



TOWN OF BURLINGTON

Meeting Posting

Email Posting to meetings@burlington.org or Bring to the Clerk's Office. Thank you
Notice of Public Meeting – (As required by G.L. c. 30A, c. §18-25)

DEPT./BOARD: Burlington Housing Authority

DATE: June 25, 2025

TIME: 10:00 am

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

Agenda

1. Salute the Flag.
2. Roll Call.
3. Requiring a Board Vote: To approve the Minutes of the Board Meeting held on May 14, 2025.
4. Requiring a Board Vote: To approve the Warrant of paid invoices in the amount \$76,340.76 and Payroll Journal in the amount of \$22,775.03 for the period of May 1, 2025 – May 31, 2025.
5. Requiring a Board Vote: To approve the April Quarterly Accounting Report, Cost Comparatives, and Extraordinary Expenditure Report.
6. Requiring a Board Vote: To approve the SOS (Scope of Services and Payment for Services) Project # 048057 – Roof Top Heat Units. The construction budget for this project is \$35,383.00.
7. Requiring a Board Vote: To approve Action Inc / Lean Project - (Low -Income Multi-Family Retrofit Program) BHA was awarded funding to perform Heating and Hot Water System upgrades totaling in the amount of \$375,000.00.





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8. Requiring a Board Vote: To approve the Credit Card Policy which includes recommendations to improve oversight and internal controls from the Office of the Inspector General (OIG), EOHLIC, and Jonathan Driscoll (Driscoll & Driscoll, P.C.)
9. Requiring a Board Vote: To approve the change in the personnel policies concerning **V. Employee Classification/Hours of work**, giving more of an explanation of the business hours and the personnel hours at Burlington Housing Authority from Full Time and Part Time hours while correcting the Operating hours accordingly.
10. Requiring a Board Vote: To approve the change in the personnel policies concerning **X. Leaves and Employee Benefits A. Holidays**, to add Juneteenth Day (June 19th) as one of the holidays that is legal and recognized as a federal and state holiday, with pay, shall be observed by Burlington Housing Authority.
11. Executive Director's Notes:
12. New Business: No new Business
13. Report on Tenant Associations:
14. Adjourn the Meeting.

