



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: August 13, 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
Edwin Collard – Board Member

MEMBERS ABSENT:

Jack Nagle – Board Member

MINUTES

Moment of Silence for Mary “Donna” Higgins
Moment of Silence for Lawrence Porter

- 1. Salute the Flag: Pledge of Allegiance**
- 2. Roll Call - Present at the meeting: See above for attendance.**





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3. **Approval of the Minutes of the regular meeting held on June 25, 2025:** Upon motion by Eileen Sickler and duly seconded by Brian Curtin, it was voted to approve the minutes of the regular meeting held June 25, 2025. All present voted in favor.
4. **Approval of the Warrant of paid invoices in the amount \$110,948.93 and Payroll Journal in the amount of \$22,750.52 for the period of June 1, 2025 – June 30, 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 June 1, 2025 – June 30, 2025. All present voted in favor.
5. **Approval of the Warrant of paid invoices in the amount \$76,740.94 and Payroll Journal in the amount of \$26,842.99 for the period of July 1, 2025 – July 31, 2025:** Upon motion by Brian Curtin and duly seconded by Edwin Collard, it was voted to approve the warrant of paid Invoices and Payroll Journal for the period of July 1, 2025 – July 31, 2025. All present voted in favor.
6. **Approval vote by the Board of May Cost Comparatives and Extraordinary Expenditure Report.** Upon motion by Brian Curtin and duly seconded by Eileen Sickler, it was voted to approve the May Cost Comparatives and Extraordinary Expenditure Report. All present voted in favor.
7. **Approval vote by the Board of June Cost Comparatives and Extraordinary Expenditure Report.** Upon motion by Eileen Sickler and duly seconded by Edwin Collard, it was voted to approve the June Cost Comparatives and Extraordinary Expenditure Report. All present voted in favor.
8. **Approval vote by the Board of June quarterly Operating Accounting Report.** Upon motion by Eileen Sickler and duly seconded by Edwin Collard, it was voted to approve the June Quarterly Operating Accounting Reporting. All present voted in favor.
9. **Approval vote by the Board of FY2024 Financial Statements Audited & presented by EFPR:** Upon motion by Brian Curtin and seconded by Edwin Collard it was voted to approve the Financial Statements for Burlington Housing Authority's FY2024 by EFPR. All present voted in favor.





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10. **Approval vote by the Board: To approve one out of four credit cards that have been presented to the Board to be chosen as the new credit card used in according to the 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 Brian Curtin and seconded by Edwin Collard it was voted to approve the New Credit Card to be used as Discovery for Burlington Housing Authority's. All present voted in favor.
11. **Approval vote by the Board: To approve that Tower Hill and Birchcrest Arms are operating as Resident Associations in their locations and not being recognized as an LTO or operating as such. BHA reached out to Jonathan Driscoll (Driscoll & Driscoll, P.C.) for guidance on this determination.** Upon motion by Brian Curtin and seconded by Edwin Collard it was voted to approve that Tower Hill and Birchcrest Arms are operating as a Resident Associations in their location and not being recognized as an LTO or operating as such. All present voted in favor.
12. **Approval vote by the Board: To Approve the new HUD Regulation HOTMA 102 and 104, also included is the new VAWA (Violence against Women Act) Forms that needed to be implemented as of 07/01/2025.** Upon motion by Eileen Sickler and seconded by Edwin Collard it was voted to approve the new HUD Regulation HOTMA 102 and 104, also included is the new VAWA (Violence against Women Act) Forms that needed to be implemented as of 07/01/2025. All present voted in favor.
13. **Approval vote by the Board: To approve the revised chapter number 16 of Burlington Housing Authority's HUD Administrative Plan to include the HOTMA rules and regulations.** Upon motion by Brian Curtin Sickler and seconded by Edwin Collard it was voted for the revised chapter number 16 of Burlington Housing Authority's HUD Administrative Plan to include the HOTMA rules and regulations. All present voted in favor.
14. **Approval vote by the Board: To approve and sign the Civil Rights Certification (Annual Certification and Board Resolution for 2025).** Upon motion by Eileen Sickler and seconded by Edwin Collard it was voted to sign the Civil Rights Certification (Annual Certification and Board Resolution for 2025). All present voted in favor.





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- 15. Approval vote by the Board: To approve the lowest bid for Birchcrest's Bathroom Sink and Faucet replacement WP# 048051. Alfa Design Build Inc's Bid was \$140,000.00 with 1 alternate - replacement lights and medicine cabinets for additional \$9,000.00, which will make the project total at \$149,000.00.** Upon motion by Brian Curtin and seconded by Eileen Sickler it was voted to approve the lowest bid for Birchcrest's Bathroom Sink and Faucet replacement WP# 048051. Alfa Design Build Inc's Bid was \$140,000.00 with 1 alternate - replacement lights and medicine cabinets for additional \$9,000.00, which will make the project total at \$149,000.00. All present voted in favor.

Executive Director's Notes:

1. Vacancies: 2 Vacancies at Birchcrest Arms
2. Had Action / Lean Program down in my boiler room for the past three weeks replacing two super water heaters and six gas boilers.
3. We had Pre-Construction meeting with RCAT and Century Paving about moving forward on the driveway striping, painting lines and adding new spaces here at Tower Hill and it appears that the start date will be 09-15-2025.
4. We had an on-site visit to the Birchcrest Sink faucets and shower diverter replacements for all 40 units to start the bidding. The lowest bid came in and the Board will vote on it.
5. Had The Next Step program (kids and sponsors) here again for the past several weeks. In that time frame, the kids, along with their sponsors, were able to complete these projects:
 1. Replaced the sign up at Birchcrest. This sign is there to direct the fire and police departments onto the property.
 2. Up at the top of the driveway at Tower hill along the fence, the kids were able to dig up the weeds, placed weed blocker and white gravel down, so we will not need to weed again.
 3. In front of Tower Hill, in between the hedges, the kids were able to remove all the plants that were very different from each other, and weeded around the hedges, so it looked beautiful and had curb appeal.





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4. They went and trimmed all the little trees and bushes throughout Birchcrest and Tower Hill.
5. They dug up an area in front of the community room and poured cement, so that Birchcrest will be able to have a patio to go when they want to stay outside. We will be putting a permanent gazebo on it, so the tenants will have cover from the sun and a smaller table to sit and relax at.
6. Assisted family members of Lawrence Porter to remove and dispose of his personal items to leave the unit empty for BHA to conduct the turnover of the unit.
7. Sanded walls in Community Room at Tower Hill, getting it prepared to paint it.
8. The kids were able to remove a lilac bush that a tenant planted many years ago and were fearful that it would get destroyed once we started the driveway project from in front of Tower Hill, and replanted it over by the raised beds, so the tenant could still see it grow.
9. Rolled over CD at Cambridge Savings Bank for our Management Program for another 11 months. The CD will have an interest rate of 3.928, maturing at 06/24/2026.
10. I am in the process of applying for an Eversource Low-Income home improvement program. This application is for our management property located on South Bedford Street. The program will conduct a full assessment of the property. I have inspected the property and found that we need to do some repairs and upgrades. One of things that this program can provide is to replace the house with oil and put in heat pumps / mini splits that should take care of the heat and cooling for the entire house at no cost to Burlington Housing Authority.
11. Jack Nagle (Vice-Chairman) of BHA'S Board: Expressed an interest in looking at what the next steps would be on the vacant parcel of land, along with the possibility of reaching out to our lawyer for guidance. I am suggesting that we table that for a little while, due to the expense of reaching out to the lawyer. I would like to reach out to some of my counter parts first, but also to put this aside for now, because of the upcoming projects we have going on now.





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12. We still have not received a truck that we had purchased for maintenance due to the dealer letting us know that there was a recall on the truck. The dealer wanted the recall to be handled before the delivery of the truck to BHA. The dealer called and has stated that due to the delay in us receiving the truck it has become eligible for more rebates. They will be taking the price of the truck and lowering it down by the new rebates and he will be giving us a new price once the recall has been completed.

New Business: No new business was discussed

Tower Hill Tenant Association: Pat Stanford wanted to welcome Michael Gionet as one of the newest additions to Burlington Housing Authority, replacing Colleen Lacey's full-time position as Leasing Coordinator. She also wanted to thank Paula Kinnon the Executive Director for all the work that has been completed throughout this year. The Tenant Association put on a July 4th party at Tower Hill that included the Next Step organization that comes once a year to help with odd work at BHA. They had Mr. Frenchie's food catered and the food was delicious; they will be using it again for future parties. The Tenant Association will be holding an Ice Cream social for Labor Day.

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

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

