



# TOWN OF BURLINGTON

## Meeting 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: August 13, 2025

TIME: 10:00 am

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

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### Agenda

Moment of Silence for Mary “Donna” Higgins  
Moment of Silence for Lawrence Porter

1. Salute the Flag.
2. Roll Call.
3. Requiring a Board Vote: To Approve the Minutes of the Board Meeting held on June 25, 2025.
4. Requiring a Board Vote: To Approve the Warrant of paid invoices in the amount \$110,948.93 and Payroll Journal in the amount of \$22,750.52 for the period of June 1, 2025 – June 30, 2025.
5. Requiring a Board Vote: To Approve the Warrant of paid invoices in the amount \$76,740.94 and Payroll Journal in the amount of \$26,842.99 for the period of July 1, 2025 – July 31, 2025.
6. Requiring a Board Vote: To Approve the May Cost Comparatives, and Extraordinary Expenditure Report.
7. Requiring a Board Vote: To Approve the June Cost Comparatives, and Extraordinary Expenditure Report.
8. Requiring a Board Vote: To Approve the June Quarterly Operating Accounting Report.





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9. Requiring a Board Vote: To Approve the Financial Statements for Burlington Housing Authority's year end December 31, 2024, Presented by EFPR Group by Zoom.
10. Requiring a Board Vote: To Approve one out of four credit cards options that will be presented to the Board to be chosen as the new Burlington Housing Credit Card according to the policy which includes recommendations to improve oversight and internal controls from the Office of the Inspector General (OIG), EOHLC, and Jonathan Driscoll (Driscoll & Driscoll, P.C.).
11. Requiring a Board Vote: To Approve to confirm that Tower Hill and Birchcrest Arms are operating as Resident Associations in their locations and not being recognized as an LTO or operating as such. BHA reached out to Jonathan Driscoll (Driscoll & Driscoll, P.C.) for guidance on this determination.
12. Requiring a Board Vote: To Approve the new HUD Regulation HOTMA 102 and 104, also included is the new VAWA (Violence against Women Act) Forms that needed to be implemented as of 07/01/2025.
13. Requiring a Board Vote: To approve the revised chapter number 16 of Burlington Housing Authority's HUD Administrative Plan to include the HOTMA rules and regulations.
14. Requiring a Board Vote: To sign the Civil Rights Certification (Annual Certification and Board Resolution for 2025).
15. Requiring a Board Vote: To approve the lowest bid for Birchcrest's Bathroom Sink and Faucet replacement WP# 048051. Alfa Design Build Inc's Bid was \$140,000.00 with 1 alternate - replacement lights and medicine cabinets for additional \$9,000.00, which will make the project total at \$149,000.00.
16. Executive Director's Notes:
17. New Business: No new Business
18. Report on Tenant Associations:
19. Adjourn the Meeting.

