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# TOWN OF BURLINGTON

## *Minutes Posting*

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

DEPT./BOARD: Burlington Housing Authority

DATE: May 09, 2024

TIME: 9:00 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  
Eileen Sickler – Board Member

### MEMBERS ABSENT:

N/A

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## 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 April 11, 2024:** Upon motion by Maryann Bieren and duly seconded by Brian Curtin, it was voted to approve the minutes of the regular meeting held April 11, 2024. All present voted in favor.
- 4. Approval of the Warrant of paid invoices in the amount \$91,451.10 and Payroll Journal in the amount of \$22,208.73 for the period of April 1, 2024 – April 30, 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.
- 5. Executive Director Paula Kinnon Notes:**

We have 1 vacant unit at Tower Hill and 1 vacant unit at Birchcrest.





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Capeway Roofing Project: I am happy to report that the roofing company has been a joy to work with so far. They have promised to fix and repair any damages that are done to the property at 15 Birchcrest, such as (Grassy areas, etc...).

The Board was able to review the letter from Driscall & Driscoll concerning the Pilot Program. The opinion being that the original Pilot Program contract that Burlington Housing Authority had entered into with the town of Burlington will stand.

RCAT: Gary from RCAT was present for a meeting to discuss the relocation of the Executive Director's office. He will be building a work project for it, and I will be contacting him in the next week to see how that process is going.

I will also be contacting Gary about the paving project that should be part of this year's projects. I am looking to add to the paving and stripping project by requesting more parking spaces for visitors and residents.

### 6. **Report of Tenant Associations: Tower Hill:**

Patricia Standford was there to represent the association of Tower Hill. A Kentucky Derby Party was attended by residents, families, and friends on Saturday May 4, 2024.

On May 11, 2024, Patricia Standford ran a Dollar Sale of Merchandise Craft Fair that will be held @ 1:00 p.m. in the community Room at 15 Birchcrest Street.

Michael Oustin was contacted to see if he would like to have a muffin day with the resident.

Still looking for volunteers to help cook up some hot dogs and hamburgers for residents to get together to celebrate Memorial Day, if that cannot happen, a possible chicken dinner will be served. More information to follow.

4<sup>th</sup> of July Event: Possibly a Mister Jack's Lunch or Dinner meal served.

Birchcrest Arms: A representative from Birchcrest was present to discuss no solicitation signs to be posted more clearly at each house up at Birchcrest. She also mentions a concern about everyone's main key to gaining access to each house, which for security issues, may be something to investigate.

### 7. **New Business:** Change in future Board Meetings: All Board Meetings will be conducted on the second Wednesday @ 10:00 a.m. of each month. Upon motion by Maryann Bieren and duly seconded by Brian Curtin, it was voted to approve the change of Board Meetings. All present voted in favor.





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8. **Adjourn the meeting:** Upon motion by Maryann Bieren and duly seconded by Brian Curtin, it was voted to adjourn the meeting. All present voted in favor.

