



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: June 12, 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
Eileen Sickler – Board Member

MEMBERS ABSENT:

N/A

MINUTES

- 1. Salute the Flag: Pledge of Allegiance**
- 2. Roll Call – All Present at the meeting: See above for attendance.**
- 3. Approval of the Minutes of the regular meeting held on May 09, 2024:** Upon motion by Maryann Bieren and duly seconded by Eileen Sickler, it was voted to approve the minutes of the regular meeting held May 09, 2024. All present voted in favor.
- 4. Approval of the Warrant of paid invoices in the amount \$102,393.62 and Payroll Journal in the amount of \$27,302.72 for the period of May 1, 2024 – May 31, 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. Requiring a Board Vote:** To approve three payment installments for WP # 048047 - Roof Replacement on Tower Hill. 03/31/2024 in the amount of \$ 10,779.65, 04/30/2024 in the amount of \$ 365,546.70, and 05/31/2024 in the amount of \$184,078.65. Upon motion by Brian Curtin and duly seconded by Eileen





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Sickler, it was voted to approve the three payment Installments for WP# 048047. All present voted in favor.

6. **Requiring a Board Vote:** To approve a write-off from a loss on 1 vacant unit at Tower Hill in the amount of \$1,178.00. Upon motion by Maryann Bieren and duly seconded by Brian Curtin, it was voted to approve the write off on one Tower Hill Vacant Unit, all present voted in favor.
7. **Review: Board reviewed** March Monthly Accounting Report, Cost Comparatives, and Extraordinary Expenditure Report / Quarterly Reports.
8. **Executive Director Paula Kinnon Notes:**

We have 1 – (1) bedroom & 1 – (2) bedroom vacant units at Tower Hill and 1 – (1) bedroom Vacant Unit at Birchcrest.

An e-mail has been sent to Gary Gianino at the Assessor's Office, concerning the letter from Driscoll & Driscoll about the Pilot Program. The opinion being that the Pilot Program contract that Burlington Housing Authority has with the town will stand. We have requested both FY 2023 & FY 2024 Invoices.

The Roof Project is ending on 06/11/2024. Jack Rushe from Socotec was onsite with our maintenance they were both able to put together a punch list from their observations. I spoke with Capeway Roofing this morning. The landscapers should come by Friday 06/14/2024 or not later than the following week. I have informed them that I received notice from DHCD that all Invoices should be in by June 30th.

Gary from RCAT came by on June 11, @ 10:30A.M. to talk about the CIP - (Capital Improvement Plans).

We discussed the Driveway resurfacing and stripping, but I have expanded that project for 4 new extra spaces (Two Resident and two Visitors), add poles with signs that will be interchangeable to either read visitor or handicap according to the needs of the properties, and this will also include Birchcrest in repairing and stripping. We also talk about replacing sinks and faucets up at Birchcrest as another project.

Gary is going to be putting through my funding for the Mold Remediation reimbursement for a one unit at Birchcrest that I had to repair, due to a heat pump issue and I requested he add the ADA door in the community room to be reasonable accommodation. This will enable the residents that are in wheelchairs/walkers/balance issues to have access to the back patio independently.

I have put in for the changing of the Intercom, along with changing the front door to Fob keys for easier access, and Security which will include Tower Hill and Birchcrest.





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Spoke with The Locksmith and he will be coming to look at the locks at Birchcrest Arms outside doors (Front and Back). For security reasons we will be making it so that only the people residing in that building will have access to the front and back door of their own building, right now they have access to all the buildings.

I have spoken to Ed Bennett (Maintenance Person) from Reading Housing Authority. I will be meeting him this afternoon. He runs a program in which young adults from all over the United States come and work for about 8 weeks at different Housing Authorities at no cost to Housing Authorities. They are insured, fed, and housed all by the organization that Ed runs called next step.

Eileen Sickler sent me an e-mail requesting some insight into some questions that she sent me so she could have a better understanding of the way Housing Authorities Operates. Here are some of those questions, do we screen applicants in advance (**Yes**), do we have any current litigation (**No**), do we inspect the units (**Yes**), a maintenance plan (**No**), and are there any written goals for a Housing Authority (**No**). These were some of the questions asked.

9. Report of Tenant Associations: Tower Hill:

Tower Hill's Tenant Association ran a Memorial Day Celebration. BHA helped with cooking for the event.-

Tenant Association put on a Fourth of July luncheon at Tower Hill. Catered by Mister Jack's.

10. New Business: No New Business

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

