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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: August 5, 2021

TIME: 10:00 am

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

MEMBERS IN ATTENDANCE:

Albert Fay-Chairman
Dick Howard- Vice Chairman
Brian Curtin-Treasurer (via telephone)
Angela Wells-Bean

Agenda

Moment of Silence for: Robert Kelly

- 1. Salute the Flag.**
- 2. Roll Call- Present at Meeting: See Above - All present**
- 3. Approval of the minutes of the regular meeting held on June 3, 2021:**
Upon motion by Richard Howard and duly seconded by Brian Curtin, it was voted to approve the minutes of the regular meeting held June 3, 2021. All present voted in favor, Angela abstained as she was absent from the June 3, 2021 meeting.
- 4. Approval of the Warrant of paid invoices in the amount \$57,806.14 and Payroll Journal in the amount of \$23,751.19 for the period of June 1, 2021 – June 31, 2021:**
Upon motion by Richard Howard and duly seconded by Brian Curtin, it was voted to approve the warrant of paid invoices and payroll journal. All present voted in favor, none opposed.
- 5. Approval of the Warrant of paid invoices in the amount \$42,501.63 and Payroll Journal in the amount of \$20,072.61 for the period July 1, 2021 – July 31, 2021.:**
Upon motion by Brian Curtin and duly seconded by Richard Howard, it was voted to approve the warrant of paid invoices and payroll journal. All present voted in favor, none opposed.





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- 6. Approval of the Change Order for the Gedick Road Window Replacement Project in the amount of \$1032.51:** Upon motion by Richard Howard and duly seconded by Brian Curtin, it was voted to approve the Change Order. All present voted in favor, none opposed.
- 7. Approval of payment to Buildex Construction LLC in the amount of \$18,050 for completion of the Gedick Road Window Replacement Project:** Upon motion by Brian Curtin and duly seconded by Richard Howard, it was voted to approve the payment. All present voted in favor, none opposed.
- 8. Approval of payment to to Buildex Construction LLC in the amount of \$1,982.51 for the Certificate of Final Completion of the Gedick Road Window Replacement Project.:** Upon motion by Richard Howard and duly seconded by Brian Curtin, it was voted to approve payment. All present voted in favor, none opposed.
- 9. Approval of the new DHCD Income Limits for State Public Housing Units effective August 3, 2021:** Upon motion by Brian Curtin and duly seconded by Angela Wells-Bean, it was voted to approve the new income limits. All present voted in favor, none opposed.
- 10. Approval to appoint the Executive Director, Samantha Heggarty, as the Chief Procurement Officer for Burlington Housing Authority:** Upon motion by Richard Howard and duly seconded by Brian Curtin, it was voted to approve this appointment. All present voted in favor, none opposed
- 11. Approval to appoint the Executive Director, Samantha Heggarty, as the Chief Contract Officer for Burlington Housing Authority.** Upon motion by Brian Curtin and duly seconded by Richard Howard, it was voted to approve this appointment. All present voted in favor, none opposed.
- 12. Approval of the Burlington Housing Authority Air Conditioning Policy:** This was not voted on and will be included in the September Agenda.
- 13. Executive Directors Report:**

The Executive Director, Samantha Heggarty, reported the following:





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- The work on the heating systems at Birchcrest Arms began on Monday, August 2, 2021 and is estimated to take approximately 6-8 weeks
- DHCD has approved the Executive Director contract for Samantha Heggarty.
- There will be an end of summer cookout for the tenants on Tuesday, August 24 at noon at Tower Hill Apartments.
- There is a new NOFA for VASH vouchers that we may apply for, will be doing some more research in the next couple of weeks to see if we will apply.
- Working on getting a new estimate for the vestibule/office expansion project
- Signed a contract with Driscoll and Driscoll for legal services when it comes to Section 8 issues.
- Going to go direct deposit for landlords, hoping by October 2021
- Request to move the meetings to every 2nd Thursday of the month
- Thank you and goodbye to Angela and Bunny for their years of service on the board.

14. Report of Tenant Associations

- a. Tower Hill: Pat Stanford advised that they had a 4th of July cookout and had a wonderful turnout. She also stated that Bingo has picked up again and that they were looking for a volunteer to call Bingo on Thursday nights.
- b. Birchcrest Arms: Dee Cuzziere stated that a meeting was going to be held for tenants at Birchcrest Arms to see if they could start activities again.

- 15. Adjourn the Meeting:** Vote to adjourn: Upon motion by Richard Howard and duly seconded by Angela Wells-Bean, it was voted to adjourn the meeting.

