



TOWN OF BURLINGTON

Minutes Posting

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

DEPT. BOARD: Burlington Housing Authority

DATE: April 8, 2026

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 – Commissioner Member
Edwin Collard – Tenant Board Member

MEMBERS ABSENT: Jack Nagle – Vice-Chairman

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 11, 2026:** Upon motion by Eileen Sickler and duly seconded by Edwin Collard, it was voted to approve the minutes of the regular meeting held March 11, 2026. All present voted in favor.
- 4. Approval of the Warrant of paid invoices in the amount of \$86,267.52 and Payroll Journal in the amount of \$30,809.81 for the period of April 1, 2026 – April 30, 2026:** Upon motion by Brian Curtin and duly seconded by Jack Nagle, it was voted to approve





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the warrant of paid Invoices and Payroll Journal for the period of April 1, 2026 – April 30, 2026. All present voted in favor.

5. **Approval vote by the Board of March Cost Comparatives and Extraordinary Expenditure Report:** Upon motion by Eileen Sickler and duly seconded by Edwin Collard, it was voted to approve the February Cost Comparatives and Extraordinary Expenditure Report. All present voted in favor.

Executive Director's Notes:

1. Vacancies: 1 at Birchcrest Arms & 2 at Tower Hill.
2. BHA was notified that the contract had been signed by EOHLC to issue the Notice to Proceed for WP# 048056, the office expansion at Tower Hill. In the last week of March Alfa Designs, RCAT, and the Contractor came to the on-site meeting to discuss the project.
3. Emily Mucci: (Burlington / Winchester's Resident Service Coordinator) has taken another position and her last day was 04/02/2026. Emily was shared between both Housing Authorities. She will be greatly missed. BHA and WHA will be searching for another Resident Service Coordinator to replace Emily.
4. Mass Save in conjunction with Eversource has given BHA over \$8,000.00 in funding to provide insulation throughout the entire house at 127 South Bedford Street. No insulation was found in the Energy Audit conducted on 04/02/2026.
5. BHA is setting up appointments with HVAC companies to provide us with three estimates regarding installing a heat /cooling pump at 127 South Bedford Street, we are going through Mass Save as a residential house in order to qualify for a rebate up to \$24,000.00.
6. The Commonwealth of Massachusetts Executive Office of Labor and Workforce Development - Department of Labor Standards: The 2026 Department of Labor





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Standards Rates for the LHA Maintenance Departments were issued to the Housing Authorities. This caused quite a stir within the Housing Authorities, due to the high percentage. Burlington Housing Authority will be entering into a settlement agreement with DLS over a two to three-year period in order to have the increase can stay within the Housing Authorities budget.

7. Burlington Housing Authorities Budget for 2026 has been approved by EOHLC. The budget exceeds the approvable ANUEL by \$29,788. Other Revenue, Operating Reserves, has been increase by this amount to reflect those expenditures from the Authority's operating reserves in excess of the approves Non-Utility Level (ANUEL).
8. Board Meeting schedule has been changed to reflect that on July 8, 2026, there will be no meeting and on May 13, 2026, that meeting has been changed to 14, 2026.

Tower Hill Tenant Association: Tower Hill Tenant Association held a corned beef and cabbage dinner on March 18, 2026, the event was appreciated by everyone that attended. Upcoming events include a Kentucky Derby Party being held on that day, as well as a Memorial Day Barbeque to be held on May 26, 2026.

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

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

