

**BROOKLINE HOUSING AUTHORITY BOARD MEETING**

**TUESDAY, JUNE 11, 2024, 4:30 PM**

**90 LONGWOOD AVE**

**AND**

**By Telephone Conference Call: (929) 205-6099**

**or by Meeting Link: [ZOOM](https://us02web.zoom.us/j/86742955779?pwd=P0g4mSpM5S7eA0qaZeas48HhH90iJW.1)**

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Meeting ID: 867 4295 5779

Passcode: 754635

The meeting was called to order by Mr. Jacobs at 4:30 PM. Roll call: Ms. Katz-here, Ms. Dugan-here, Ms. Richardson-here, Ms. Cohen-here (remote), and Mr. Jacobs-here.

1. Call to Order.
2. Board Reports. Ms. Katz noted the Steps to Success Gala was a rousing success with a growing number of alumni success stories.
3. Election of Officers. **Votes to elect Chair, Vice Chair, Treasurer of the Board of Commissioners for one-year terms. On a motion by Ms. Cohen and a second from Ms. Katz, to nominate Mr. Jacobs as Chair, this agenda item was unanimously approved by a roll call taken: Ms. Katz-aye, Ms. Dugan-aye, Mr. Jacobs-aye, Ms. Cohen-aye (remote), and Ms. Richardson-aye.**

**On a motion by Ms. Richardson and a second by Ms. Dugan, to nominate Ms. Cohen for Vice Chair, this agenda item was unanimously approved by a roll call taken: Ms. Katz-aye, Ms. Dugan-aye, Mr. Jacobs-aye, Ms. Cohen-aye (remote), and Ms. Richardson-aye.**

**On a motion by Mr. Jacobs and a second by Ms. Cohen, to nominate Ms. Dugan for Treasurer, this agenda item was unanimously approved by a roll call taken: Ms. Katz-aye, Ms. Dugan-aye, Mr. Jacobs-aye, Ms. Cohen-aye (remote), and Ms. Richardson-aye.**

4. Executive Director Report. No Votes.

Mr. Alperin reported the following:

Vacancy Reports—It was another good month in terms of vacancies; the Authority is operating at a 1% vacancy rate.

New Hires—Hannah Cross, Project Manager, Redevelopment Department.

Affordable Homes Act—The House introduced their version of the bond bill. It's favorable to much of what the BHA does, as compared to the Governor's version of the bond bill.

State Rep. Vittolo was also able to include a \$1M earmark into the bond bill to help with kitchen renovations at Trustman and Egmont. The Senate still needs to introduce its version of the bill, but it is on track to be approved by July.

Termination—Mr. Alperin announced his intention to step down as the Executive Director this Fall for personal and professional reasons. A search consultant has been recommended to find the next Executive Director. Mr. Alperin reflected upon his four plus years of service; noting the BHA is well positioned to continue to serve its residents well. He expressed confidence in the ability of BHA department heads and the future of the BHA.

5. Public Comment. No Votes. No Comments.

6. Consent Agenda. **Vote to approve Consent Agenda, Items 6.A. through 6.E.**

6.A. Approval of Minutes. **Vote to approve the May 28, 2024, Board Meeting Minutes.**

6.B. Contract Award Trustman Apartments Basement Project. **Vote to award a contract for the basement settlement project at Trustman Apartments to New England Builders and Contractors, Inc. in the amount of \$728,000.**

6.C. Change Order Kickham Apartments Repointing Project. **Vote to affirm change order #2 in the amount of \$2,968.00 with Contracting Specialists Inc. for additional brick removal, new framing, flashing, and brick material due to unforeseen conditions.**

6.D. Change Order 1057 Beacon Street Façade Project. **Vote to affirm change order #1 in the amount of \$8,471.52 with T4 Construction for additional brick removal, flashing, and brick material due to unforeseen conditions.**

6.E. Authorization HILAPP Application. **Vote to endorse the Brookline Housing Authority's application to the Executive Office of Housing and Livable Communities (EOHLC) for High Leverage Asset Preservation Program (HILAPP) funding to match the Town of Brookline's FY 2025 CDBG Funding related to site improvements and apartment doors at High Street Veterans.**

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

7. Contract Award Search Consultant. **Vote to award a contract to Gans, Gans & Associates in an amount not to exceed \$50,000 to assist the Brookline Housing Authority with executive search functions.**

Mr. Alperin explained that after soliciting proposals, this firm presented the lowest bid. The firm is well known nationally, and positive references were received. It is estimated that the total search process will take between 60-70 days.

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

8. FY 2024 Write-off Tenant Accounts Receivables. **Vote to authorize write-offs of bad debts for the Federal & State Public Housing Programs and other BHA properties.**

Mr. Kelley explained this is an annual exercise. The numbers presented in the report were higher than previously reported, particularly due to the expiration of pandemic-related funds. Although there are policies and procedures in place to collect these rents, a small number of people with large balances give rise to these numbers.

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

9. Other Business.

10. Upcoming Meetings: July 9, 2024, at 4:30PM.

11. Vote to Adjourn.

On a motion by Ms. Katz and a second by Ms. Richardson, and a roll call taken: **Ms. Katz-aye, Ms. Dugan-aye, Ms. Cohen-aye (remote), Ms. Richardson-aye, and Mr. Jacobs-aye, it was unanimously agreed to adjourn the meeting at 5:09 PM.**

**A TRUE COPY**

**ATTEST**



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**Michael Alperin, Executive Director**