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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: September 2, 2021

TIME: 10:00 am

PLACE: Tower Hill Apartments Community Room, 15 Birchcrest Street,  
Burlington, MA 01803

### MEMBERS IN ATTENDANCE:

Albert Fay-Chairman  
Dick Howard- Vice Chairman  
Brian Curtin-Treasurer

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### Agenda

Moment of Silence for Connie Duggan

- 1. Salute the Flag.**
- 2. Roll Call: Present at the Meeting: See Above**
- 3. Approval of the Minutes of the regular meeting held on August 5, 2021:**  
Upon motion by Richard Howard and duly seconded by Brian Curtin, it was voted to approve the minutes of the regular meeting held August 5, 2021. All present voted in favor, none opposed.
- 4. Approval of the Warrant of paid invoices in the amount in the amount \$47,017.94 and Payroll Journal in the amount of \$20,765.16 for the time period August 1, 2021- August 31, 2021.:** Upon motion by Brian Curtin and duly seconded by Richard Howard, it was voted to approve warrant of paid invoices for the noted period. All present voted in favor, none opposed.
- 5. Approval of the Burlington Housing Authority Air Conditioning Policy:** Upon motion by Richard Howard and duly seconded by Brian Curtin, it was voted to approve the BHA Air Conditioning Policy. All present voted in favor, none opposed.





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6. **Approval of a onetime Hazard pay stipend in the amount of \$1,000.00 for each full-time employee and \$500.00 for a part time employee as recognition of added difficulties during the Covid-19 Pandemic:** Upon motion by Richard Howard and duly seconded by Brian Curtin, a one-time hazard pay was approved. All present voted in favor, none opposed.

7. **Executive Directors Report**

Executive Director, Samantha Heggarty, reported the following:

We are working with the bank towards direct deposit for Section8 landlords

2 ADA ramps are going to be repaired shortly

Due to not all tenants evacuating the building when the fire alarm went off a memo will go out reiterating the importance of following fire safety protocol.

8. **Report of Tenant Associations**

- a. **Tower Hill:** The tenant association thanked the board and Burlington Housing Authority for the cookout and stated that they will use the remaining hot dogs and hamburgers on October 3 when they have a cookout for the football game.
  - b. **Birchcrest Arms:** No representative present for the Birchcrest Arms Tenant Association.
9. **Adjourn the Meeting:** Upon motion by Richard Howard and duly seconded by Brian Curtin, it was voted to adjourn the meeting. All present voted in favor, none opposed.

