



# 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: May 12, 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 April 14, 2022:**  
Upon motion by Brian Curtin and duly seconded by Dick Howard, it was voted to approve the minutes of the regular meeting held April 14, 2022. All present voted in favor.
- 4. Approval of the Warrant of paid invoices in the amount \$39,119.50 and Payroll Journal in the amount of \$19,777.43 for the period of April 1, 2022-April 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 FY 2022 Federal Income Limits:** Upon motion by Dick Howard and duly seconded by Brian Curtin the FY2022 Federal Income Limits were approved. All present voted in favor, none opposed.





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**6. Review of the Financial Comparatives for Period ending March 31, 2022, prepared by Richard Conlon, Jr.: CPA**

**7. To approve the 1<sup>st</sup> Quarter Operating Statements for period end 03/31/2022 for Program 400-1 as prepared by Richard Conlon, Jr.; CPA** Upon motion by Brian Curtin and duly seconded by Maryann Bieren 1<sup>st</sup> Quarter Operating Statements were approved. All present voted in favor, none opposed.

**8. Review of the budget revision for fiscal year ending December 31, 2022**

**9. To approve the budget revision for fiscal year ending December 31, 2022 as prepared by Richard Conlon, Jr.; CPA:** Upon motion by Dick Howard and duly seconded by Brian Curtin the budget revision for FYE 2022 was approved. All present voted in favor, none opposed

**10. Executive Directors Report:**

- We currently have 3 units vacant at TH and 2 at Birchcrest. We have two vouchers available for Section 8, one of which will be issued on Monday.
- The bidding for the walk-in shower project was completed and tallied and I will be requesting a special meeting upon receipt of the documents
- Our new part time maintenance position was filled by Evan Lacey and he began on May 3, 2022.
- Marcum Inc. will be here on June 6 and 7<sup>th</sup> to complete our AUP and annual audit
- NW Pest will be back to treat on Thursday, May 26, 2022 and we will schedule So Clean to help with prep the day or couple days before.

**11. Report of Tenant Associations:**

**Tower Hill:** Pat Stanford was there to represent Tower Hill. They had their Kentucky Derby party and will be scheduling a Memorial Day cookout.

**Birchcrest Arms:** No representative present

Prior to adjournment of the meeting a resident requested to be heard regarding the Housing Authority's pet policy. The tenant was given notice on May 2 advising her that we are aware she has two pets in her unit and that the pet policy only allows for one pet per apartment. The notice advised her that she needed to remove one of her pets from her unit by June 1, 2022. Brian





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Curtin made a motion to bring her concern under advisement and this motion was duly seconded by Steven Wasserman. All present voted in favor, none opposed.

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

