



TOWN OF BURLINGTON

Meeting 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: December 10, 2025

TIME: 10:00 am

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

Agenda

1. Salute the Flag.
2. Roll Call.
3. Requiring a Board Vote: To approve the Minutes of the Board Meeting held on November 12, 2025.
4. Requiring a Board Vote: To approve the Warrant of Paid Invoices in the amount \$40,243.16 and Payroll Journal in the amount of \$23,484.84 for the period of November 1, 2025 – November 30, 2025.
5. Requiring a Board Vote: To approve the October Cost Comparatives and Extraordinary Expenditure Report.
6. Requiring a Board Vote: To approve Project TM construction as the second lowest bid for Work Project # 048056 Office Expansion. Three positive references have been received and accepted.
7. Requiring a Board Vote: To approve Burlington Housing Authorities FY2026 Utility Allowances for Section 8, to be adopted as of 01/01/2026.





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8. Requiring a Board Vote: To approve Work Project# 048052 Century Paving & Construction final punch list. This approval is for Tower Hill's Driveway Repair Seal and Stripe Project's final punch list completion.
9. Requiring a Board Vote: To approve the authorized employees at BHA to receive information provided through Wage Match.
10. Requiring a Board Vote: To approve the office closing date of 12/26/2025, which would be the day after the Christmas holiday and the closing date of 01/02/2026, which would be the day after the New Year Holiday. Boths days fall on a Friday.
11. Requiring a Board Vote: To approve the revised Section 8 Administrative Plan. I have attached a memorandum regarding all the changes that were made to the chapters for the board's review. These revisions will be adopted by BHA as of 01/01/2026.
12. Requiring a Board Vote: To approve which law firm will represent BHA at the disposition of Burlington Housing Authorities' landlocked land property. Kurt James (KJP Partners LLP) @ \$475.00 per hour or Shirin Everett (KP-Law) @ \$350.00 per hour.
13. Requiring a Board Vote: To approve The Policy: 2025-2026 State Aided Property Insurance Program Effective: 11/17/2025 - (705 Family @ 345.00 *2 = \$690.00) & (667-1 & 2 Senior Units @ 292.00 * 105 = \$30,660.00) – Totaling \$31,350.00.
14. Executive Director's Notes:
15. New Business: No new Business
16. Report on Tenant Associations:
17. Adjourn the Meeting.

