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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: August 11, 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 (Via phone)  
Steven Wasserman- Board Member

ABSENT: Maryann Bieren-Tenant 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 June 9, 2022:**  
Upon motion by Dick Howard and duly seconded by Steven Wasserman, it was voted to approve the minutes of the regular meeting held June 9, 2022. All present voted in favor.
- 4. Approval of the Warrant of paid invoices in the amount \$69,863.54 and Payroll Journal in the amount of \$27,856.28 for the period of June 1, 2022-June 30, 2022:** Upon motion by Dick Howard and duly seconded by Brian Curtin, it was voted to approve the warrant of paid invoices and payroll journal. All present voted in favor, none opposed.
- 5. Approval of the Warrant of paid invoices in the amount \$47,518.42 and Payroll Journal in the amount of \$21,143.89 for the period of July 1, 2022-July 31, 2022:** Upon motion by Steven Wasserman 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. Approval to increase the weekly beeper pay for the on-call maintenance personnel from \$50.00 to \$75.00 a week beginning September 1, 2022:** Upon motion by Dick Howard and duly seconded by Steven Wasserman, it was voted to approve the increase in weekly beeper pay. All present voted in favor, none opposed

**7. Approval to increase the smoking violation fee from \$25.00-\$100.00 beginning September 1, 2022:** Upon motion by Dick Howard and duly seconded by Brian Curtin, it was voted to approve the increase in the smoking violation fee. All present voted in favor, none opposed

**8. Review of the Financial Comparatives for period ending June 30, 2022 prepared by Richard Conlon Jr; CPA.**

**9. Approval of the Financial Comparatives for period ending June 30, 2022 prepared by Richard Conlon Jr; CPA.:** Upon motion by Brian Curtin and duly seconded by Dick Howard, it was voted to approve the Financial Comparatives All present voted in favor, none opposed

**10. Executive Directors Report:**

-We currently have three new voucher holders out searching and a 4<sup>th</sup> voucher being issued on this date, August 11, 2022.

- The Office Expansion project has almost been completed; we are waiting for flooring as well as the electrician.

- The Walk-In Shower Project is scheduled to begin on August 22, 2022.

-We had a successful cookout at the Tower Hill Apartments Complex on August 10, 2022.

**11. Report of Tenant Associations:**

**Tower Hill:** Pat Stanford was there to represent Tower Hill. They will be having an ice cream social event on Labor Day with an Elvis impersonator in attendance.

**Birchcrest Arms:** No representative present





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## *Meeting Minutes*

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**12. Adjourn the Meeting:** Upon motion by Dick Howard and duly seconded by Steve Wasserman the meeting was adjourned, all in favor and none opposed.

