



TOWN OF BURLINGTON

Minutes Posting

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Notice of Public Meeting – (As required by G.L. c. 30 A, c. §18-25)

DEPT. BOARD: Burlington Housing Authority

DATE: November 12, 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 October 08, 2025:** Upon motion by Jack Nagle and duly seconded by Brian Curtin, it was voted to approve the minutes of the regular meeting held October 08, 2025. All present voted in favor.
- 4. Approval of the Warrant of paid invoices in the amount \$62,120.22 and Payroll Journal in the amount of \$24,429.12 for the period of October 1, 2025 – October 31,**





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- 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 October 1, 2025 – October 31, 2025. All present voted in favor.
5. **Approval vote by the Board of September Quarterly Cost Comparatives and Extraordinary Expenditure Report:** Upon motion by Brian Curtin and duly seconded by Jack Nagle, it was voted to approve the September Quarterly Cost Comparatives and Extraordinary Expenditure Report. All present voted in favor.
6. **Approval vote by the Board to approve one of the following two law firms to represent the Burlington Housing Authority with the disposition of BHA's landlocked property. KJP Partners (Kurt James) is a law firm that was referred to us by Jonathan Driscoll (Driscoll & Driscoll). KJP Partners concentrates their practice in the area of real estate development and finance with special emphasis on structuring complex, affordable housing and community development projects. The second law firm's name is KP Law, P.C., a well-known law firm within the Housing Authority communities. Michele E. Randazzo, one of the lawyers within the firm, has taken it upon herself to investigate to determine that there is no conflict of interest with the Town of Burlington and her firm. She verified that the town had not reserved any rights or interest in the land per se.** Upon motion by Brian Curtin and duly seconded by Jack Nagle, it was voted to table this vote and obtain rates from the law firms before deciding. All present voted in favor.
7. **Approval vote by the Board to approve hiring Gregory C. Story (A.M. Appraisal Associates, INC.) for a Cost of Service: \$4,750.00 for an appraisal, or to hire Braese Associates for a Cost of Service: \$2,400.00 to provide a narrative report for BHA'S landlocked parcel of land:** Upon motion by Brian Curtin and duly seconded by Edwin Collard, it was voted to table this vote in order to seek advice from the law firm that will represent BHA before choosing on who to prepare our appraisal for Burlington Housing Authorities concerning the landlocked parcel of land. All present voted in favor.
8. **Approval vote by the Board Vote: To approve the EOHLC - FY2026 Budget guidelines for the Executive Director salary increase.** Upon motion by Jack Nagle and duly seconded by Brian Curtin, it was voted to approve the FY2026 Budget guidelines for the Executive Director salary increase. All present voted in favor.





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9. **Approval vote by the Board Vote: To approve the FY2026 Budget Summary according to the EOHLC – FY2026 Budget guidelines for Burlington Housing Authorities and the signing of FY2026 Budget Certifications. CBIZ - (Michael Guyder) will be present at the meeting for any questions that may arise.** Upon motion by Brian Curtin and duly seconded by Jack Nagle it was voted to approve the FY2026 Budget guidelines for Burlington Housing Authorities and the signing of FY2026 Budget Certifications. All present voted in favor.
10. **Approval vote by the Board Vote: To approve regionalizing Section 8 Payment Standards effective 01/01/2026.** Upon motion by Jack Nagle and seconded by Brian Curtin it was voted to approve regionalizing Section 8 Payment Standards effective 01/01/2026. All present voted in favor.

Executive Director's Notes:

1. Vacancies: 2 at Birchcrest Arms & 1 at Tower Hill.
2. The new 4 Gas Boilers and 2 Water Heaters here at Tower Hill have passed state inspection. We had about 4 – 8 units without no heat, all systems are working great now. Action Inc. came back in and wrapped all copper piping.
3. Gem plumbing was able to come into Tower Hill and replaced the first-floor right wing water pipe, along with heat valves in the basement that had corrosion on them and Action Inc, then wrapped the pipes with insulation too.
4. Collins Tree Company has been called and will be coming to remove a partially dead pine tree at the top of the hill in Tower Hills Parking lot, they will also be grinding down three to four tree stumps at Birchcrest Arms and Tower Hill that were never removed.
5. Driveway Project WP# 048052: Century Paving will be returning to Tower Hills parking lot to complete a punch list on 11/12/2025. This list has them restriping the whole driveway, due to them not doing two coats when striping, they need to correct





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an area that is puddling in three spots, and a couple of other things to complete the punch list.

6. Tower Hill Office Expansion WP# 048056: We had a walk through, and Bids were due on 11/06/2025. The Second bidder was excepted, and references are now being looked at. The first bidder was rejected.
7. The week of November 17th: We Clean Heat Pumps will be coming to Birchcrest Arms to clean all 40 heat/cooling pumps and two cooling pumps in the community room at Tower Hill. EOHLC has provided BHA with \$300.00 per unit to clean the pumps for 2025.
8. BHA has removed their Fax machine. We will be doing everything by e-mail scanning.
9. Two ADA Community Bathrooms: This revision is with EOHLC to be approved to change Community bathrooms to ADA Handicap men and women's Bathrooms.
10. ADA Front Door & Heat Skirt in Foyer - (They lead into Lobby at Tower Hill): These items are with EOHLC to be approved. It is so tenants can just hit a button to get in the front door without using a key and the heat skirt will dry the floor faster, so no slips will happen.
11. On 11/13/2025 Tower Hill, along with Birchcrest Arms is holding a Patriotic Luncheon to celebrate the 250th anniversary celebration in State Public Housing, this event is funded by EOHLC up to \$10.00 per unit. We received permission to have a Veteran's celebration. We would like to extend this invitation to this luncheon to the board members.
12. I have 92 participants on my Section 8 program and due to the government shutting down I expected to have numerous calls about not receiving Snap benefits (Food Stamps). BHA only received one call. I was glad to hear that other participants were okay. She is a single mother with two sons; one is 15 years old and the other 7 years old. She works in the school system, and her Snap Benefits were taken from her. She reached out to me, because Woburn Food Pantry wouldn't take her until 11/21/2025,





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she reached out to Burlington Food Pantry with no luck, they wouldn't take her because she wasn't a resident, and she went out to church's but did not get anything. I then reached out to my own residents here are BHA (Tower Hill and Birchcrest Arms). I am telling you this story, because it just goes to show that even people that may be in the same situation find it in their hearts to donate items. Some went into their own cabinets or went out and purchased gift cards for groceries. I had one tenant that went to the bank, was standing in line when a gentleman came in with a big wad of cash. She proceeded to say that she wished she had that kind of money, because her own snap benefits were taken away. To the surprise of my tenant the same gentleman then handed her a \$100.00 bill, but that isn't the best part. My tenant then went and got a twenty-dollar gift card came down into my office crying and handed my staff member a twenty-dollar gift card for the mother and her two sons. We are blessed with wonderful people that belong to BHA.

New Business: No new business was discussed

Tower Hill Tenant Association: we wanted to let the residents know that BHA will be holding a Veteran day event on 11/13/2025, this event is on behalf of EOHLC's 250th Anniversary Celebrations in State Public Housing. Mario's of Lexington catered an Italian dinner. The state provided up to \$10.00 per state public housing unit for this event. Danny's Day representatives came by and presented BHA's residents with red, white, and blue flower centerpieces for the tables in their Tower Hill Community Room, they also donated \$500.00 dollars to the tenant association. Volunteers from Danny's Day will be coming to serve a Christmas dinner for residents at Tower Hill, the dinner that will be served will be soup, salad followed by a turkey dinner catered by Sammy's. The party will be on December 17, 2025. Brain Curtin one of BHA's board members has presented BHA residents with a donation and has asked his choir to come on December 14, 2025, to sing for Tower Hill and Birchcrest Arms residents. Tower Hills Garden Club was well received over the summer months with delicious vegetables and beautiful flowers; this will continue in years to come. Elections will be held tonight for Tenant Associations Officers.

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





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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.

