



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: October 14, 2021

TIME: 10:00 am

PLACE: Tower Hill Apartments Community Room, 15 Birchcrest Street, Burlington.

MEMBERS IN ATTENDANCE:

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

Agenda

- 1. Salute the Flag.**
- 2. Roll Call- Present at Meeting: See Above**
- 3. Approval of the minutes of the regular meeting held on September 2, 2021:**
Upon motion by Richard Howard and duly seconded by Brian Curtin, it was voted to approve the minutes of the regular meeting held September 2, 2021. All present voted in favor.
- 4. Approval of the Warrant of paid invoices in the amount \$27,694.82 and Payroll Journal in the amount of \$27,686.66 for the period of September 1, 2021 – September 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. Mike Guyder from Marcum LLC was present and advised that there were no findings of any kind in the independent audit conducted for the year ending December 31, 2020.**
- 6. Richard Conlon Jr. presented the budget revision for fiscal year ending December 31, 2021.**





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- 7. Approval of the budget revision for fiscal year ending December 31, 2021.** Upon motion by Brian Curtin and duly seconded by Richard Howard the revision was approved for Program 400, all in favor, none opposed. Upon motion by Richard Howard and duly seconded by Brian Curtin the revision for the Section 8 program was approved. All in favor, none opposed. Upon motion by Brian Curtin and duly seconded by Richard Howard the revision for the Management Program was approved. All in favor, none opposed.
- 8. Approval of a change in order in the amount of \$3701 for the Office Expansion Project.** Upon motion by Brian Curtin and duly seconded by Richard Howard, it was voted to approve the change order. All present voted in favor, none opposed.
- 9. Executive Directors Report:**

The tenant association will be throwing a Halloween party on October 30
One of our hot water heaters went down, we are currently waiting on a replacement
The heat project at Birchcrest is complete and tenants are very happy with it.
- 10. Report of Tenant Associations**
 - a. Tower Hill: No representative for Tower Hill was present
 - b. Birchcrest Arms: Margie Fino was present and stated that they love the new heating systems and that they are looking forward to beginning their Tenant Meetings.
- 11. Adjourn the Meeting:** Upon motion by Richard Howard and duly seconded by Brian Curtin the meeting was adjourned, all in favor and none opposed.

