

Brookline Housing Authority  
Regular Meeting Minutes  
January 14, 2020  
90 Longwood Avenue  
4:30 PM

The meeting was called to order by Mr. Jacobs at 4:30 PM. Those present included Ms. Katz, Ms. Sullivan, and Ms. Cohen.

Executive Director Report

Mr. Dober reported the following:

- An important aspect of the RAD conversions is the “redevelopment” of BHA staff. Through a team effort, O’Shea House tax credit certifications were completed ahead of deadline. BHA Property Managers Kelley Chambliss and Carol Porcari are trading one of their assigned properties, where Ms. Chambliss will soon be handling management of Morse Apartments. This will allow both Ms. Porcari and Ms. Chambliss to gain experience in the management of a RAD property.
- Town Meeting recommended Warrant Article #29 to the Select Board which authorizes the use of up to 35% of revenue from adult use marijuana sales to support an Economic Equity Advancement Fund. Select Board Member Raul Fernandez has the BHA in mind as a candidate for some of these funds.
- Mr. Jacobs, along with BHA Director of Redevelopment, Maria Maffei, and Mr. Dober plan to attend the Select Board Meeting this evening to lend support for two items scheduled for a vote: preliminary commitment of \$1.3 million in redevelopment financing for 90 Longwood Avenue; and a blanket policy of waiving building permit fees for BHA redevelopment projects.
- The architect amendment included in the consent agenda related to the Egmont Street Veterans Apartments bathroom fan installation project comes at a modest cost; however, the related change in the construction scope of work will result in an increase in the cost of the project. The estimated construction cost increase is projected in the \$50,000 - \$60,000 range.
- A special BHA Board meeting will likely be needed later this month to commit funds relating to design services for both the High Street Veterans Apartments retaining wall replacement project and the Egmont Street Veterans Apartments courtyard improvement project.

Applications Department Update

BHA Director of Subsidized Housing and Applications, Carlos Hernandez, reported the following:

- Filling vacancies in state public housing has been a considerable challenge over the last year or so.
- A key Applications Department staff person went on family leave just as the state CHAMP centralized applicant wait list became operational.
- The CHAMP system has resulted in additional work and file processing delays.
- Recently, 345 family applications were screened. 280 did not respond. Of the 65 that responded, only six qualified for the indicated priority category.
- At the same time, 100 elderly/disabled applications were screened. 95 did not respond.
- A major complication is the fact that many applicants claim a priority when they do not have one. Furthermore, if someone is screened and their priority is denied, they are not barred from applying for the same preference again.
- Approved applications expire if the applicant does not lease up within 60 days.

Ms. Katz asked if a task force exists to address these concerns to DHCD. Mr. Hernandez said that the BHA reached out to Mass NAHRO with its concerns a few months ago and Mass NAHRO responded that such a task force had been created and has been meeting with the state.

Mr. Dober believes that the organization of the CHAMP system is flawed and needs fundamental changes.

#### Consent Agenda

**On a motion from Ms. Sullivan and a second from Ms. Cohen, the consent agenda was unanimously approved and authorized the following: the minutes of the Regular Meeting held on December 17, 2019; and a fee increase to the architect contract with Nangle Engineering Incorporated (NEI) in the amount of \$1,270 for the bathroom fan installation project at Egmont Street Veterans Apartments, increasing the value of the contract to \$21,845.**

#### RAD Update

BHA Director of Redevelopment, Maria Maffei, reported the following:

##### 61 Park Street

- 100% of the tax credit files were completed before the year-end deadline.
- Staff is focusing on year-end financial statements.
- The first eight residents moved into their renovated apartments.
- Two open houses in a renovated apartment were held last week. Feedback from residents was positive. Staff is looking into possible solutions to resident suggestions.
- There are discussions with the Construction Manager, Colantonio, about possibility of adding to the number of units that they are allowed to work on simultaneously in order to accelerate the construction schedule.
- Staff expects that there will be unspent contingency funds at the end of construction. It is to be determined how these funds will be spent.

##### 90 Longwood Avenue

- Staff is required to conduct a concept call with HUD before submitting its Financial Plan.
- The BHA will be going before the Select Board this evening to speak in favor of the \$1.3 million preliminary commitment of subordinate financing.
- The RFP period has closed for submission of subcontractor qualifications.

Mr. Dober said that the BHA will be soliciting proposals to hire a consultant to assist staff with the temporary relocation of BHA administrative offices during construction at 90 Longwood Avenue.

#### Annual Audit

Mr. Dober reported the following:

- A review of the BHA's FY 2019 financial statements and DHCD's Agreed Upon Procedures (AUP) resulted in a clean audit with zero findings or recommendations.
- A healthy three to four months of cash reserves is on hand when accrued liabilities are backed out.
- The unaudited financials from the BHA fee accountant corresponded to the audit numbers.

#### BHA's HUD Annual Plan

Mr. Dober reported the following:

- The BHA Annual Plan is a form driven plan required by HUD which cites basic program initiatives.
- The BHA is awaiting the receipt from the Brookline Town Administrator of a certification that states that the BHA Annual Plan conforms with the Town's Consolidated Plan.
- As it is important to notify HUD of new activities, staff will check with its legal consultant to ensure that the Annual Plan is in conformance relevant to the RAD work.

**On a motion from Ms. Cohen and a second from Ms. Katz, the BHA's 2020 HUD Annual Plan for Federal Public Housing was unanimously approved.**

#### Proprietary Procurement

Mr. Dober said that exceptions are allowed in the public procurement process when a particular product is deemed essential to a construction project. The BHA uses the Best brand of security lock in all of its developments. Uniformity in a keying system promotes efficiencies. BHA staff have the training and the tools to make Best keys in-house.

**On a motion from Ms. Katz and a second from Ms. Cohen, the procurement of a Proprietary Product – the Best brand keying system – for the doors and locks replacement project at Egmont Street Veterans and High Street Veterans Apartments was unanimously approved.**

#### Other Business

BHA resident, Valencia Sparrow, asked about the timing of any redevelopment work at Sussman House. Ms. Maffei said that she estimates that redevelopment work at Sussman House would take place no sooner than in three years.

Ms. Sparrow asked if the BHA has an advisory board representing disabled residents. Mr. Dober said that the Town has a Commission for the Disabled. The BHA welcomes input and advocacy regarding the needs of disabled residents at Board meetings and other forums.

BHA resident, Marilyn Carmona, said that she has had some problems with her heat in her Egmont Street Veterans Apartments unit. Mr. Dober said that BHA Maintenance staff would look into the situation right away.

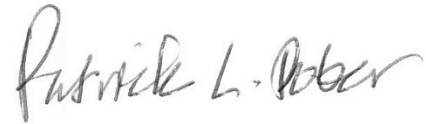
Ms. Carmona asked if the BHA has plans for redeveloping Egmont Street Veterans Apartments. Mr. Dober said that BHA state funded public housing developments have a great deal of capital needs and that the BHA is searching for a long-term solution. In the meantime, the BHA is spending its limited state capital funding on high priority issues such as the installation of bathroom ventilation fans and the replacement of worn out front entrance doors. The BHA regularly applies for additional state funding as well as funding from the Town of Brookline.

Mr. Jacobs said that the state supports affordable housing in general, but inadequately supports public housing. There is a need to build a coalition to lobby the Governor and legislature for adequate public housing funding. Ms. Cohen agreed and added that a goal of the BHA is to come up with ideas and resources to redevelop its state public housing.

The Board confirmed that the next meeting will be held at Morse Apartments at a date and time to be determined.

On a motion from Ms. Sullivan and a second from Ms. Katz, it was unanimously agreed to adjourn the meeting at 5:35 PM.

A TRUE COPY  
ATTEST

A handwritten signature in black ink that reads "Patrick L. Dober". The signature is written in a cursive style with a large initial 'P' and a distinct 'L'.

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**Patrick Dober**  
**Executive Director**