



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: October 08, 2025

TIME: 10:00 am

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

MEMBERS IN ATTENDANCE:

Richard Howard – Chairman
Jack Nagle – Vice-Chairman
Brian Curtin-Treasurer
Eileen Sickler – 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 September 10, 2025:** Upon motion by Brian Curtin and duly seconded by Edwin Collard, it was voted to approve the minutes of the regular meeting held September 10, 2025. All present voted in favor.
- 4. Approval of the Warrant of paid invoices in the amount \$97,524.23 and Payroll Journal in the amount of \$50,351.89 for the period of September 1, 2025 – September**





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- 30, 2025:** Upon motion by Jack Nagle and duly seconded by Brian Curtin, it was voted to approve the warrant of paid Invoices and Payroll Journal for the period of September 1, 2025 – September 30, 2025. All present voted in favor.
5. **Approval vote by the Board of August Cost Comparatives and Extraordinary Expenditure Report:** Upon motion by Eileen Sickler and duly seconded by Jack Nagle, it was voted to approve the August Cost Comparatives and Extraordinary Expenditure Report. All present voted in favor.
6. **Approval vote by the Board to approve the representation of KJP Partners (KJP Partners concentrates their practice in the area of real estate development and finance with a special emphasis on structing complex, affordable housing and community development projects). The law firm would help with the disposition of BHA'S landlocked parcel of land:** Upon motion by Brian Curtin and duly seconded by Jack Nagle, it was voted to delay this vote in order to have another law firm advise BHA on their approach to this issue. All present voted in favor.
7. **Approval vote by the Board for KLP Partners to prepare an RFP (Request for Proposal) and an Engagement letter:** Upon motion by Jack Nagle and duly seconded by Brian Curtin, it was voted to delay this vote in order to have another law firm advise BHA on their approach to this issue. All present voted in favor.
8. **Approval vote to approve of three change orders for WP# 048052 Driveway repair, seal and stripe change. Change order # 1 To install new precast curbing at end of parking lot, Change Order # 2 Pole lighting wires that were exposed to be buried deeper, and Change order #3 Re-enforced catch basin in back driveway:** Upon motion by Brian Curtin and duly seconded by Edwin Collard, it was voted to approve all three changes for WP# 048052 Driveway repair, seal and stripe change. All present voted in favor.

Executive Director's Notes:

1. Vacancies: 3 Vacancies at Birchcrest Arms & 1 at Tower Hill
2. Scheduled meeting to go over final punch list for Driveway project WP # 048052 will be on 10/09/2025 @ 2:00 here at Tower Hill.





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3. Electricians have completed changing out all outlets and light fixtures in Tower Hill community room and both first floor restrooms.
4. Electricians have completed replacing 8 burned out fan motors on Tower Hill roof with new ones.
5. I needed to request from EOHLC some ADA funding. These funds will allow BHA to install a handicapped bathroom on the first floor, which will replace the resident service coordinator's office, an ADA - complaint door when entering on the right side of the foyer, along with a cooling / heating skirt element to counter seasonal changes within the foyer when tenants are entering and leaving. These funds were approved by EOHLC as of 10/02/2025.
6. Tower Hill's community room has been repainted.

New Business: No new business was discussed

Tower Hill Tenant Association:

1. Pat Stanford, representing the Tower Hill Tenant Association, wanted to comment on the newly painted community room and the new lights / fans with dimmers, so the tenants can have different degrees of the fan speeds and also be able to change the lighting strengths, especially in the evening.
2. Flu, Shingles, Covid, RSV, and Pneumonia shots are being held on 10/14/2025, signup sheet in the Tower Hill's Lobby & Birchcrest Arms Community room.
3. On 11/13/2025 BHA will be holding a patriotic 250th celebration event for all tenants, funded by EOHLC. A signup sheet will be available.
4. Election of officers for the Tower Hill Tenant Association will be held in November 2025.
5. Christmas party for Tower Hill will be discussed in November's Tenant Association meeting.

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





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

