



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 18, 2021

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- Board Member
Chris Hartling- Board Member

Agenda

- 1. Salute the Flag.**
- 2. Roll Call- Present at Meeting: See Above**
- 3. Approval of the minutes of the regular meeting held on October 14, 2021:**
Upon motion by Dick Howard and duly seconded by Brian Curtin, it was voted to approve the minutes of the regular meeting held October 14, 2021. Maryann and Chris abstained as they were not at the previous meeting. All three that were present voted in favor.
- 4. Approval of the Warrant of paid invoices in the amount \$42,776.79 and Payroll Journal in the amount of \$19,538.86 for the period of October 1, 2021 – October 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.
- 5. Approval of a write off in the amount of \$531 for a tenant who vacated without notice:** Upon motion by Dick Howard and duly seconded by Brian Curtin, it was voted to approve the write off. All present voted in favor.





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- 6. Approval of the Civil Rights Certification:** Upon motion by Brian Curtin and duly seconded by Richard Howard, it was voted to approve the Civil Right Certification. All present voted in favor, none opposed.

7. Executive Directors Report:

We postponed our holiday luncheon until after the holidays due to a few COVID cases.

A weatherization audit will be completed this month to see if the sites can be upgraded with new weather-stripping, air-sealing, attic insulation, aerators, outlet gaskets. This program is 100% funded by ABCD through the LEAN Program-

A fall cleanup of the properties will be completed in the next couple of weeks. This includes leaf removal and a lawn cut.

We are still working on getting the office expansion project moving, we are waiting on a notarized contract control form from the architect so the contractor can proceed with getting the permit.

8. Report of Tenant Associations

Tower Hill: Pat Stanford advised us that all Tenant Association board members were re-elected. They are going to change their Tenant Association meetings to bi-monthly.

They also are having a Christmas party on December 15th catered by Mr. Jacks and have carolers coming in on December 12th at 6pm from St. Margaret's.

Birchcrest Arms: No representative for Tower Hill was present

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

