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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: April 14, 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 (Arrived at 9:02)
Maryann Bieren- Board Member
Steven Wasserman- 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 March 10, 2022:**
Upon motion by Dick Howard and duly seconded by Maryann Bieren, it was voted to approve the minutes of the regular meeting held March 10, 2022. All present voted in favor. Steve Wasserman did not participate in this vote as he was not a member of the board as of the March meeting.
- 4. Approval of the Warrant of paid invoices in the amount \$37,421.77 and Payroll Journal in the amount of \$23,428.16 for the period of March 1, 2022-March 31, 2022:** Upon motion by Dick Howard and duly seconded by Maryann Bieren, it was voted to approve the warrant of paid invoices and payroll journal. All present voted in favor, none opposed.
- 5. Approval of an increase to the lockout fee from \$25.00 to \$50.00 effective May 1, 2022 for all Burlington Housing Authority Properties:** Upon motion by Dick Howard and duly seconded by Maryann Bieren the increase to the lock out fee was approved. All present voted in favor, none opposed.





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6. Approval of the new payment standards for the Section 8 Program effective June 1, 2022: Upon motion by Dick Howard and duly seconded by Brian Curtin the new payment standards were approved. All in favor, none opposed.

7. To approve the new Executive Director Salary effective January 1, 2022, which is based on the new budget guidelines established by DHCD for a housing authority of this size: Upon motion by Brian Curtin and duly seconded by Dick Howard the new salary for the Executive Director of \$91,121 was approved effective January 1, 2022.

8. Executive Directors Report:

- Department of Labor rates for maintenance position have been received and put in effect as of April 1, 2022, increased by a little less than 4%
- The bid is opening on April 20th for our bathroom renovation project to put walk in showers in all handicapped units at Tower Hill
- We are currently screening applicants for two section 8 vouchers we have available.
- We still have At home covid tests available if any tenants need them, they expire as of July of this year.

9. Report of Tenant Associations:

Tower Hill: Pat Stanford was there to represent Tower Hill. They will be holding a Kentucky Derby party on May 7, 2022 and will be scheduling a Memorial Day cookout.

Birchcrest Arms: No representative present

Prior to adjournment of the meeting several residents requested that their concerns be heard by the Board. Tenants stated that there has been an issue with flour beetles in their units and they did not believe the problem was being addressed properly. They also addressed their concerns regarding the preparation required prior to having a treatment of their unit performed. The Board advised the tenants that they were aware of the situation and that it had been discussed with the Office. Executive Director, Samantha Heggarty, advised that units had been treated on a schedule for the past two months and that treatments take place as soon as they can be deemed effective and that all units in the building have been inspected. She also advised that on April 19, 2022 NW Pest was going to be conducting a re-assessment of all units that have been treated to determine if the process is being done correctly.





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

