



TOWN OF BURLINGTON

Minutes Posting

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Notice of Public Meeting – (As required by G.L. c. 30 A, c. §18-25)

DEPT./BOARD: Burlington Housing Authority

DATE: March 21, 2024

TIME: 10:00 am

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

MEMBERS IN ATTENDANCE:

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

MEMBERS ABSENT:

Walter Decost – Board Member

MINUTES

- 1. Salute the Flag: Pledge of Allegiance**
- 2. Roll Call - Present at the meeting: See above for attendance.**
- 3. Approval of the minutes of the regular meeting held on February 22, 2024:** Upon motion by Brian Curtin and duly seconded by Maryann Bieren, it was voted to approve the minutes of the regular meeting held February 22, 2024. All present voted in favor. Walter DeCost did not participate in this vote as he was absent.
- 4. Approval of the Warrant of paid invoices in the amount \$42,765.71 and Payroll Journal in the amount of \$21,315.71 for the period of February 1, 2024 – February 29, 2024:** Upon motion by Brian Curtin and duly seconded by Maryann Bieren, it was voted to approve the warrant of paid invoices and payroll journal. All present voted in favor; Walter DeCost did not participate in this vote as he was absent.
- 5. Approval of the EOHLC Department of Labor Standards from April 1, 2024, through March 31, 2025:** Upon motion by Maryann Bieren and duly seconded by Brian Curtin, it was voted to approve All present voted in favor; Walter DeCost did not participate in this vote as he was absent.





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6. **Approval of the changing of operating hours:** From Monday – Friday 9:00 A.M. to 2:00 P.M. to Monday, Tuesday, and Wednesday from 9:00 A.M. to 2:00 P.M., Thursday 9:00 A.M. to 3:30 P.M. & Friday 9:00 A.M. to 12:30 P.M. Upon motion by Maryann Bieren and duly seconded by Brian Curtin, it was voted to approve all present voted in favor; Walter DeCost did not participate in this vote as he was absent.
7. **Approval of Early Release on Fridays:** This will change the administrative working hours from Monday – Friday 7:30 A.M. to 3:00 P.M. to Monday, Tuesday, and Wednesday from 7:30 A.M. to 3:00 P.M. Thursday 7:00 A.M. to 4:30 P.M. & Friday 7:30 A.M. to 1:00 P.M. Upon motion by Brian Curtin and duly seconded by Maryann Bieren, it was voted to approve all present voted in favor; Walter DeCost did not participate in this vote as he was absent.
8. **Approval of changing the Passbook Rates:** HUD Rates From 0.06% to 0.40% for 2024. Upon motion by Brian Curtin and duly seconded by Maryann Bieren, it was voted to approve all present voted in favor; Walter DeCost did not participate in this vote as he was absent.
9. **Approval of changing the Utility Rates for Section 8 as presented:** Changing the Utility Rates for Section 8 calculations effective 05/01/2024. Upon motion by Brian Curtin and duly seconded by Maryann Bieren, it was voted to approve all present voted in favor; Walter DeCost did not participate in this vote as he was absent.
10. **Approval of change to the Personnel Policy:** Change to vacation accruals. No more than two weeks of unused paid vacation is accrued in any one fiscal year to the next. However, no more than eight (8) weeks of vacation may be accrued in total without written permission of the Executive Director. Use of all leave on a combined basis (except special leave status) may not exceed twelve weeks during any given year. Upon motion by Maryann Bieren and duly seconded by Brian Curtin, it was voted to approve all present voted in favor; Walter DeCost did not participate in this vote as he was absent.

11. **Executive Director Paula Kinnon Notes:**

We have 2 vacant units at Tower Hill, 1 vacant Unit at Birchcrest and 1 Vacant 705 Family House @ Nelson Road.

We had a mold situation in one of our Birchcrest Units that has since been resolved.

Jack Rushe and Robert DeMelo (Roof Replacement Project): The roof project is still scheduled to begin the first week of April 2024.

Chairman needed to sign off on Patricia Grace's Limitations of earning letter.





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Michael Burke (Maintenance) will be taking pictures of two generators / vent systems that are up on the roof to see if a grant can be obtained to replace the original units.

12. Report of Tenant Associations: Tower Hill:

Patricia Standford was there to represent the Association, she stated that they had a Saint Patrick's Party with 50 people in attendance and residents enjoyed a boiled dinner catered by Mr. Jack, music provided by Jim Duggan's Nephew & Niece, along with a 50/50 raffle going to Dorothea Roussopoulos. No Easter Day Party, however, Michael Austin has offered a muffin day at the choosing of the tenants. An annual Kentucky Derby party will be held on Saturday May 4, 2024.

Birchcrest Arms: No representative was present.

13. New Business: Contractor pricing on the search of providing more available parking spaces to Tower Hill

14. Adjourn the Meeting: Upon motion by Maryann Bieren and duly seconded by Brain Curtin, it was voted to adjourn meeting. All present voted in favor; Walter DeCost did not participate in this vote as he was absent.

