



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: August 14, 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
Jack Nagle – Board Member

MEMBERS ABSENT:

N/A

MINUTES

- 1. Salute the Flag: Pledge of Allegiance**
- 2. Roll Call - Present at the meeting: See above for attendance.**
- 3. Introduction: Governors appointed Board Member John (Jack) Nagle to join the Burlington Housing Authority Board as of 08/14/2024.**
- 4. Approval of the Minutes of the regular meeting held on June 12, 2024:** Upon motion by Brian Curtin and duly seconded by Mary Bieren, it was voted to approve the minutes of the regular meeting held June 12, 2024. All present voted in favor.





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5. **Approval of the Warrant of paid invoices in the amount \$58,790.08 and Payroll Journal in the amount of \$21,052.27 for the period of June 1, 2024 – June 30, 2024:** Upon motion by Brian Curtin and duly seconded by Jack Nagle, it was voted to approve the warrant of paid invoices and payroll journal. All present voted in favor.
6. **Approval of the Warrant of paid invoices in the amount \$429,055.71 and Payroll Journal in the amount of \$26,650.52 for the period of July 1, 2024 – July 31, 2024:** Upon motion by Maryann Bieren and duly seconded by Eileen Sickler, it was voted to approve the warrant of paid invoices and payroll journal. All present voted in favor.
7. **Approval of a one payment installment for Fish# 048047 – Roof Replacement on Tower Hill, in the amount of \$36,404.00:** Upon motion by Jack Nagle and duly seconded by Maryann Bieren, it was voted to approve the payment Installment for Fish # 048047. All present voted in favor.
8. **Approval of a third signer at Northern Bank. Mary Bieren is to be utilized when the first two signers are unavailable.** Upon motion by Brian Curtin and duly seconded by Eileen Sickler. It was voted to have Mary Bieren be utilized as a third signer at Northern Bank. All present voted in favor.
9. **Approval to proceed with the Bathroom Sink and Faucet Replacement Project Fish # 048051 design fee in the amount of \$8,700.00.** Upon motion by Brian Curtin and duly seconded by Maryann Bieren. It was voted to proceed with project # 048051. All present voted in favor.
10. **Approval to proceed with the Driveway Repair Seal and Striping Project Fish # 048052 with a construction Budget of \$45,459.00 and design Fees in the amount of \$15,400.00.** Upon motion by Jack Nagle and duly seconded by Brian Curtin. It was voted to proceed with project # 048052. All present voted in favor.
11. **Approval of the amendment of the BHA Rent Collection Policy to include the implementation of a Direct Debit via ACH collection of rents.** Upon motion by Brian Curtin and duly seconded by Maryann Bieren. It was voted to implement the Direct Debit via ACH. All present voted in favor.





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12. **Approval of the amendment to the Parking Policy to include the regulations.** Upon motion by Brian Curtin and duly seconded by Eileen Sickler. It was voted to amend the Parking Policy. All present voted in favor
13. Reviewed: April, May, June monthly Accounting Reports, Cost Comparatives, and Extraordinary Expenditure Reports and Quarterly Reports.
14. **Executive Director Paula Kinnon Notes:**
 - We have 1 – (1) bedroom & 1 – (2) bedroom vacant units at Tower Hill and 1 –(1) Vacant Unit at Birchcrest.
 - The locksmith was up at Birchcrest to change all the building locks, so now the doors (Front and Back) cannot be accessed by anybody other than the tenant that resides in that building. We also put on all the building doors (No Solicitation) to try and deter trespassers from coming to the property.
 - I spoke to you last month about Ed Bennett the (Maintenance Person) from Reading Housing Authority. He has a program called Next Step that promotes groups of young adults coming from all over the United States to work for about 8 weeks at Housing Authorities in need of assistance. Well, this year I reached out to Ed and asked if he could provide us with a little help. We had anywhere from 4 to 5 young adults chaperoned by counselors that landscaped around Birchcrest and some areas of Tower Hill, they repaired and painted flower boxes out on our back patio and even helped in a turnover for three and half weeks. They saved us upwards of about \$10,000.00 in landscaping alone.
 - The Burlington Housing Authority was visited by Kenneth Gordon, our State Representative along with Edward Augustus (The Housing Secretary of EOHLC) in the month of July. Burlington Housing Authority was the 50th Housing Authority that had been visited. Their plan is to visit all the Housing Authorities to complete their assessment of the needs of Housing in Massachusetts. I invited Richard Howard, Colleen Lacey, and Michael Burke to sit in on the visit to have a more collective approach to give them a better understanding of our needs. We also gave them a tour of two Tower Hill vacancies. One was our two-bedroom unit that was not quite turned over but in good condition when they viewed it. I





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was also able to show them a one-bedroom unit that was not touched at all. This unit was in very bad shape, we explained to them these are some of the things that would need to do in order for the unit to be completely turned over: A new counter, stove, and refrigerator has to be replaced; sand the rust off the door frames and doors; sand the cabinets and refinish them; and we also have to hire a flooring company to replace the floors. After all those things are completed, we would still need to clean the whole unit before making it available to the public. This gave them an idea of what the Housing Authority is up against when trying to turnover units.

- Me and my staff explained to them that, because we only have one Maintenance Man and one Admin Administrative it is difficult to have the turnovers completed and occupied in the timeframe that EOHLC wants.
- We also expressed to them about not having an ADA door that is attached to our community room, this would allow the people in wheelchairs, walkers, and people with balance difficulties to utilities the door to go out to the patio located at the back of Tower Hill.
- At Tower Hill we have very limited Security Cameras and Birchcrest Arms has No Security Cameras. We included that we were also trying to implement key fobs for the doors at Tower Hill, that goes along with the security of the building.
- I brought up that we are still waiting for funding for a mold remediation issue we had up at Birchcrest Arms. That should replace the money that was used from our Revolving account for the repairs.
- We talked about the landlock property that Burlington Housing Authorities has, but really can't do anything about it. I mention that if we could find something to do with it would be great for the Housing Authority, but it is becoming increasingly difficult to get any funding from the State to make things easier for residents and staff in State Housing facilities.
- We talked about the projects that we have been waiting on:
Tower Hill and Birchcrest Arms: driveway repair and stripping project.
Birchcrest Arms's Bathroom Sink and Faucet and Shower valve replacement project. These two projects needed EOHLC to assign a fish number to them. This would start the process,





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so once that was done, they could go out to bid, with design and construction to follow. These projects should have already been out to bid by now.

- The Roof Project: The punch list has all been completed, except for one thing on the list. The designer Jack Rushe has requested this week photos and a full statement of what has been left open on that list to Robert Melo from Capeway Roofing, so we can finalize the roof project.

Report of Tenant Associations: Tower Hill:

Tower Hill Tenant Association had a 4th of July event catered by Mr. Jack's with over 50 people in attendance.

The Tower Hill Tenant Association will be having an Ice Cream Social on August 21, 2024.

The Tower Hill Tenant Association will be having a Labor Day event. They will be getting half of chicken with potatoes from Market Basket for \$5.99 per person.

No Birchcrest Arms Tenant Association in attendance.

15. New Business:

1. Eileen Sickler would like to research the landlock property that Burlington Housing Authority owns.
2. Introduction: Sidney Boles a News Producer at BCAT. – On How Government Works / Segment.

16. **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.

