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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: October 13, 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  
Steven Wasserman- Board Member  
Maryann Bieren-Tenant Board Member

ABSENT: All in attendance

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### Agenda

- 1. Salute the Flag.**
- 2. Roll Call- Present at Meeting: See Above**
- 3. Approval of the minutes of the regular meeting held on September 8, 2022:**  
Upon motion by Steven Wasserman and duly seconded by Dick Howard, it was voted to approve the minutes of the regular meeting held September 8, 2022. All present voted in favor.
- 4. Approval of the Warrant of paid invoices in the amount \$39,325.90 and Payroll Journal in the amount of \$20,642.61 for the period of September 1, 2022-September 30, 2022:** Upon motion by Dick 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 Housing Authority's Civil Rights Certification:** Upon motion by Dick Howard and duly seconded by Steven Wasserman, it was voted to approve the Housing Authority's Civil Rights Certification. All present voted in favor, none opposed





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**6. Approval of a minimum and maximum income requirement to qualify for our South Bedford Street Veteran 3-Bedroom Unit. The income range would be from \$29,450-\$129,750:** Upon motion by Brian Curtin and duly seconded by Maryann Bieren, it was voted to approve the income requirements for this BHA owned property. All present voted in favor, none opposed

**7. Approval of the Burlington Housing Authority's Reasonable Accommodation/Modification Policy and Procedures:** Upon motion by Brian Curtin and duly seconded by Steven Wasserman, it was voted to approve the BHA Reasonable Accommodation/Modification Policy and Procedures. All present voted in favor, none opposed.

**8. Approval of the Burlington Housing Authority's Fair Housing Marketing Plan:** Upon motion by Brian Curtin and duly seconded by Dick Howard, it was voted to approve the BHA's Fair Housing Marketing Plan. All present voted in favor, none opposed

**9. Approval of the Burlington Housing Authority's Language Access Plan:** Upon motion by Dick Howard and duly seconded by Maryann Bieren, it was voted to approve the BHA's Language Access Pla. All present voted in favor, none opposed

**10. Executive Directors Report:**

- We have one voucher holder out searching for a unit and are screening for the three additional vouchers that were allocated to us through HUD.
- The Office Expansion project has almost been completed; we are waiting the inspections to be complete in order to close the permit.
- We are in talks with Winchester Housing Authority regard to partnering with them for the Resident Service Coordinator position that is available through DHCD.

**11. Report of Tenant Associations:**

**Tower Hill:** Pat Stanford was there to represent Tower Hill. Pat advised that early voting starts on October 22, 2022. Tower Hill will be holding a Flu/Booster/Shingles clinic on October 26, 2022. There is also a Halloween party scheduled for October 29<sup>th</sup> and the Girl Scouts are coming on October 30<sup>th</sup> to do a reverse trick or treat with the residents.

**Birchcrest Arms:** No representative present





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

