

**BROOKLINE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
TUESDAY AUGUST 16, 2022, 4:30 PM
By Telephone Conference Call: (929) 205 - 6099**

The meeting was called to order by Mr. Jacobs at 4:30 PM.

1. Call to Order. Per the updated Open Meeting Law. Mr. Jacobs called Roll for each member and each vote was taken by an audible roll call. Ms. Dugan-here; Ms. Sullivan-here; Ms. Katz-here; Ms. Cohen-here.

2. Board Reports. No votes. Ms. Sullivan noted that Agnes Rogers, who was an active member of tenant association) died at age 103. The Brookline Senior Center is accepting donations in her memory.

3. Executive Director Report. No votes.

Mr. Alperin highlighted the following:

Staff changes: As of 8/8/22, Ms. Cowan retired from the BHA but will continue to consult and provide administrative help. Mr. Devoll has assumed the new role of Director of Maintenance and Modernization and will participate in future BOC meetings.

Rent Roll Report: The Property Management team has been recertifying all 86 households at Trustman Apartments; the full financial picture will be reflected with the August 2022 report.

Vacancy Report: At 61 Park and 90 Longwood, three units are vacant and about to be leased. Households from Sussman and Col. Floyd are on the waiting list and are being relocated as these units become available. The Authority is doing very well across the portfolio with vacancies.

32 Marion St. Project: Ms. Maffei and the Development Team were congratulated as the BHA was awarded competitive subsidy for this project. The BHA is one of 26 developers/owners/sponsors to receive competitive tax credit subsidy through the Commonwealth's annual affordable housing competition. This means the BHA can start to line up the financing to close the 32 Marion St. project and begin construction. The target is to close in February 2023 and commence construction concurrently. It is rare for a first-time applicant (of similar size of to the BHA) to be funded and speaks to the quality of the project and what the BHA is achieving for the residents of 32 Marion Street. This award also allows the Authority to advance their redevelopment pipeline as they don't have to reapply for this project and once closed, the BHA has plans to start working on the Kickham and 22 Walnut High projects (last two Federal developments)

Lean Program: More funding was secured from this program which aids low-income housing with energy retrofits. The program has committed to pay for new boilers and pump equipment at ESV and HSV accessible units (which are on a separate boiler plan).

Brookline Improvement Coalition (BIC): BIC has an opportunity to help families in need. It \$25,000 received from the Brookline Community Foundation and is committing another \$10,000 to address immediate needs of low-income families. The BHA is helping to distribute 400 Target giftcards with these funds.

Resident Services: Robust wellness studies of the BHA's senior population were completed. Data is being analyzed by Boston University and is helping to inform the forthcoming Senior Wellness RFP. The Authority is reaching the end of its contract with Springwell and is looking to expand what is offered for its senior and disabled populations in terms of supportive services at BHA developments. Data analysis will be discussed more in depth at the September or October BOC meeting.

Annual PMR: The August review was not scored this year, but DHCD feels the BHA is doing great. They were very impressed with the organizational strides made in terms of digitizing maintenance work orders, responding to work orders, and financial reporting and strength of finance Department. The Authority is in good shape when DHCD starts rescoring after the pandemic next year.

New hires welcomed: Anna Montano-Leased Housing Manager; Dylan Olson-Lead Mechanic; Mary Grace Mitchell-Senior Services/Wellness Specialist. Active searches are ongoing for the following positions and any referrals are welcome: LIHTC Property Manager, Public Housing Property Manager, Capital Improvements Coordinator and Lead Mechanic.

Mr. Jacobs inquired as to redevelopment timelines. Mr. Alperin responded 16 households are still to be relocated at Col. Floyd; nine of which have housing identified and the project is in good shape. The Sussman target is to close and commence construction at the end of October/early November; with majority of real construction starting in March 2023. Ms. Maffei added some units at Sussman need to be freed up so construction can begin. Sussman residents have been prioritized to move temporarily to other BHA properties and are receiving assistance. File sub bids are due on September 8th for Sussman.

Ms. Cohen asked how many agencies submitted to HUD on the MTW expansion in the cohort which the BHA is competing in. Mr. Alperin responded HUD will select 11 out of 19 the medium sized cohort; housing authorities with combined PH and Section 8 units or vouchers of between 1000-5000 (the BHA has approximately 1600 combined). HUD will run a lottery by the end of September and notify public housing authorities.

4. Public Comment. No votes.

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

5A. Approval of Minutes. **Vote to approve the July 25, 2022, Board Meeting Minutes.**

5B. Contract Award Kickham Apartments. **Vote to award a contract for the apartment doors, hallway painting, and community room flooring project at the Kickham Apartments to P. Moore Painting and Contracting Co in the amount of \$230,351 subject to receipt of positive references.**

Mr. Alperin pulled this item. Due to clerical error, the contractor can't stand by their bid and is withdrawing. A recommendation will be made to the Board as to the next lowest bidder at the next Board meeting.

5C. Contract Award 11 Harris Street. **Vote to award a contract for the fire alarm upgrades at 11 Harris Street to Laracy Electrical Contractors, Inc. in the amount of \$57,300 subject to receipt of positive references.**

5D. Final Completion High Street Veterans. **Vote to approve Final Completion with Woodall Construction Co., Inc. for the Roadway/ Parking Lot and Sidewalk Paving Project at High Street Veterans. Final completion was approved by our engineer at Waterfield Design Group.**

On a motion by Ms. Sullivan, and a second by Ms. Cohen, **this agenda item was unanimously approved by a roll call vote taken: Ms. Sullivan-aye, Ms. Katz-aye, Ms. Cohen-aye, Ms. Dugan-aye and Mr. Jacobs-aye.**

6. Electrical services. **Vote to authorize Your Electrical Service Inc (YES Electric) for as-needed electrical repairs and services at BHA properties on small repairs estimated to cost less than \$10,000.**

Mr. Alperin noted the BHA often contracts with electricians on as needed basis for small electrical projects. Auditors advised that when these projects add up to a large sum of money, the BHA should issue an RFP. Therefore, the Board was presented with the low bid on a combination of projects.

Ms. Dugan asked where the company was from. According to Mr. Alperin, the current electrician in Brookline chose not to respond to the RFP request as they are not paying prevailing wages as is required by MA general law. YES Electric is from Pembroke.

On a motion by Ms. Sullivan, and a second by Ms. Dugan, **this agenda item was unanimously approved by a roll call vote taken: Ms. Sullivan-aye, Ms. Katz-aye, Ms. Cohen-aye, Ms. Dugan-aye and Mr. Jacobs-aye.**

7. Contract Award HQS Inspections. **Vote to approve a contract with McCright and Associates to provide Housing Quality Standard (HQS) inspection services for the Section 8 Voucher Program for \$35,000 (annually), for an initial two-year term, renewable at the sole discretion of the BHA for three additional one-year terms.**

Mr. Hernandez said in June an RFP was issued for HQS inspection services. Since 2017 these services have been provided by McCright and Associates. Although there was much interest in the RFP, McCright and Associates were the only ones who responded to the request. Mr. Hernandez did a price comparison from 2017 to the current proposal; the increase in inspection services was less than 2%. As McCright and Associates was the sole responder, an opinion was obtained from the State Inspector General Office, who said if the BHA was satisfied the response met the RFP requirements, then it did not need to be reissued.

On a motion by Ms. Cohen, and a second by Ms. Katz, **this agenda item was unanimously approved by a roll call vote taken: Ms. Sullivan-aye, Ms. Katz-aye, Ms. Cohen-aye, Ms. Dugan-aye and Mr. Jacobs-aye.**

8. Resident Services Report. Danielle Mendola, Director of Resident Services. No votes.
Jacqueline Lara, Self Sufficiency Coordinator. Presentation, No votes.

Ms. Mendola provided a brief summary of Resident Services activities. After a full year, set targets were met across various areas and several community engagement events were held. She introduced Jacky Lara, Self Sufficiency Program (SSP) Coordinator, who since 2021 has adeptly grown the SSP Program.

Ms. Lara highlighted the following first year accomplishments:

- The SSP Program helps residents save over \$15,000 over a 3-5 year period; two participants will reach this goal by the end of year. The program surpassed the goal of reaching approximately 35 participants with 44. In all, 82 residents have been helped within this program.
- Approximately 18 participants accrued @ \$72,000 in escrow savings.
- Over \$19,000 in incentives were distributed to participants in reaching employment and financial education goals.
- Office hours are being held in family buildings and weekly mailings go out with resources.

- Referrals come in from Steps to Success, etc., and she has been able to work with Women Thriving, Parent & Child + and other Brookline residents.
- 35 employment goals have been met. Some participant achievements include: increased income, residents who moved from PT to FT jobs, raises earned due to longevity, and increased hours by obtaining different roles. There were
- 36 education goals. BHA computer courses were offered through various programs. Because of courses offered, residents have gained confidence to look for jobs. Some participants are going to college, some have graduated.
- 17 financial goals. Many participants wanted to decrease their credit card debt and increase their credit scores, one opened her own business.
- 14 personal development goals. Some participants are involved in community workshops, such as Homeownership, with the BHA and Women Thriving. Some participants were referred to Brookline Center for additional help.
- Community Education. A variety of workshops and courses were held: virtual English classes; computer classes with Chrome Books provided; Personal Financial Workshops and Community Workshops to help participants open up communication with other residents.

9. Other Business.

10. Upcoming Meetings. **September Board Meeting: TBD**

11. Vote to Adjourn

On a motion by Ms. Sullivan, a second by Ms. Katz, and a roll call vote taken: Ms. Sullivan-aye, Ms. Katz-aye, Ms. Cohen-aye, Ms. Dugan-aye and Mr. Jacobs-aye it was unanimously agreed to adjourn the meeting at 5:12 PM.

**A TRUE COPY
ATTEST**



Michael Alperin, Executive Director