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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: November 09, 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
Walter DeCost – Board Member
Maryann Bieren – Tenant Board Member
Brian Curtin - Treasurer

MEMBERS ABSENT:

Agenda

- **Salute the Flag.**
 - **Roll Call- Present at Meeting: See Above**
- 1. Approval of the minutes of the regular meeting held on October 12, 2023,** upon motion by Richard Howard and duly seconded by Walter DeCost, it was voted to approve the minutes of the regular meeting held October 12, 2023. All voted in favor with Brian Curtin abstaining – not present.
 - 2. Approval of the minutes of the special meeting held on November 1, 2023,** upon motion by Brian Curtin and duly seconded by Richard Howard, it was voted to approve the minutes of the regular meeting held November 1, 2023. All present voted in favor.
 - 3. Approval of the Warrant of paid invoices in the amount \$54,110.18 and Payroll Journal in the amount of \$21,322.38 for the period of October 1, 2023 – October 31, 2023:**





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Upon motion by Brian Curtin and duly seconded by Maryann Bieren, it was voted to approve the Warrant of Paid invoices and Payroll Journal. All present voted in favor.

4. Executive Directors Report:

- 1 vacant unit @ TH, 3 vacant units @ BC. And 1 vacant single-family home
- CSC laundry delivered new washer and dryers for Tower Hill and BirchCrest.
- James Martin landscapers trimmed and pruned the overgrowth of bushes and shrubs surrounding the property for both at Tower Hill and Birchcrest.
- Mod-Con serviced and cleaned all heating and domestic hot water boilers.
- I am requesting that James Martin Landscaping and two other tree removal contractors to give a quote on removal of 6 to 7 trees around the property that are either dead or dying.
- Samantha Heggarty has accepted a position with Waltham housing Authority and will start her new position on November 20, 2023.

5. Report of Tenant Associations:

Tower Hill: Pat Stanford informed the Board that the week of November 13, 2023, elections will be conducted. Some of the Tower Hill residents got together for arts and crafts, making little Turkey favors for the upcoming Thanksgiving Holiday and A Christmas party is going to be held on December 20, 2023 @ 6:00 P.M.

Birchcrest Arms: Nothing to Report

6. New Business: No New business

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

