



RECEIVED

By Town Clerk's Office at 10:47 am, Sep 28, 2023

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 10, 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
Brian Curtin-Treasurer
Maryann Bieren- Tenant Board Member

MEMBERS ABSENT:

Agenda

Moment of Silence for Jim Russell & Imelda Harrington

- **Salute the Flag.**
- **Roll Call- Present at Meeting: See Above**

1. Approval of the minutes of the regular meeting held on June 8, 2023 Upon motion by Richard Howard and duly seconded by Maryann Bieren, it was voted to approve the minutes of the regular meeting held June 8, 2023. All present voted in favor.

2. Approval of the minutes of the special meeting held on June 22, 2023 Upon motion by Brian Curtin and duly seconded by Maryann Bieren, it was voted to approve the minutes of the special meeting held June 22, 2023. All present voted in favor.

3. Approval of the Warrant of paid invoices in the amount \$63,594.03 and Payroll Journal in the amount of \$20,658.07 for the period of June 1, 2023 - June 30, 2023: Upon





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.

motion by Richard Howard and duly seconded by Maryann Bieren, it was voted to approve the Warrant of Paid invoices and Payroll Journal. All other members voted in favor.

4. Approval of the Warrant of paid invoices in the amount \$48,211.12 and Payroll Journal in the amount of \$14,719.93 for the period of July 1, 2023 - July 31, 2023: 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 other members voted in favor.

5. Requiring a Board Vote: To approve the Civil Rights Certification. Upon motion by Richard Howard and duly seconded by Maryann Bieren, it was voted to approve.

6. Presentation by Andrew Fox of EFPR Group Audit for FY2022. The final report showed no findings or exceptions noted.

7. Executive Directors Report:

-Washer/Dryer equipment contract with CSC Services will be looked into as to when installation of the new machines will take place.

-Roof Project – will contact EOHLIC on status of work project of roof replacement.

8. Report of Tenant Associations:

Tower Hill: Pat Stanford advised there will be a Labor Day chicken dinner on 9/4 at a cost of \$5.99 per person.

Birchcrest Arms: No representative present

9. New Business: No New business

10. Adjourn the Meeting: Upon motion by Richard Howard and duly seconded by Maryann Bieren the meeting was adjourned, all in favor and none opposed.

