



# TOWN OF BURLINGTON

## *Minutes Posting*

Email Posting to [meetings@burlington.org](mailto:meetings@burlington.org) or Bring to the Clerk's Office. Thank you.

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

DEPT./BOARD: Burlington Housing Authority

DATE: December 11, 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

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## MINUTES

Moment of Silence for James Duggin 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 December 11, 2024: Upon motion by Jack Nagle and duly seconded by Maryann Bieren, it was voted to approve the minutes of the regular meeting held December 11, 2024. All present voted in favor.**





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4. **Approval of the Warrant of paid invoices in the amount \$75,194.05 and Payroll Journal in the amount of \$21,630.74 for the period of November 1, 2024 – November 30, 2024:** Upon motion by Brian Curtin and duly seconded by Eileen Sickler, it was voted to approve the warrant of paid invoices and payroll journal. All present voted in favor.
5. **Approval of the signing of the Civil Rights Certification (Annual Certification and Board Resolution) for the Section 8 Program** Upon motion by Mary Bieren and duly seconded by Jack Nagle. It was voted to approve the signing of the Civil Rights Certification. All present voted in favor.
6. **Approval of the EOHLC'S Insurance Program from 11/17/2024 to 11/17/2025 Invoice to pay.** Upon motion by Eileen Sickler and duly seconded by Jack Nagle. It was voted to approve the EOHLC'S Insurance Program. All present voted in favor.
7. **Review of the October 2024 Monthly Accounting Report, Cost Comparatives and Extraordinary Expenditure Reports.**
8. **Review of the Odyssey Advisors Report OPEB (Other Postemployment Benefits Report) GASB 74 & 75 Actuarial Valuation from January 1, 2024, to December 21, 2025.**

### **Executive Director's Notes:**

- Lean application submitted and was approved, so that Lean will be coming in after the holidays to look over our boiler systems, water heaters, and anything that may provide us with more energy savings when it comes to keeping the buildings warm.
- I reached out to my FMS (Facilities Management Specialist) about a notice I received referring to Aging in Place Turnover Guidelines on 12/03/2024. This will provide Housing Authorities with \$2,000.00 x 10% of 667 units in compliance reserve funding. The funding is only to be used for unit turnovers and for specific repairs, like floors, tub cuts, adjustable showerhead, etc. I was told that they will be funding CAPHUB, so when the Housing Authorities do these repairs, we just have to draw from CAPHUB.
- I have a meeting on December 12, 2024, with MHP. These are the people that I applied for funding assistance to get an assessment of our landlocked property that BHA owns.





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- Looking to have the office closed on December 26, 2024, returning on December 27, 2024.
- Looking for another IT Company to go with. We have Intellibeam, but they have stated that they are not IT support.

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

#### 10. **Tower Hill Tenant Association:**

- The Tenant Association sold raffles for a 50/50 raffle. It brought in funds of \$1,330.00 to help fund the Tenant Association of Tower Hill for the year 2025. The winner of the 50/50 raffle was Megan Draper a new resident here at Tower Hill.
- We would like to express our thanks to Brian Curtin for asking Saint Margaret's choir to come to perform for the tenants of Tower Hill on December 12/15/2024.
- Ross Whitfield's brother & wife, along with some residents, helped with all the decorations at Tower Hill. We would like to thank them all for their time.
- The Christmas Party was held on 12/17/2024 at Tower Hill. Over 30 people attended. Kathy Osbourne came with entertainment and karaoke, which was very well received. Pat Stanford was able to have Sammy's of Burlington cater the party. The food that was served was soup, a turkey dinner which included mash potatoes, stuffing, cranberry sauce and gravy. Thank you very much Pat for all that you do.
- Donations were received from outside sources and were given out as door prizes. Another 50/50 raffle was collected. Resident Ross Whitfield was the winner. He received over \$170.00 dollars.

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

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

