



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: April 09, 2025

TIME: 10:00 am

PLACE: Tower Hill Community Room - 15 Birchcrest Street, Burlington MA

MEMBERS IN ATTENDANCE:

Richard Howard - Chairman
Brian Curtin-Treasurer
Eileen Sickler – Board Member
Mary Bieren – Tenant Board Member via phone call

MEMBERS ABSENT:

Jack Nagle- Board Member

MINUTES

- 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 March 12, 2025, with amendments to correct Richard Howard's title of chairman and status of absence:**
Upon motion by Brian Curtin and duly seconded by Eileen Sickler, it was voted to approve the minutes with amendments of the regular meeting held March 12, 2025. Richard Howard abstains from voting due to his absence. All present voted in favor.





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4. **Approval of the Warrant of paid invoices in the amount \$45,803.16 and Payroll Journal in the amount of \$22,674.31 for the period of March 1, 2025 – March 31, 2025:** Upon motion by Brian Curtin and duly seconded by Maryann Bieren, it was voted to approve the warrant of paid invoices and payroll journal for the period of March 1, 2025 – March 31, 2025. All present voted in favor.
5. **Approval vote by the Board about the memo/decision received from MHP (Massachusetts Housing Partnership via EOHLIC) on the feasibility of developing of the vacant BHA-owned land located off Adam Street and Wheeler Road in Burlington for Housing Development:** Upon motion by Maryann Bieren and seconded by Brian Curtin it was voted to table any discussion until all Board Members can be present. All present voted in favor.
6. **Approval vote of the Submission Review Memorandum / Phase of WP# 048052 Driveway Repair Seal and Stripe Low Bid in the amount of \$74,485.00 from Century Paving & Construction Corp, along with references from other contractors about Century Paving & Construction Corp:** Upon motion by Brian Curtin and seconded by Eileen Sickler it was voted to approve the low bid from Century Paving & Construction in the amount of \$74,45.00. All present voted in favor.
7. **Approval of vote on WP#048047 Roof Replacement Project Certificate of Substantial Completion. This vote is to approve payment of Certificate of Substantial Completion of the final payment given to Burlington Housing Authority from Capeway Roofing Systems, Inc:** Upon motion by Eileen Sickler and seconded by Maryann Bieren it was voted to approve the WP# 048047 Certificate of Substantial Completion. All present voted in favor.
8. **Approval of vote to increase the donation that is given to both Tenant Association's from \$6.00 to \$10.00 per unit per year from Burlington Housing Authorities Management Program:** Upon motion by Brian Curtin and seconded by Maryann Bieren it was voted to approve an increase that is given to the Tenant Association's by our Management Program from \$6.00 to \$10.00. All present voted in favor.





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9. **Approval of vote to have the Executive Director authorized to sign the amendment CFA'S (Contract for Financial Assistance). This will allow the ED to be authorized to sign the amendment as she can initially receive the DocuSign Documents.** Upon motion by Mary Bieren and seconded by Eileen Sickler it was voted to approve the Executive Director to sign CFA's (Contract for Financial Assistance). All present voted in favor.
10. **Approval of vote for the FY2025 Fair Market Rents for Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area FMRS for all Bedroom Sizes effective as of 04/01/2025.** Upon motion by Brian Curtin and seconded by Eileen Sickler it was voted to approve the FY2025 Fair Market Rents for Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Areas for all bedrooms effective as of 04/01/2025. All present voted in favor.
11. **Approval of vote for the FY2025 Payment Standard for our Section 8 Housing Choice Vouchers for all Bedroom Sizes effective 05/01/2025 to remain the same as FY2024 Payment Standards.** The FY2025 Payment Standards for Burlington Housing Authority are lower than the FY2025 Fair market Rents for Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area FMRS for all Bedroom Sizes. Upon motion by Brian Curtin and seconded by Maryann Bieren. All present voted in favor.
12. **Review: February Monthly Accounting Reports, Comparatives, and Extraordinary Expenditure Report:** All Board members reviewed.
13. **Approval of vote to appoint a Vice-Chairperson to the Burlington Housing Authority's Board:** Upon motion by Brian Curtin and seconded by Eileen Sickler, it was voted to table until all Board Members are present. All present voted in favor.
14. **Approval of vote of starting the process of searching for a new Tenant Board Member to replace Maryann Bieren as the current Tenant Board Member:** Upon motion by Brian Curtin and seconded by Eileen Sickler voted to start the process for a new Tenant Board Member. All present voted in favor.

Executive Director's Notes:





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1. Vacancies: 1 Vacancies at Tower Hill & 2 Vacancies at Birchcrest Arms
2. We are in the final stages of putting all the Asset Tags on everything we own here at Burlington Housing Authority @ both Tower Hill and Birchcrest Arms, locations that need Asset Tags according to State regulations for our upcoming AUP Audit, which will be conducted in May 2025.
3. On April 29th, 2025, our PMR (Performance Maintenance Review) has been scheduled. Where Bob Peltier, our (Housing Specialist) will come to Burlington Housing Authority to look at our finances while Bob Arsenault our FMS (Facilities Management Specialist) will conduct inspections on some units at Tower Hill and Birchcrest Arms, with at least one of the houses too. The places that they will go to inspect have been chosen by the State.
4. Over the course of the last Board Meeting we have put some extra lighting downstairs, have painted both floors and walls in the trash room and another room which was designated as a supply room, where the maintenance team can order supplies, to not overspend on items that we don't need and to keep track of inventory. We are also in the process of clearing out other rooms, to assess the inventory.
5. We are in the process of going through all our contracts and seeing which ones must be renewed and ones possibly that need to be written up, so we can put out to bid, for Apartment Reno's (Painting, flooring, and Maintenance people for turnover's are mostly what Housing Authorities need).

New Business: No new business was discussed

Tower Hill Tenant Association: Pat Stanford spoke on behalf of the Tenant Association representing Tower Hill. They will be having a Kentucky Derby event in early May. They are also in the process of reorganizing their Tenant Association Board. Maryann Bieren (President) will be stepping down and will switch roles with Edwin Collard (Vice President). Edwin Collard will now be the new president of Tower Hill's Tenant Association Board.





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

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

