



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: May 14, 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
Jack Nagle – Board Member

MEMBERS ABSENT:

MaryAnn Bieren- Tenant 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 April 09, 2025:** Upon motion by Brian Curtin and duly seconded by Eileen Sickler, it was voted to approve the minutes of the regular meeting held April 09, 2025. All present voted in favor.
- 4. Approval of the Warrant of paid invoices in the amount \$73,647.65 and Payroll Journal in the amount of \$28,121.99 for the period of April 1, 2025 – April 30, 2025:**





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Upon motion by Brian Curtin and duly seconded by Jack Nagle, it was voted to approve the warrant of paid invoices and payroll journal for the period of April 1, 2025 – April 30, 2025. All present voted in favor.

5. **Approval vote by the Board about the memo/decision received from MHP (Massachusetts Housing Partnership via EOHLC) 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 Brian Curtin and seconded by Jack Nagle it was voted to move forward with accepting the decision that EOHLC recommended, which is to enter into an option of selling the property or trying to find a land swap, while maintaining proper procurement rules and regulations. All present voted in favor.
6. **Approval Vote by the Board:** To give approval to the Executive Director to approve the Quarterly Accounting Reports, Cost Comparatives, and Extraordinary Expenditure Report when received by the CPA in HAFIS. Upon motion by Brian Curtin and duly seconded by Jack Nagle. It was voted to give approval to the Executive Director to approve Quarterly Reports. All present voted in favor.
7. **Approval Vote by the Board:** To give approval of the March Quarterly Accounting Reports, Cost Comparatives, and Extraordinary Expenditure Report. Upon motion by Brian Curtin and duly seconded by Jack Nagle, it was voted to approve the March Quarterly Reports. All present voted in favor.
8. **Approval Vote by the Board:** To give approval of the CFA – 5001 revised CFA in the amount of \$2,001,732.19 from \$1,855,816.24. The amount difference was due to the Formula Funding Award FY2028 in the amount of \$124,915.95 and aging in Place Award in the amount of \$21,000.00. Upon motion by Brian Curtin and duly seconded by Jack Nagle. It was voted to approve the CFA – Formula Funding Award FY2028. All present voted in favor.
9. **Approval Vote by the Board:** To give approval of the PMR (Performance Management Review) results. Upon motion by Brian Curtin and duly seconded by Eileen Sickler, it was voted to approve the review of the PMR (Performance Management Review). All present voted in favor.





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10. **Approval Vote by the Board:** To approve the Advertisement of WP# 048051 Bathroom Sink and Faucet Replacement for Birchcrest Arms 40-unit development. The work is estimated to cost \$86,152.00. Upon motion by Jack Nagle and duly seconded by Eileen Sickler, it was voted to give approval to the Advertisement of WP# 048051 Bathroom Sink and Faucet Replacement for Birchcrest Arms. All present voted in favor.
11. **Approval Vote by the Board to appoint a Vice-Chairperson to the Burlington Housing Authority's Board:** Upon motion by Brian Curtin and seconded by Eileen Sickler the Board gave approval to appoint Jack Nagle as the Vice Chairperson to Burlington Housing Authority's Board. All present voted in favor.

Executive Director's Notes:

1. Vacancies: 2 Vacancies at Birchcrest Arms
2. On April 29th, 2025, our PMR (Performance Maintenance Review) has been scheduled. Bob Peltier our (Housing Specialist) will come to Burlington Housing Authority to look at our finances while Chad Howard our (Facilities Management Specialist) will conduct inspections of some units at Tower Hill and Birchcrest Arms, with at least one of the Family houses too. The places that they will go to inspect have been chosen by the State.
3. Funding was awarded for the Community Room ADA Door Reasonable Accommodation for WP# 048054 in the amount \$9,936.00. The total of the Work Project came to \$11,632.00. Touch up needed and timing will be adjusted to complete the door.
4. Colin from the Lean project came to review our Tower Hill gas boiler system. The Lean Project is a program set up to possibly help Housing Authorities with budget restraints on replacing equipment or parts, so that the systems could run more efficiently at no cost to the Housing Authority.
5. The other part of the Lean Project is a weatherization job. This job has been delayed, due to Colin and Jay coordinating the workload. Some pipes can't be wrapped due to some of the values that need to be replaced due to corrosion.





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6. Garden / Raised planter containers have been placed on the patio behind Tower Hill, along with flower boxes too. BHA will be purchasing some raised bed soil to add to the vegetable containers, so the tenants will just need to plant whatever plants they want. Flower boxes have also been placed on patio with BHA purchasing the soil and tenants will just need to order the flowers that are going into them. One suggestion is to have the tenant association form a Garden group among the Tower Hill residents that want to plant either flowers or vegetables.

New Business: No new business was discussed

Tower Hill Tenant Association: Pat Stanford spoke on behalf of the Tenant Association representing Tower Hill. On 05/27/2025 the Tower Hill tenant Association will be having a Memorial Day Barbeque (Hamburger and Hot Dogs) will be served. A lot of fun was had at the Kentucky Derby event held by the Tower Hill residents. Residents brought food while watching the Kentucky Derby and making fun bets on the winning horses. Six people were winners at this event. Tenant Association Board Edwin Collard (Vice President). Edwin Collard will now be the new president of Tower Hill's Tenant Association Board. A 50/50 raffle will start on 05/01/2025 and run up to 07/04/2025 in which time a name will be pulled at the July 4th party held at Tower Hill by the Tenant Association.

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

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

