



# 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 3, 2021

TIME: 10:00 am

PLACE: Virtual

### MEMBERS IN ATTENDANCE:

Albert Fay-Chairman  
Dick Howard- Vice Chairman  
Brian Curtin-Treasurer

ABSENT: Angela Wells-Bean

### Agenda

Moment of Silence for: Karen McLaughlin, Judith Bullock and Frederick Fitzgerald

- 1. Salute the Flag.**
- 2. Roll Call- Present at Meeting: See Above**
- 3. Approval of the Minutes of the regular meeting held on May 6, 2021:**  
Upon motion by Richard Howard and duly seconded by Brian Curtin, it was voted to approve the minutes of the regular meeting held May 6, 2021. All present voted in favor, none opposed.
- 4. Approval of the Warrant of paid invoices in the amount \$130,645.10 and Payroll Journal in the amount of \$15,919.49 for the time period May 1, 2021 – May 31, 2021**  
Upon motion by Brian Curtin and duly seconded by Richard Howard, it was voted to approve warrant of paid invoices for the noted period. All present voted in favor, none opposed.
- 5. Approval of the addition of the new state recognized holiday of Juneteenth to our personnel policy. Juneteenth commemorates the end of legal slavery in the United States. This holiday is celebrated on June 19<sup>th</sup> and therefore the BHA would be closed on Friday, June 18<sup>th</sup>.**





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Upon motion by Richard Howard and duly seconded by Brian Curtin, it was voted to approve the new state recognized holiday of Juneteenth to our personnel policy. All present voted in favor, none opposed.

**6. Review of Financial Comparative Reports ending April 30, 2021 as prepared by Rich Conlon Jr.:**

The Executive Director, Samantha Heggarty, reviewed the reports with Rich Conlon who stated the only area that was higher than anticipated was maintenance, due to the winter months.

**7. Approval to a change to the personnel policy to remove the Day after Thanksgiving as a holiday and instead issue all employees an additional personal day which will be designated for that day.**

Upon motion by Brian Curtin and duly seconded by Richard Howard, it was voted to approve a change to the personnel policy to remove the Day after Thanksgiving as a holiday and deem it a designated personal day. All present voted in favor, none opposed.

**8. Request to approve the lowest of three estimates, under \$10,000, for Birchcrest Arms trim repair.**

Upon motion by Brian Curtin and duly seconded by Richard Howard, it was voted to approve the lowest of three estimates to complete Birchcrest Arms trim repair.

**9. Executive Directors Report**

The Executive Director, Samantha Heggarty, reported the following:

- We will be opening the office to the public and opening the community room to residents as of June 15, 2021.
- Hallmark Condo fees will remain the same for the 2021-2022 year.
- The installation of the new electric heating system is complete at Nelson Road.
- We have signed a Notice to Proceed with ABCD to move forward with the installation of a new electric heat pump system, which will be more cost effective. They are expected to begin in August and it should take approximately 4 weeks.





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- We will be scheduling a meet and greet so tenants can meet the new Executive Director for later in June

### **10. Report of Tenant Associations**

- a. **Tower Hill:** No Representative was present.
- b. **Birchcrest Arms:** No Representative was present.

### **11. Adjournment of the Meeting**

Upon motion by Richard Howard and duly seconded by Brian Curtin, it was voted to adjourn the meeting. All present voted in favor, none opposed.

