



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 11, 2026

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 – Commissioner Member
Edwin Collard – Tenant Board Member

MEMBERS ABSENT: N/A

MINUTES

- 1. Salute the Flag: Pledge of Allegiance**
- 2. Roll Call - Present at the meeting: See above for attendance.**
- 3. Approval of the Minutes:** Upon motion by Eileen Sickler and duly seconded by Edwin Collard, it was voted to approve the minutes of the regular meeting held May 14, 2026. All present voted in favor.
- 4. Approval of the Warrant of paid invoices in the amount of \$51,701.46 and Payroll Journal in the amount of \$24,022.07 for the period of May 1, 2026 – May 31, 2026:**





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Upon motion by Brian Curtin and duly seconded by Jack Nagle, it was voted to approve the warrant of paid Invoices and Payroll Journal for the period of May 1, 2026 – May 31, 2026. All present voted in favor.

5. **Approval vote by the Board of April 30, 2026, Cost Comparatives and Extraordinary Expenditure Report:** Upon motion by Brian Curtin and duly seconded by Edwin Collard, it was voted to approve April 30, 2026, Comparatives and Extraordinary Expenditure Report. All present voted in favor.

6. **Approval of the vote by the Board to approve the Certificate of Final Completion (CFC) on Project # 048052 Driveway Repair Seal and Stripe for Tower Hill.** Upon motion by Jack Nagle and seconded by Edwin Collard it was voted to approve the Certificate of Final Completion (CFC) on Project # 048052 Driveway Repair Seal and Stripe for Tower Hill. All present voted in favor.

New Business: No New Business

Executive Director's Notes:

1. Vacancies: 0 at Birchcrest Arms & 2 at Tower Hill.
2. Project # 048056 Office Expansion: This project is in the middle of picking out the items needed for the finished carpentry, so hopefully that will be able to start in the next couple of months.
3. Starting the week of June 15th, Next Step, which is the name of the organization that comes each year will be starting to work at BHA. We will have them put together nine raised flower/garden beds for Birchcrest Arms, two different storage cabinets that are needed down in the maintenance area, a laundry table, and three maintenance lockers. The Next Step Team will go into the crawl spaces up at Birchcrest Arms and remove the old water heaters that were left in their crawl spaces after new ones were installed, along with cleaning the area up. We will then take them over to 127 South Bedford Street, so they can build a cement platform so that a shed or small garage can be put on top of it. The house is in need of storage due to the fact that it was built on a cement





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slab, so there is no basement storage. Some landscaping and painting will be requested of them too. This is all at no cost to BHA, just materials if needed.

4. At 127 South Bedford Street we discovered damage caused by mice to walls and electrical wires, and once those were repaired and completed, we found we needed to upgrade the electrical panel in order to install the heat and cooling system. This was proposed by three contractors that gave BHA estimates to install the units. More lighting had to be added, due to insufficient lighting in bedrooms along with outside flood lights to provide good lighting coming up the driveway. Front and back door lighting was also included.
5. Kitchen cabinets have been delivered and are ready to be installed. We are hoping to have them installed this month along with painting and putting down new flooring. Will keep you updated on this progress.
6. Project # 048051 Bathroom Sink and faucet Replacement: This project has been delayed and RCAT is working on it, hopefully without out further issues it will get back on track. BHA has been given a new Project Manager for this project.

Tower Hill Tenant Association: Tower Hill Tenant Association will be holding a 4th July party on Wednesday, July 8th at 1:00 p.m. We will be having Market Basket boxed half chicken. The cost is \$8.00 for Tenants and \$10.00 for Guests, if any board members want to come, please let the office now.

The association will not be holding any meetings in July or August.

BHA will be having a summer party for the tenants at Tower Hill and Birchcrest Arms sometime in August.

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

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

