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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: June 9, 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- Tenant Board Member  
Steven Wasserman- Board Member

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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 May 12, 2022:**  
Upon motion by Dick Howard and duly seconded by Brian Curtin, it was voted to approve the minutes of the regular meeting held May 12, 2022. All present voted in favor.
- 4. Approval of the minutes of the special meeting held on May 25, 2022:** Upon motion by Steven Wasserman and duly seconded by Maryann Bieren, it was voted to approve the minutes of the special meeting held May 25, 2022. Brian Curtin abstained from vote since he was not present for the special meeting. All other members voted in favor.
- 5. Approval of the Warrant of paid invoices in the amount \$54,276.82 and Payroll Journal in the amount of \$19,467.89 for the period of May 1, 2022-May 31, 2022:** Upon motion by Brian Curtin and duly seconded by Dick Howard, it was voted to approve the warrant of paid invoices and payroll journal. All present voted in favor, none opposed.





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**6. Revisit Concern of Pet Policy taken under advisement at the previous meeting:** No Changes in the policy.

**7. Executive Directors Report:**

- We currently have 3 units vacant at TH and 3 at Birchcrest. We have two vouchers available for Section8, and one voucher holder out searching.
- We are waiting for a date for the Pre-Construction meeting for the shower project
- The windows for our Office Expansion project are in and we are just waiting for the arrival of the door unit, still waiting to hear back about an estimated date of arrival for the door unit.
- We will be holding a cookout for BC residents on July 27 with a rain date of July 28 and a cookout for residents of TH on August 10 with a rain date of August 11.
- Marcum Inc. completed our audits, on the single audit which goes to REAC and the federal clearing housing there were no finding, we have one exception on our AUP for procurement of services over \$10,000, we need to complete a contract with contractors if they are nearing the \$10,000 mark. Marcum will present the audit and reports to the board once it is finalized

**8. Report of Tenant Associations:**

**Tower Hill:** Pat Stanford was there to represent Tower Hill. Pat advised that they will be having a July 4<sup>th</sup> cookout on July 6<sup>th</sup>, catered by Mr. Jacks and will be having an Elvis impersonator. The Tenant Association also agreed that they would change their meeting schedule to 5 times a year.

**Birchcrest Arms:** No representative present

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

