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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: June 8, 2023

TIME: 9:00 am

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

### MEMBERS IN ATTENDANCE:

Dick Howard- Vice Chairman  
Brian Curtin-Treasurer  
Maryann Bieren- Tenant Board Member  
Steven Wasserman- Board Member

### MEMBERS ABSENT:

Albert Fay, Chairman

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### Agenda

Moment of Silence for Fran Russell

- 1. Salute the Flag.**
- 2. Roll Call- Present at Meeting: See Above**
- 3. Approval of the minutes of the regular meeting held on May 11, 2023:**  
Upon motion by Steven Wasserman and duly seconded by Maryann Bieren, it was voted to approve the minutes of the regular meeting held May 11, 2023. All present voted in favor.
- 4. Approval of the Warrant of paid invoices in the amount \$78,556.67 and Payroll Journal in the amount of \$27,104.72 for the period of May 1, 2023-May 31, 2023:** Upon:  
Upon motion by Steven Wasserman and duly seconded by Brian Curtin, it was voted to approve the Warrant of Paid invoices and Payroll Journal. All other members voted in favor.
- 5. Approval of a \$500 stipend for Evan Lacey for the additional time and work put in when our F/T Maintenance was out on sick leave.** Upon motion by Brian Curtin and duly seconded by Maryann Bieren, it was voted to approve the \$500 stipend for Evan Lacey. All present voted in favor, none opposed.





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**6. Approval to pay Samantha Heggarty for up to 15 hours weekly at a rate of \$50/hr to maintain the Section 8 program until a new director is in place.** Upon motion by Brian Curtin and duly seconded by Steven Wasserman, it was voted to approve the payment to Samantha Heggarty to maintain the Section 8 program. All present voted in favor, none opposed.

**7. Approval of the new income limits for the Section 8 Program effective May 15, 2023.** Upon motion by Brian Curtin and duly seconded by Maryann Bieren, it was voted to approve the new Section 8 Income limits. All present voted in favor, none opposed.

**8. Approval of the new income limits for the State Public Housing Program effective May 15, 2023.** Upon motion by Brian Curtin and duly seconded by Maryann Bieren, it was voted to approve the new State Public Housing Income Limits. All present voted in favor, none opposed.

**9. Executive Directors Report:**

- We have hired a Resident Service Coordinator and I will be meeting with her later today to discuss hours and schedule.
- Patricia Grace has conducted the initial interviews for the ED position and will be sending her recommendations for final interviews.
- We completed our audits and as of now there are no findings, we are still waiting for the final report.

**10. Report of Tenant Associations:**

**Tower Hill:** Pat Stanford was there to represent Tower Hill. Pat advised that they will be having a July 4<sup>th</sup> cookout on July 5<sup>th</sup>, catered by Mr. Jacks  
**Birchcrest Arms:** No representative present

**11. New Business: No New business**

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

