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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: October 9, 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
Jack Nagle – Board Member

MEMBERS ABSENT:

MINUTES

Moment of Silence for Donna Arkalis of Tower Hill

- 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 September 11, 2024: Upon motion by Brian Curtin and duly seconded by Jack Nagle, it was voted to approve the minutes of the regular meeting held September 11, 2024. All present voted in favor.**





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4. **Approval of the Warrant of paid invoices in the amount \$41,375.25 and Payroll Journal in the amount of \$21,345.27 for the period of September 1, 2024 – September 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. **Approval of a Board Vote of the Lock-Out Policy.** After questions and brief discussion, and upon motion by Jack Nagle and duly seconded by Eileen Sickler, it was voted to approve the Lock-Out Policy. All present voted in favor.
 6. **Approval of a Board Vote of the Credit Card policy:** Upon motion by Brian Curtin and duly seconded by Maryann Bieren the Credit Card Policy was voted by the Board to table the vote until BHA has a chance to seek legal representation to look over the policy. All present voted in favor.
 7. **Review of the August Monthly Accounting Report, Cost Comparatives and Extraordinary Expenditure Reports.** Upon motion by Jack Nagle and duly seconded by Maryann Bieren, it was voted to approve the August monthly Accounting Report, Cost Comparatives and Extraordinary Expenditure Reports. All present voted in favor.
 8. **Approval of a Board Vote of the Executive Director's increase for FY2025 and the renewal of the one year and five-month contract to a three-year contract.** Upon motion by Brian Curtin and duly seconded by Maryann Bieren, it was voted to approve the increase and contract. All present voted in favor.
- **Executive Director's Notes:** On October 22, 2024 @ 12:00 p.m. BHA will be having a goodbye to summer and welcome to the Fall luncheon for Birchcrest Arms Residents. We would like to invite all Board Members to attend. Steak Tips and Chicken from Dom's Sausages of Malden, Salad, Potato Salad, drinks, and Mini Desserts from Elm Street Bakery will be served.
 - **The Driveway and Repair Project #048052:** Met with Gary Boucher from (RCAT) and Katie the (Designer for the Project) on 09/19/2024 to start to form a plan for the Driveway at Tower Hill. We talked about adding more spaces in the front and in the back, along with possibly getting the left side re-tarred, because of the all the holes/dips just on the left side





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of Tower Hill's side. The back driveway must be re-tarred too. This Project, if everything goes okay, should start in the spring of 2025.

- The Bathroom Sink, Faucet, and Shower Valve Replacement Project # 048051: When Gary Boucher from (RCAT) came to talk about the driveway on 09/19/2024 he was able to pick up the architectural designs for all four buildings at Birchcrest Arms, so the designer can see what they will be up against when getting into that project. Hopefully we will see some progress on this project soon.
- List below are the accomplishments that I would like the Board Members to know, so they can make an informed decision about the renewal of the Executive Director's contract and increase.

Accomplishments in the year 2023-2024

1. Completion of Tower Hill Roof Replacement Project
2. Getting the group of young adults from an organization that Edward Bennet (maintenance) from Reading Housing belongs to. This group welcomes young adults from all over the United States to help Authorities out with painting, landscaping, and other duties. These resources saved BHA at least \$10,000.00 in landscaping cost.
3. Policy changes which include Parking, Lock-out Fee, and rent collection direct debit policy changes.
4. Approval of BHA's Annual Plan.
5. In Discussion with RCAT about the Tower Hill Driveway repair and striping project along with the Birchcrest Arms Bathroom Sink, faucet, and shower valve replacement project.
6. I added six new Voucher Holders to the Section 8 Program.
7. Putting together a new Admin Plan with Manette Donovan which will go from 2024 to 2025, with new HOTMA, HIP, and NSPIRE systems that will be going into place in 2025 - 2026.
8. Gary Gianino from the Assessor's office agreed to keep the PILOT program the same as previous years. Saving BHA from paying higher taxes on our family programs.
9. Received approval from EOHLC to start working on the ADA door out to the patio at Tower Hill.





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10. Received approval funding for the Mold Remediation on a unit at Birchcrest.

11. Looking into getting approval to go after the MHP Technical Assistance Grant related to the vacant land (Landlocked Property).

9. **New Business: No new business was discussed**

10. Report of the Associations: Tower Hill – Emily Mucci (Resident Coordinator for BHA) held a Halloween party for about 35-40 people at Tower Hill. Half chicken, gravy, mashed potato, stuffing, and squash were served at no cost to the residents. The food was packaged individually by Market Basket and served by BHA Staff / Volunteers. The tenant association participated by decorating and setting up the community room. Along with supplying prizes, for things like door prizes and best costumes, etc. In attendance were several residents from Birchcrest Arms. Everyone had a great time.

A 50/50 raffle has been set up to boost revenue for the Tower Hill Tenant Association, this raffle will be closed and drawn at the Tenant Association Board meeting being held on November 13, 2024 @ 7:00 P.M.

No tenant from Birchcrest Arms to attend the Board Meeting.

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

