



# 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: January 13, 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 (Arrived at 9:12am)

### Agenda

Moment of Silence for Patricia Gatheral

- 1. Salute the Flag.**
- 2. Roll Call- Present at Meeting: See Above**
- 3. Approval of the minutes of the regular meeting held on December 9, 2021:**  
Upon motion by Dick Howard and duly seconded by Brian Curtin, it was voted to approve the minutes of the regular meeting held December 9, 2021. All present voted in favor. Chris Hartling not present for this vote.
- 4. Approval of the Warrant of paid invoices in the amount \$53,787.85 and Payroll Journal in the amount of \$26,146.69 for the period of December 1, 2021 – December 31, 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. Chris Hartling not present for this vote.
- 5. Narrative of 400-1, Management and Section 8 Housing Choice Voucher Program Budget for FY22 presented by Richard W. Conlon Jr., CPA.** Rich spoke in length about each budget and answered any and all questions presented by the Board.





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**6. To approve the 400-1, Management and Section 8 Housing Choice Voucher Program Budget for FY22 as presented by Richard W. Conlon Jr., CPA.** Upon motion by Brian Curtin and duly seconded by Richard Howard, it was voted to approve the 400-1, Management and Section 8 Housing Choice Voucher Program Budget for FY22. All present voted in favor, none opposed.

**7. To approve an invoice for Labreque Family Construction in the amount of \$1350.00 for additional work for FISH #048049:** Upon motion by Brian Curtin and duly seconded by Richard Howard, it was voted to approve the amount for the additional work. All present voted in favor, none opposed.

**8. To approve the final invoice for Labreque Family Construction in the amount of \$8,450.00 for completion of FISH# 048049.** Upon motion by Brian Curtin and duly seconded by Richard Howard, it was voted to approve the final invoice. All present voted in favor, none opposed.

**9. Executive Directors Report:**

Direct Deposits for Section 8 landlords will be in place for February.

We will have a new automated phone service which will allow us to leave messages to all residents.

Community Energy Services will be here beginning Tuesday January 18 to do some weatherization upgrades including door kits and caulking of windows where necessary.

**10. Report of Tenant Associations:**

**Tower Hill:** Pat Stanford advised us that the Disabled Veteran hosted meal has been cancelled due to Covid concerns

There will be a Valentines Day party in February and a St. Patrick party scheduled in March.

**Birchcrest Arms:** No representative present

**11. Adjourn the Meeting:** Upon motion by Richard Howard and duly seconded by Christopher Hartling the meeting was adjourned, all in favor and none opposed.

