



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: February 22, 2024

TIME: 10:00 am

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

MEMBERS IN ATTENDANCE:

Dick Howard- Vice Chairman
Brian Curtin-Treasurer
Maryann Bieren- Board Member
Walter DeCost – Board Member

MEMBERS ABSENT: All Present

MINUTES

Moment of Silence for Albert Fay

1. **Salute the Flag. Pledge of Allegiance**
2. **Moment of silence for the residents of BHA:** Lenoa Angelo, William Breen, & Peg Kevorkian
3. **Roll Call. – Present at the meeting: See Above for attendance**
4. **Approval of the minutes of the regular meeting held on December 06, 2023:** Upon motion by Brian Curtin and duly seconded by Maryann Bieren, it was voted to approve the minutes of the regular meeting held December 06, 2023. All present voted in favor.
5. **Approval of the Warrant of paid invoices in the amount of \$87,300.95 and Payroll Journal in the amount of \$27,744.92 for the period of December 1, 2023 – December 31, 2023.** Upon motion by Brian Curtin and duly seconded by Maryann Bieren, it was voted to approve the warrant of paid invoices and payroll journal. All present voted in favor.





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6. **Approval of the Warrant of paid invoices in the amount \$41,225.40 and Payroll Journal in the amount of \$27,990.40 for the period of January 1, 2024 – January 31, 2024.** Upon motion by Maryann Bieren and duly seconded by Brian Curtin, it was voted to approve the warrant of paid invoices and payroll journal. All present voted in favor.
7. **Approval for the Executive Director Paula Kinnon and Administrative Assistant Colleen Lacey if they both stay together as employees of Burlington Housing Authority to be able to DocuSign.** All new contracts executed on or after May 1, 2023, are required by the Commonwealth to have the CASL Form. These documents are the new CASL Forms (The Contractor Authorized Signatory List). This process protects both vendors and the Commonwealth from fraud. Upon motion by Dick Howard and duly seconded by Brian Curtin. All present voted in favor.
8. **Reorganization of the Board: Approval of the Board for making Dick Howard Chairman of the Board.** Upon motion by Brian Curtin and duly seconded by Walter Decost, it was voted to approve. All present voted in favor.
9. **Executive Director's Notes:**

We have 2 vacant units at Tower Hill, 1 vacant Unit at Birchcrest and 1 Vacant 705 Family House @ Nelson Road.

We had mold in one of our Birchcrest Units that RCAT has been informed of and is working with BHA.
10. **Report of Tenant Associations:**

Patricia Stanford was there to represent the Tower Hill Association, she stated that they had a Super Bowl Party on February 11, 2024, and a Valetine's Day breakfast that was held on February 14, 2024. She put a crew together for cleanup of Christmas decorations throughout the lobby and community room. and supervised the reorganization of the tenant associations social decorations that are stored downstairs. The crew was supplied with a thank you pizza luncheon.

Birchcrest Arms: No representative was present.
11. **New Business:** No New Business
12. **Adjourn the Meeting:** Upon motion by Dick Howard and duly seconded by Brain Curtin, it was voted to adjourn meeting. All present voted in favor.

