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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: February 10, 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
Maryann Bieren- Board Member
Chris Hartling-Board Member

Agenda

Moment of Silence for Melvin Smith

Margie Fino
Jane Beard

1. **Salute the Flag.**
2. **Roll Call- Present at Meeting: See Above**
3. **Approval of the minutes of the regular meeting held on January 13, 2022:**
Upon motion by Dick Howard and duly seconded by Chris Hartling, it was voted to approve the minutes of the regular meeting held January 13, 2022. All present voted in favor.
4. **Approval of the Warrant of paid invoices in the amount \$50,196.31 and Payroll Journal in the amount of \$21,697.66 for the period of January 1, 2022-January 31, 2022:**
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 2021 Year End Financial Statements.**





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6. To approve 2021 Certification of Compliance with Lead Paint Procedures, Top 5 Compensation Form and the Year End Financial Statements . Upon motion by Brian Curtin and duly seconded by Richard Howard, it was voted to approve 2021 Certification of Compliance with Lead Paint Procedures, Top 5 Compensation Form and the Year End Financial Statements. All present voted in favor, none opposed.

7. Executive Directors Report:

Direct Deposit for Section 8 landlords is up and running as of February 1, 2022

We signed a Notice to Proceed for Community Energy Services to conduct energy efficiency upgrades at Birchcrest Arms.

The permit for the office expansion project has been pulled and the project is expected to start in the next month or two.

The new automated phone system was a wonderful help during the snowstorm and has been greatly utilized.

We will be posting the part time maintenance position.

8. Report of Tenant Associations:

Tower Hill: Pat Stanford was there to represent Tower Hill. She stated that there will be a Superbowl party held, as well as a Valentines Day breakfast on February 15 and a St. Patrick's Day dinner on March 11.

Birchcrest Arms: No representative 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.

