



# TOWN OF BURLINGTON

## *Minutes 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: March 12, 2025

TIME: 10:00 am

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

### MEMBERS IN ATTENDANCE:

Brian Curtin-Treasurer  
Eileen Sickler – Board Member  
Jack Nagle – Board Member  
Mary Bieren – Board Member

### MEMBERS ABSENT:

Dick Howard- Chairman

---

## MINUTES

- 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 February 26, 2025:** Upon motion by Jack Nagle and duly seconded by Eileen Sickler, it was voted to approve the minutes of the regular meeting held February 26, 2025. All present voted in favor.
- 4. Approval of the Warrant of paid invoices in the amount \$51,602.77 and Payroll Journal in the amount of \$25,566.88 for the period of February 1, 2025 – February**





# TOWN OF BURLINGTON

## *Minutes 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)

**28, 2025:** Upon motion by Jack Nagle and duly seconded by Eileen Sickler, it was voted to approve the warrant of paid invoices and payroll journal for the period of February 1, 2025 – February 28, 2025. All present voted in favor.

5. **Approval of a Residential Weatherization Low-Income Multi Family Retrofit Program for gas buildings only contract (Birchcrest Arms is unqualified for this program).** Upon motion by Eileen Sickler and duly seconded by Jack Nagle. It was voted to approve the Residential Weatherization low-income multi-family retrofit program for gas buildings only contract notice to proceed. All present voted in favor.
6. **Approval of the Department of Labor Standards for Burlington Housing Authority Minimum Base Rate/Hour for Maintenance Staff starting 04/01/2025.** Upon motion by Eileen Sickler and duly seconded by Jack Nagle. It was voted to approve of the Burlington Housing Authority Department of Labor Standards Rate/Hour for Maintenance Staff as of 04/01/2025. All present voted in favor.
7. **Review:** A memo from MHP (Massachusetts Housing Partnership via EOHLC) about BHA applying for a grant to be considered for the LHA Surplus Land Technical Assistance to review the landlocked property owned by BHA and possibly be granted \$35,000.00 to pay for a third-party consultant to evaluate to determine if it is a feasible opportunity for the Housing Development. The Board requested we table this review until next Board Meeting being held on April 9, 2025, due to the Chairman Richard Howard not being present at the time of the review. Upon motion by Eileen Sickler and duly seconded by Jack Nagle. All present voted in favor.
8. **Review:** January Monthly Accounting Reports, Comparatives, and Extraordinary Expenditure Report.

### **Executive Director's Notes:**

1. Vacancies: 3 Vacancies at Tower Hill & 2 Vacancies at Birchcrest Arms
2. Work Project # 048054 CR ADA Door Reasonable Accommodation's change order for the completion of the ADA door. CAP HUB has given us \$9,936.00 and right now except for the electrical Invoice the door is costing us \$7,805.00. I wanted to let you know that I





# TOWN OF BURLINGTON

## *Minutes 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)

am moving forward with the change order. The Board wanted to vote on this change order, so upon motion by Eileen Sickler and duly seconded by Jack Nagle. It was voted to approve the change order of the WP# 048054 CR ADA Door Reasonable Accommodation's change order. All present voted in favor.

3. I want to start by saying that I started working with Colleen here in August 2023 and it has been a pleasure ever since. She has held Burlington Housing together for the past 21 years with grace and professionalism that exceeds most workers in today's field, Unfortunately, Colleen formally made the decision to start her retirement as of June 30, 2025, so she can spend more time traveling with her family and to enjoy her grandson, Miles. Hopefully I can convince her to possibly stay in some sort of part time position with her BHA family. The position will be posted, and I am hoping she may decide to apply.
4. I am requesting that if all Board Members attend the next Board Member, could they discuss voting in a Vice-Chairman? This will be helpful if the Chairman cannot attend or fulfill his role as the chairman of the Board.

### **New Business: No new business was discussed**

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

Tower Hill will be having a Saint Patrick's Party being held on March 15, 2025 @ 6:00 P.M. 8:30 -11:00 A.M. The food that will be served will be from Frenchie's Catering. A Corn Beef Dinner will be served at a Tenant cost: \$22.00 Tenant Guest: \$24.00. They hired Kathy McLaughlin to bring in music and entertainment for the party.

A surprise birthday party for Ross Widtfelt is being held on Monday, March 17, 2025, at 11:30 A.M. His family will be flying in as a surprise to him. The Matter of Balance workshop has been postponed due to the party. The next Matter of Balance Workshop is being held on March 31, 2025, as a makeup session.

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





# TOWN OF BURLINGTON

## *Minutes 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)*

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

