



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: June 25, 2025

TIME: 10:00 am

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

MEMBERS IN ATTENDANCE:

Richard Howard - Chairman
Brian Curtin-Treasurer
Eileen Sickler – Board Member
Jack Nagle – Board Member
Edwin Collard – Board Member

MEMBERS ABSENT:

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 May 14, 2025:** Upon motion by Eileen Sickler and duly seconded by Jack Nagle, it was voted to approve the minutes of the regular meeting held May 14, 2025. All present voted in favor.





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4. **Approval of the Warrant of paid invoices in the amount \$76,340.76 and Payroll Journal in the amount of \$22,775.03 for the period of May 1, 2025 – May 31, 2025:**
Upon motion by Brian Curtin and duly seconded by Eileen Sickler, it was voted to approve the warrant of paid invoices and payroll journal for the period of May 1, 2025 – May 31, 2025. All present voted in favor.
5. **Approval vote by the Board of the April Quarterly Accounting Report, Cost Comparatives, and Extraordinary Expenditure Report.** Upon motion by Eileen Sickler and duly seconded by Jack Nagle, it was voted to approve the April Quarterly Accounting Report. All present voted in favor.
6. **Approval vote by the Board** To approve the SOS (Scope of Services and Payment for Services) Project # 048057 – Roof Top Heat Units. The construction budget for this project is \$35,383.00. Upon motion by Jack Nagle and duly seconded by Brian Curtin. All present voted in favor.
7. **Approval vote by the Board:** To Approve Action Inc / Lean Project - (Low -Income Multi-Family Retrofit Program) BHA was awarded funding to perform Heating and Hot Water System upgrades totaling in the amount of \$375,000.00. Upon motion by Jack Nagle and duly seconded by Eileen Sickler. All present voted in favor.
8. **Approval Vote by the Board:** To approve the Credit Card 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.). Upon motion by Eileen Sickler and duly seconded by Jack Nagle. All present voted in favor.
9. **Approval Vote by the Board:** To approve the change in the personnel policies concerning the **V. Employee Classification/Hours of work**, giving more of an explanation of the business hours and the personnel hours at Burlington Housing Authority from Full Time and Part Time hours while correcting the Operating hours accordingly. Upon motion by Brian Curtin and duly seconded by Edward Collard. All present voted in favor.
10. **Approval Vote by the Board:** To approve the change in the personnel policies concerning **X. Leaves and Employee Benefits A. Holidays**, to add Juneteenth Day (June 19th) as one of the holidays that is legal and recognized as a federal and state holiday, with





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pay, shall be observed by Burlington Housing Authority. Upon motion by Brian Curtin and duly seconded by Jack Nagle. All present voted in favor.

Executive Director's Notes:

1. Vacancies: 2 Vacancies at Birchcrest Arms

New Business: No new business was discussed

Tower Hill Tenant Association:

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

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

