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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: March 9, 2023

TIME: 9:00 am

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

### MEMBERS IN ATTENDANCE:

Albert Fay-Chairman  
Dick Howard- Vice Chairman  
Steven Wasserman- Board Member  
Maryann Bieren-Tenant Board Member  
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 February 9, 2023:**  
Upon motion by Brian Curtin and duly seconded by Dick Howard, it was voted to approve the minutes of the regular meeting held February 9, 2023. All present voted in favor.
4. **Approval of the Warrant of paid invoices in the amount \$29,774.98 and Payroll Journal in the amount of \$22983.06 for the period of February 1, 2023-February 28, 2023:**  
Upon motion by Steven Wasserman and duly seconded by Maryann Bieren it was voted to approve the warrant of paid invoices and payroll journal. All present voted in favor, none opposed.
5. **Approval of the contract for EFPR Group to conduct audit and related services for Burlington Housing Authority for years ending December 31, 2022, December 31, 2023 and December 31, 2024 in the amount of \$29,400 for FYE 2022, \$30,600 for FYE 2023 and \$31,800 for FYE 2024:** Upon motion by Brian Curtin and duly seconded by Dick Howard it was voted to approved the contract for the EFPR Group.





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**6. Approval to make an exception to the Veteran requirement for the unit located at 127 South Bedford Street and allow non-veteran families to apply, if at such time there are no qualified Veteran families available:** Upon motion by Brian Curtin and duly seconded by Dick Howard it was approved to make an exception to the Veteran requirement if necessary.

**7. Executive Directors Report**

- We still have plenty of at home covid tests available in anyone needs them, they now expire as of August 6, 2023
- We are still waiting to hear about the Resident services coordinator position
- We have signed with Fenton Ewold to perform our AUP for DHCD
- Our on site visit for our PMR is going to be May 18, 2023
- Mike is out for at least another few weeks but we have maintenance from Reading housing coming in to work on our vacant units
- We have hired JR landscaping to help with snowstorms while Mike is out.

**8. Report of the Tenant Associations:**

Tower Hill: Pat Stanford was there to represent the Association, she stated that they would be holding a St. Patrick's Day dinner on March 11, 2023 catered by Mr. Jacks. There will be no Easter dinner held and a Memorial Day cookout is being planned

Birchcrest Arms: No representative was present.

**9. New Business:** No New business.

**10. Executive Session:** All board members attended the Executive Session and did not return to regular meeting.

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

