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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: May 6, 2021

TIME: 10:00 am

PLACE: Virtual

### MEMBERS IN ATTENDANCE:

Albert Fay- Chairman  
Richard Howard – Vice Chairman  
Bernice Ferguson – non-voting member  
Angela Wells-Bean – Asst Treasurer  
Brian Curtin - Treasurer – late arrival

### MEMBERS ABSENT:

### Minutes

The members of the Burlington Housing Authority Board of Commissioners met in a regular session on Thursday, May 6, 2021 at 10:00 a.m. in a virtual meeting, Chairman, Albert Fay, presiding.

#### 1. Pledge of Allegiance

**Roll Call – Present at the meeting: See above - Bernice Ferguson attending as a non-voting member. Brian Curtin arrived at 10:06 am**

#### 2. Approval of Minutes of the regular meeting held April 8, 2021

Upon motion by Richard Howard and duly seconded by Angela-Wells Bean, it was voted to approve the minutes of the regular meeting held April 8, 2021. All present voted in favor, none opposed.

#### 3. Approval of the Warrant of Paid Invoices in the amount of \$48,238.35 and Payroll Journal in the amount of \$21,363.70 for the time April 1, 2021 – April 30, 2021

Upon Motion by Richard Howard and duly seconded by Angela Wells-Bean, it was voted to approve the warrant of paid invoices and payroll journal for the noted period. All present voted in favor, none opposed.





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**4. Requiring a Board Vote: To approve the negotiated salary of \$85,000. Effective May 10, 2021 for the position of Executive Director to Samantha Heggarty with the highest approved salary of \$87,020.00 effective January 1, 2022.**

Upon Motion by Richard Howard and duly seconded by Angela Wells-Bean, it was voted to approve the salary schedule of Samantha Heggarty as Executive Director. All present voted in favor, none opposed.

\*Arrival of Brian Curtin to the meeting was noted. 10:06 am

**5. Executive Director Report – Supplied by Administrative Assistant**

The Administrative Assistant, Colleen Lacey, reported the following:

ED contract had been signed and sent to DHCD. A board vote was requested for salary approval and added to agenda.

Birchcrest vacancy was filled and we now have 1 in Tower Hill with another expected by this months end

Community Room – DHCD call was cancelled last month but we are hoping to receive some guidelines regarding re-opening. We would like to see community rooms open at 50% with a possible in person board meeting for August.

RCN is providing an ‘ice cream truck day’ for the residents on a day of their choosing. The ice cream is free. TH has scheduled June 21<sup>st</sup>. BC will advise.

Tenant Board Member – I will be issuing a letter supplied by DHCD regarding the addition of a tenant member of the board. Residents will have 30 days to respond by completing the letter of interest form and sending to the Town Clerk's office. I will also supply this form to them. The Selectman will then have 60 days to fill the seat.

Nelson Road – The new electric heating system is being installed this week. It should be completed by the end of today. The electric system and installation was free of charge to the BHA and should improve our housing stock condition, be more efficient and save the tenant from the higher cost of oil heat.

**5. Report of Tenant Associations**

**Tower Hill Association:**

No representative was present.





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**Birchcrest Arms Association:**

No representative was present.

Before adjournment, Angela Wells-Bean announced she was accepting a position in FL and would be relocating there with her family. Her last meeting with us will be August.

**6. Adjournment of the Meeting**

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

