



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: August 12, 2026

TIME: 10:00 am

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

MEMBERS IN ATTENDANCE:

Richard Howard – Chairman
Jack Nagle – Vice-Chairman
Brian Curtin - Treasurer
Eileen Sickler – Commissioner Member
Edwin Collard – Tenant Board Member

MEMBERS ABSENT: N/A

MINUTES

- 1. Salute the Flag: Pledge of Allegiance**
- 2. Roll Call - Present at the meeting: See above for attendance.**
- 3. Approval of the Minutes:** Upon motion by Jack Nagle and duly seconded by Edwin Collard, it was voted to approve the minutes of the regular meeting held June 11, 2026. All present voted in favor.
- 4. Approval of the Warrant of paid invoices in the amount of \$102,229.97 and Payroll Journal in the amount of \$24,253.52 for the period of June 1, 2026 – June 30, 2026:**





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Upon motion by Edwin Collard and duly seconded by Eileen Sickler, it was voted to approve the warrant of paid Invoices and Payroll Journal for the period of June 1, 2026 – June 30, 2026. All present voted in favor.

5. Approval of the Warrant of paid invoices in the amount of \$39,178.96 and Payroll Journal in the amount of \$29,916.04 for the period of July 1, 2026 – July 31, 2026:

Upon motion by Jack Nagle and duly seconded by Edwin Collard, it was voted to approve the warrant of paid Invoices and Payroll Journal for the period of July 1, 2026 – July 31, 2026. All present voted in favor.

6. Approval vote by the Board of May 31, 2026, Cost Comparatives and Extraordinary Expenditure Report: Upon motion by Brian Curtin and duly seconded by Edwin Collard, it was voted to approve May 31, 2026, Comparatives and Extraordinary Expenditure Report. All present voted in favor.

7. Approval vote by the Board of June 30, 2026, Cost Comparatives and Extraordinary Expenditure Report: Upon motion by Jack Nagle and duly seconded by Eileen Sickler, it was voted to approve June 30, 2026, Comparatives and Extraordinary Expenditure Report. All present voted in favor.

8. Approval vote by the Board of June 30, 2026, Cost Comparatives and Extraordinary Expenditure Report: Upon motion by Jack Nagle and duly seconded by Eileen Sickler, it was voted to approve June 30, 2026, Comparatives and Extraordinary Expenditure Report. All present voted in favor.

9. Approval vote by the Board of the Quarterly Operating Statement and Balance Sheet for the month ending June 30, 2026, Report. Upon motion by Eileen Sickler and duly seconded by Edwin Collard, it was voted to approve June 30, 2026, Quarterly Operating Statement and Balance Sheet. All present voted in favor.

10. Approval vote by the Board of the Contract for Financial Assistance (CFA) – 5001 from EOHLC. Upon motion by Edwin Collard and seconded by Jack Nagle it was voted to approve the Contract for Financial Assistance (CFA) – 5001 from EOHLC. This contract includes amounts of \$145,962.00 for rooftop ERV/Heaters and \$157,667.04 for Formula Funding FY2029 these amounts total \$303,629.04. All present voted in favor.





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11. Approval vote by the Board of the agreed-upon procedures (AUP) audit review.

Upon motion by Jack Nagle and seconded by Edwin Collard it was voted to approve the agreed-upon procedures (AUP) audit review. The EFPR Group, CPA'S PLLC has audited the financial statements of BHA for the year ended December 31, 2025. This was presented to the Board of Commissioners. All present voted in favor.

12. Approval vote by the Board of the change order for project # 048051 (Birchcrest Arms bathroom sinks, faucets, shower valves, and medicine cabinet). Upon motion by Edwin Collard and seconded by Jack Nagle it was voted to approve the change order for project # 048051 (Birchcrest Arms bathroom sinks, faucets, shower valves, and medicine cabinet). This change order is for light fixtures that will go above the new medicine cabinets. The change order will increase / decrease by \$1,600.00. All present voted in favor.

New Business: No New Business

Executive Director's Notes:

1. Vacancies: 1 at Birchcrest Arms & 1 at Tower Hill.
2. Cambridge CD Account Number 11577460 reached maturity on 06/24/2026. We rolled this CD over to Cambridge Savings for another 9-month term, with an interest rate of 3.85%. Brian Curtin reached out to several banks within the area to try and get the highest interest rate in order for Burlington Housing Authority to roll this CD over.
Cambridge Savings: 3.85% Interest Rate for a 9-month term.
Rockland Trust: 3.60% Interest Rate for a 4-month term.
Northern Bank: 3.50% Interest Rate for a 9-month term.
3. The Next Step young adults came to Burlington Housing Authority from June through July. They were here almost every Monday to Thursday, with Michael Burke supervising them every day. I would like to express what an excellent job he did working with teenagers.
These are the things that Next Step got done:
They landscaped both Birchcrest Arms & Tower Hill.





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They went into the crawl spaces in Building C and half of Building D at Birchcrest and took out 20 bags of trash from these spaces.

BHA got a 30-foot dumpster, and with the help of Next Step, we were able to completely fill that dumpster. We are now on our second dumpster, which is currently half-filled with items that have been sitting down in the maintenance area for well over 30 years.

They put together three maintenance lockers, a laundry table, two storage units, two lawn mowers, and two weedwhackers.

They then proceeded to dig a 10' x 10' form and fill it with cement at 127 South Bedford Street in order for a shed to be placed on it; right now, a 6' x 6' plastic shed sits on it, but it is not big enough for a three-bedroom house with no storage space for bikes or lawn mowers, etc...

They landscaped everything at 127 South Bedford Street.

Inside the house they pulled up all baseboards in preparation for all new flooring installation. The kids proceeded to then paint several of the black drainage/sewer pipes in the maintenance area before leaving BHA for the season. They saved Burlington Housing Authority approximately \$10,000.00.

4. I want to introduce Lisa Capuccio as the new part-time resident service coordinator. Lisa comes with a lot of experience in Housing. We share Lisa with Winchester Housing. She will be working here on Monday, Tuesday, and Wednesday every other week. Lisa will meet and greet all Tenants at BHA and will be available to help navigate things like paperwork, Mass Health, and Social Security, etc...
5. Update to property at 127 South Bedford: Plumbing inspection passed so walls can be closed, the kitchen cabinet will be installed this week, and we will be setting up mini splits, floor installation, and painting over the course of the next of weeks.
6. **Project # 048051 Change Orders:** My bathroom sink, shower diverter, and medicine cabinet project have been delayed multiple times due to my RCAT project manager being changed in the middle of the project. We are now finding that change orders need to be submitted. The project started this week with very little notice to BHA, which forced BHA to be able to only give the residents a small window of time to leave their homes, due to the abatement testing. We have run into another couple of





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issues this week, which have led us to have to add more change orders. I am requesting that the Board allows me to approve these change orders, and others that may come up while this project is advancing, and present them to the Board after the fact, so that the project can continue without any more delays. The change orders so far are the light fixture above the medicine cabinet, new shut-offs under the bathroom sink and behind the shower valves, and an access panel behind the shower valve inside the closet, and I was just informed last night on 08/11/2026 that they just found that the three units that they started on all have mold, because a moisture barrier was not placed behind the tile in the bathtub area when the buildings were built back in 1960s, and they are suggesting that we put a tub surround in all 40 units.

7. I would like to thank the Board for allowing Sam Heggarty come in once a month to help with all the changes that the Section 8 Program is going through and will be going through in the upcoming year 2027 with HOTMA and NSPIRE Inspections. Sam is on the Section 8 Association Committee and has an enormous amount of knowledge when it comes to the rules and regulations of Section 8 program.
8. Jack Nagle, Brian Curtin, and I met with Randy Fortin and Warren “Sonny” Rogers, JD of Millipore Sigma, Scott Weiss of The Gutierrez Company, and John Esserian of John Esserian of Homes Development Corp at different times to talk about BHA’S landlocked Property.

John Esserian: When we met with John Esserian of Esserian Homes Development Corp. He develops single family homes and is still interested in knowing any decision that BHA might be making concerning the property as BHA moves forward.

Millipore: Spoke with Randy Fortin and Sonny Rogers of Millipore Sigma’s US Life Science Headquarters. This was a meeting to inform them that BHA was in the first stages of trying to do something with the land that BHA owns. We felt it was in our best interest to inform them, and they mentioned they would also like to keep communications open with BHA while this progresses forward.

Scott Weiss: We met with Scott from The Gutierrez Company. Scott was already informed that BHA would be moving forward due to his attendance at a couple of





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BHA's board meetings. Currently BHA is in the process of having the appraisal completed. Then we will proceed forward with our next step.

9. I want to thank my Board of Commissioners for allowing Sam Heggarty to come in once a month for Section 8 updates. Sam is part of the Section 8 Administrators Association and has a wealth of knowledge. This has allowed BHA to navigate the program out of their shortfall. BHA did not have to request any funding to cover the shortfall, and we are in the process of getting ready for the new HOTMA 102/104 Compliance rules, along with NSPIRE (Inspection) information that will be going out to the participants of the Section 8 program very soon.

Tower Hill Tenant Association: Tower Hill's Tenant Association will be holding an ice cream social event in the month of September. Pricing will be available soon, as well as a sign-up sheet for tenants who would like to attend.

BHA also will be holding separate cookouts in September for both Birchcrest Arms and Tower Hill. The date will be announced early in the month.

Helen Consolazio's children Diane, Michael and their family came on 08/11/2026 and treated Tower Hill residents to pizza, vegetables, and dessert in honor of their mother.

Edward Collard wanted to express that the garden club's flowers came out beautifully and wanted to let people if they wanted anything in his vegetable garden to help themselves.

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

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

