

**BROOKLINE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
TUESDAY, JULY 13, 2021, 4:30 PM
By Telephone Conference Call: (929) 205 – 6099
Meeting ID: 886 5867 5544 Passcode: 524234
or by Meeting Link: ZOOM**

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

1. Call to Order
2. Board Reports. No votes.
3. Executive Director report. No votes.
Mr. Alperin provided the following updates:

Monthly posting of resident collections lagging: Mr. Alperin said for the second month in a row this has been a problem and was unsure whether this is due to the new accounting compliance software or something else. Something is off; by August, any technical issues should be resolved.

Vacancy report: The last 15 units at 61 Park St. have been leased. The Authority can now claim all tax credits on all units as of June; one month ahead of the equity investment schedule with Boston Financial. The development is pretty much a completed project with the exception of some final outdoor work. Mr. Alperin suggested, as this location will have the best air flow space, that the first in-person Board meeting be held there.

Introduction of new BHA staff: Chris Devoll, new BHA Director of Maintenance, joins the BHA from Community Builders where he spent the past 20 years; most recently as a Portfolio Maintenance Manager supervising 46 properties across MA, NY and NJ. Icauri Mejia is the new Property Manager at 61 Park St. and 90 Longwood. This fully staffs the BHA's Property Managers and allows Ana de la Puente to fully assume her role as Director of Property Manager. The Authority is still looking to hire an Assistant Property Manager.

Green weatherization/energy conservation project approved for Egmont Street, High Street and Kickham Apartments: Ms. Cowan has \$192,000 of weatherization measures and energy-related retrofits (paid for by LEAN through the utility companies and administered by ABCD) which are underway. Mr. Alexander and Ms. Cowan are coordinating the effort with property managers.

Col. Floyd Home Rule petition filed to exempt project from Chapter 149 public procurement requirements: After being moved by the Select Board, a state delegation is working to move the petition forward on Beacon Hill.

High St./Walnut Resident Meeting: the BHA held initial zoning discussions with the Town about future redevelopment in this area. There are no active development plans, but the Town is beginning to study the Boylston Street corridor consider what is appropriate for that site. The BHA will communicate with residents as any definitive plans and relocation plans that may become necessary are known.

Ongoing Town Working Group: Mr. Jacobs is co-chairing it with Select Board Member, Raul Fernandez, initially considering access issues related to early childhood education and afterschool programming to expand resources for BHA residents from birth-8th grade. In response to Ms. Dugan's question as to the number of residents involved in the working group, Mr. Alperin noted two were appointed by the Select Board. Additionally, representatives from Brookline Public Schools, Steps to Success, the Brookline Community Foundation and BEEP (the Town's early childhood education provider) participated.

RPA (American Rescue Plan Act monies): The Town received the first \$16M of the \$32M dollars it expected from the federal government; an additional \$11M is expected from the county. Lobbying efforts on how to spend these funds are ongoing. A public process will be set up in Brookline. The BHA is trying to educate local and state officials about the Authority's needs; particularly related to the provision of Internet services for residents and capital needs at state public housing developments (where there isn't a clear redevelopment financing plan). More advocacy is needed to unlock these funds for the BHA to use to recapitalize the state public housing portfolio, and Mr. Alperin encouraged everyone to speak to elected officials about the importance of using these funds for state public housing, locally in Brookline or at the state level.

4. Resident Association reports. No votes.

5. Consent Agenda. **Vote to approve Consent Agenda, Items 5.A. through 5.D.**

5.A. Approval of Minutes. **Vote to approve the June 8, 2021, Board Meeting Minutes.**

5.B. Change Order Trustman – Dummer Street. **Vote to approve Change Order #1 in the amount of \$1,687.95 and extend the contract completion date by 45 days for the trash rodent remediation project at Trustman Apartments and 86 Dummer Street.**

5.C. Change Order High Street Veterans. **Vote to approve Change order #1 for the Boiler replacement project at High Street Veterans.**

5.D. Contract Affirmation. **Vote to affirm a contract for architectural and engineering services with Waterfield Design Group, in the amount of \$17,400, for the roadway repaving project at High Street Veterans.**

This agenda item was unanimously approved on a motion from Ms. Katz and a second by Ms. Dugan.

6. Change Order 61 Park. **Vote to approve the final change order, Change Order #16, for 61 Park which is a net credit in the amount of \$65,977.36.**

Ms. Maffei explained this is the final change order from Colantonio for 61 Park. Construction is complete, with the exception of some punch list items. This change order is a net credit to the BHA. It is comprised of a second give back from Colantonio of \$176,000; like the first one of \$277,000. It is for monies not needed in contingency allowances that they are obligated to return to the BHA. This money can be reallocated for additional work items that can count toward the Authority's tax credit base. If the money had been taken back as a refund instead, the Authority would have been hurt on their tax credit equity. After adding additional items such as final fencing and landscaping work, etc. the BHA still nets \$65,000 with a net balance of about \$4,000 in the construction spending budget.

This agenda item was unanimously approved on a motion from Ms. Katz and a second by Ms. Cohen.

7. Contract Award BHA Audit. **Vote to authorize a contract with Marcum LLP for audit and DHCD Agreed Upon Procedures (AUP) services.**

Mr. Alperin said on April 26th, an RFP was put out for audit services as the Authority's prior three year plus two years of extension with current auditor, Marcum expired. Responses were received from three agencies; with Marcum deemed the most qualified response with the lowest bid once they were unsealed. Marcum serves as auditor for the parent, the BHA has a different auditor for their tax credit LLC entities.

This agenda item was unanimously approved on a motion from Ms. Cohen and a second by Ms. Dugan.

8. Audit Review Dummer Street. Discussion, no votes.

According to Ms. O'Flaherty, there were no significant findings in the Dummer St. 2020 audit, though it was a challenging year for rental properties due to the impact of the pandemic. Peabody Properties manages the property for the BHA (who owns it) and is working to bring down elevated 2020 balances. Administrative expenses increased by 15% over 2019 due to higher demand for office services and supplies related to the pandemic. Because the Peabody office and a courtyard water feature were closed due to the pandemic, utilities decreased in 2020. There was also a significant increase in trash removal in 2020; due to residents working from home.

9. Other Business.

10. Upcoming Meetings. August Board Meeting: Tuesday, August 10th at 4:30 p.m. Mr. Alperin noted the Board plans to hold it virtually at present; open meeting legislation gives until April of 2022 to wait and hold meetings in person. Ms. Dugan and resident, Kelly Pope, expressed concern about when BOC meetings would resume in-person so residents can attend and voice concerns. A conversation about this will be held at the August meeting when all commissioners are present. Mr. Alperin announced an in-person community dinner will be held in the Trustman Courtyard on a TBD date in August.

11. Vote to Adjourn.

On a motion from Ms. Dugan and a second from Ms. Cohen, it was unanimously agreed to adjourn the meeting at 5:15 PM.

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Michael Alperin, Executive Director