



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: February 26, 2025

TIME: 10:00 am

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

MEMBERS IN ATTENDANCE:

Dick Howard- Vice Chairman
Brian Curtin-Treasurer
Eileen Sickler – Board Member
Jack Nagle – Board Member

MEMBERS ABSENT:

Mary Bieren – Board Member

MINUTES

Moment of Silence for William Burbridge of Birchcrest Arms

- 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 December 11, 2024:** Upon motion by Jack Nagle and duly seconded by Eileen Sickler, it was voted to approve the minutes of the regular meeting held December 11, 2024. All present voted in favor.





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4. **Approval of the Minutes of the regular meeting held on January 08, 2025:** Upon motion by Brian Curtin and duly seconded by Jack Nagle, it was voted to approve the minutes of the regular meeting held January 08, 2025. All present voted in favor.
5. **Approval of the Warrant of paid invoices in the amount \$73,734.29 and Payroll Journal in the amount of \$27,406.10 for the period of January 1, 2025 – January 31, 2025:** Upon motion by Brian Curtin and duly seconded by Jack Nagle, it was voted to approve the warrant of paid invoices and payroll journal for the period of January 1, 2025 – January 31, 2025. All present voted in favor.
6. **Approval of the SOS (Scope of Service) on WP# 048056 – Office Expansion at Tower Hill's Location.** Upon motion by Brian Curtin and duly seconded by Jack Nagle. It was voted to approve the SOS (Scope of Service) on WP# 048056 Expansion at Tower Hill Location. All present voted in favor.
7. **Approval of the BHA utilizing Operation Able's Organization. This organization is a Senior Community Service Employment Program (SCSEP) that can provide a mature low-income worker aged 55 and over to help assist the BHA staff at no cost to Burlington Housing Authority.** Upon motion by Jack Nagle and duly seconded by Brian Curtin. It was voted to approve BHA utilizing Operation Able's Organization. All present voted in favor. Chairman Richard Howard was asked to abstain from voting due to a conflict of interest.
8. **Review: Year End Accounting Reports, Comparatives, and Extraordinary Expenditure Report for the fiscal year ending December 31, 2024.** We had Michael Guyder and Brittany Bezok from CBIZ (BHA Auditors) come in on a zoom call and presented the fiscal year ending December 31, 2024, reports. Upon motion by Jack Nagle and duly seconded by Brian Curtin, it was voted to approve the Year End Accounting Reports for the year end of December 31, 2024. All present voted in favor.

Executive Director's Notes:

1. Approval of Burlington Housing Authority employees with access to Wage Match acknowledgement. Upon motion by Jack Nagle and duly seconded by Brian Curtin, it was





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voted to approve the employees' access to wage match upon receipt of signed acknowledgement to all Board Member's. All present voted in favor.

2. Spoke with Carsten Snow-Eikelberg from Massachusetts Housing Partnership, she is a Senior Real Estate Development Officer on February 20, 2025, about putting together a memo / assessment on the Landlock Property that Burlington Housing Authority owns. She explained to me that she would be putting it together as soon as March 5, 2025, to be presented at the next Board meeting on March 12, 2025.
3. On February 24th and 25th 2025 Ben Miller from the Lean program came to Tower Hill and Birchcrest Arms and went to each resident to offer to replace incandescent light bulbs for their personal Lamps. If they had any 3-way bulbs, he offered to replace them too, The Eversource contractor recorded the model numbers of their refrigerators to find out later if it uses enough energy to qualify for free replacement. Tenants did not have to accept any items that were offered to them.
4. On February 20, 2025, Action Inc. Energy Services came to Tower Hill. A Senior Multi-Family Building Performance Specialist by the name of Jamin Jones took a tour of Tower Hill with me and Mike. He is also part of the Lean Program. His department handles anything that is gas associated with, so he was only here for Tower Hill not Birchcrest Arms. He will be putting together a report as to what they can do for us. it sounded like a lot of what he can possibly do for us is to wrap pipes, weather strip door frames, caulk windows, block up holes to help with insects, rodents, and drafts from behind stoves and sinks, and possibly offer new shower heads or handheld shower heads, only if tenants want them. He also placed a call with a person named Colin to contact me about coming to see our boiler room, to review our heating units in the basement along with the one in the foyer. Mike and I explained to him that it is very difficult for the heat in the building to maintain itself without some other source of heat to help the Boilers. We explained to him that one of the biggest problems is the foyer, especially because once the Fobs are in place the doors may stay open longer in the winters and all the cold air heat comes into the lobby and the community room, which will make it very difficult to maintain the heat level where the resident can be comfortable.





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5. I was able to have Astound (T-Mobile) come in to talk to the residents at Tower Hill and Birchcrest about their cell phones, Landline Phones, Cable, and Internet. Some people were able to lower their bills.
6. EOHLC public notice 2025-02 Comp Mod NOFA: Looking at The Comp Mod NOFA Provides a competitive opportunity apply for up to \$200,000.00/unit to perform comprehensive renovations on state-aided family or elderly sites. I need to apply to see if Burlington Housing is qualified. The deadline is April 30, 2025.
7. My Section 8 program as of 02/26/2025 has ninety-five placed Section 8 vouchers. I will be pulling a list to get one more voucher holder to complete the ninety-six vouchers that I need to complete the program that is being held at BHA. I have just completed my Section 8 SEMAP Report and submitted it to HUD. I have also completed my Section 8 five-year plan. I am having issues with HUD and the portal system while trying to get an authorized signer for the portal where I cannot submit the five-year plan, until I receive permission from HUD.
8. Vacancies: 3 Vacancies Tower Hill & 1 Vacancies @ Birchcrest Arms

New Business: No new business was discussed

Tower Hill Tenant Association: Pat Stanford spoke on behalf of the tenant Association

Tower Hill was going to have a Valentine's Day party, but it was postponed due to many residents coming down with the flu within Tower Hill. It has been rescheduled for February 28, 2025, between 8:30 -11:00 A.M. The food that will be served will be Egg McMuffin's, juice, coffee, and pastries from McDonald. The cost is \$6.00 for tenants and guests pay \$7.00.

No Tenant Association will be held until further notice, again due to the flu at Tower Hill.

Tenant Association is in search of food caterers that could provide Tower Hill with options as far as cost and food options for their events. Right now, they are in search of someone that could provide them with a Corn Beef Boiled dinner for a Saint Patrick's Day party. They will





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be contacting Sammy's and Frenchie's to see if they could provide them with information. They welcome anyone that may have other caterers that they can contact.

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

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

