



# 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: December 9, 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

### ABSENT:

Chris Hartling-Board Member

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### Agenda

Moment of Silence for Cindy Nitche

- 1. Salute the Flag.**
- 2. Roll Call- Present at Meeting: See Above**
- 3. Approval of the minutes of the regular meeting held on November 18, 2021:**  
Upon motion by Dick Howard and duly seconded by Brian Curtin, it was voted to approve the minutes of the regular meeting held November 18, 2021. All present voted in favor.
- 4. Approval of the Warrant of paid invoices in the amount \$53,596.92 and Payroll Journal in the amount of \$20,308.58 for the period of November 1, 2021 – November 30, 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. Review of the October 31, 2021 month end financial comparatives.**





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### **6. Executive Directors Report:**

Fall Cleanup was performed on the property

Direct Deposit for should be in place for the February 2022 Check run

The VA is hosting a dinner at Tower Hill on January 12, 2022

The permit is being pulled for the Office Expansion project

Our CIP and Annual Plan were approved by DHCD

### **7. Report of Tenant Associations**

Tower Hill: Pat Stanford was there to represent the Tower Hill Tenant Association. Pat stated that they had 43 people attend their Christmas Party. They had the servers wear masks and only had 6-7 people per table.

Pat suggested that the meeting be held at 10am instead of 9am. Chairman Al Fay stated that the meetings would continue at 9am for the unforeseen future.

Birchcrest Arms: No representative for Birchcrest Arms was present

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

