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# TOWN OF BURLINGTON

## Meeting Minutes

Email minutes to [meetings@burlington.org](mailto: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: September 14, 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 (phoned-in)  
Walter DeCost – New Board Member

### MEMBERS ABSENT:

Maryann Bieren – Tenant Board Member

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### Agenda

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

**1. Approval of the minutes of the regular meeting held on August 10, 2023,** Upon motion by Richard Howard and duly seconded by Brian Curtin, it was voted to approve the minutes of the regular meeting held August 10, 2023. All present voted in favor, with Walter DeCost abstaining.

**2. Approval of the Warrant of paid invoices in the amount \$25,070.64 and Payroll Journal in the amount of \$25,162.24 for the period of August 1, 2023 – August 31, 2023:** 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, with Walter DeCost abstaining.





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**3. Approval of the Annual Plan FY 2024 as previously presented:** Upon motion by Richard Howard and duly seconded by Brian Curtin, it was voted to approve the Annual Plan FY2024. All present voted in favor with Walter DeCost abstaining.

**4. Approval of Stipend of \$2500.00 to Colleen Lacey for June and July Interim Executive Director.** Upon motion by Brian Curtin and duly seconded by Richard Howard. All present voted in favor with Walter DeCost abstaining.

**5. Approval of HUD proposed FY2024 Fair Market Rates, adopted 100% for Section 8 Payment Standard:** Upon motion by Richard Howard and duly seconded by Brian Curtin, it was voted to approve the Fair Market rates and Payment Standard for FY2024. All present voted in favor with Walter DeCost abstaining.

**6. Executive Directors Report:**

- 2 vacant units TH, 3 vacant units at BC
- CSC laundry
- contacted for washer and dryer replacement for TH and BC
- Roof Project – contacted EOHLIC on status of work project of roof replacement. No response as of 9/5/23.
- Currently in search of landscapers for overgrowth of brush and shrubs
- Conducting search for dumpster fences and new gates for basement storage areas

**7. Report of Tenant Associations:**

**Tower Hill:** Pat Stanford updated events held at TH for ice cream social/meet and greet of new ED. Labor Day chicken dinner went well. Halloween plans are being made.

**Birchcrest Arms:** Dorothy Murphy stated that the Meet and Greet of new ED was enjoyed.

**8. New Business: No New business**

**9. Adjourn the Meeting:** Upon motion by Richard Howard and duly seconded by Walter DeCost the meeting was adjourned, all in favor and none opposed.

