



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: November 13, 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:

N/A

MINUTES

Moment of Silence for Georgi Georgiev of Birchcrest Arms

- 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 October 09, 2024: Upon motion by Brian Curtin and duly seconded by Maryann Bieren, it was voted to approve the minutes of the regular meeting held October 09, 2024. All present voted in favor.**





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4. **Approval of the Minutes of the regular meeting held on October 23, 2024:** Upon motion by Jack Nagle and duly seconded by Eileen Sickler, it was voted to approve the minutes of the regular meeting held October 23, 2024. All present voted in favor.
5. **Approval of the Warrant of paid invoices in the amount \$55,911.40 and Payroll Journal in the amount of \$27,115.07 for the period of October 1, 2024 – October 31, 2024:** Upon motion by Maryann Bieren and duly seconded by Brian Curtin, it was voted to approve the warrant of paid invoices and payroll journal. All present voted in favor.
6. **Approval of the Budget FY2025.** Richard Conlon (CPA) presented the Budget for FY2025 with follow-up questions and answers. Upon motion by Brian Curtin and duly seconded by Jack Nagle, it was voted to approve the Budget FY2025 for the 400 program. Upon motion by Jack Nagle and duly seconded by Maryann Bieren, it was voted to approve the Budget FY2025 for the 705 program, Upon motion by Brian Curtin and duly seconded by Jack Nagle, it was voted to approve the Budget FY2025 for the Section 8 program. All present voted in favor.
7. **Review of the September 2024 Monthly Accounting Report, Cost Comparatives and Extraordinary Expenditure Reports.**
8. **Executive Director's Notes:** Capeway Roofing has given us credit for some items that were overstocked in the amount of \$4,780.00.
 - The roof replacement project Tower Hill has been completed.
 - Budget Certification needs to be signed after the approval of the Board vote of the FY2025 Budget.
 - A new \$20,000.00 Water Heater was replaced on Friday 11/08/2024.
 - Hiring Ed Bennett (Maintenance Foreman) from Reading Housing to repair Birchcrest Arms roof /corners, because of the severe structural damaged wood.
 - On site there are technicians that are cleaning all 40 Heating Pumps up at Birchcrest Arms.





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- Went out to MHP Housing Partnership for assistance on funding of \$35,000.00 for Vacant Land redevelopment.
- The Management project (Condo): I was able to secure a Section 8 voucher holder to move in on 11/15/2024. Rent will be going 582.00 to \$1,980.00.
- The Management project (Veteran Family House): The current resident just came to the top of the Section 8 list. It appears that she will be taking the Section 8 Voucher. I again will be looking into securing another Section 8 Voucher holder for these vacancies. I will have to find a veteran who is searching for a 3 bedroom. Once this happens BHA could possibly get upwards of \$3,418.00 for a month's rent. The current rent BHA is receiving is \$1,221.00.

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

10. **Tower Hill Tenant Association:** Pat Stanford and our Resident Coordinator Emily Mucci held a Halloween party for Tower Hill and Birchcrest Arms, 50 people were in attendance. They were each served an individual packaged half chicken with stuffing, gravy, mash potatoes, and squash. They also were served coffee and desserts at no cost to the residents. The Association is in search of a caterer for their Christmas Party not yet dated. Saint Maragret choir will be coming to Tower Hill for our holiday season. A 50/50 raffle is going on to help bring in some funding. The drawing is on 11/13/2024.

Birchcrest Arms Tenant Association: No Tenant representation from Birchcrest Arms.

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.

