieren the write off was approved.





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6. Approval of the new utility allowance for the Section 8 Program effective May 1, 2022: Upon motion by Brian Curtin and duly seconded by Dick Howard the utility allowance was approved. All in favor, none opposed.

7. Executive Directors Report:

- We were supplied with At-Home Covid Tests to distribute to our residents.
- The office expansion permit has been granted but contractor states that the windows they ordered are 12 weeks out.
- We will be conducting interviews for the part time maintenance position.
- We are calling in applicants from the Section 8 Centralized List to fill a voucher that we have available.
- Energy efficiency upgrades were completed at Birchcrest Arms.

8. Report of Tenant Associations:

Tower Hill: Pat Stanford was there to represent Tower Hill. She stated that there a St. Patrick's Day dinner on March 11 and that candy sales have been great.

Birchcrest Arms: No representative present

9. Adjourn the Meeting: Upon motion by Dick Howard and duly seconded by Brian Curtin the meeting was adjourned, all in favor and none opposed.

