

**BROOKLINE HOUSING AUTHORITY BOARD MEETING  
TUESDAY, DECEMBER 10, 2024, 4:30 PM  
90 LONGWOOD AVE  
AND  
ZOOM**

The meeting was called to order by Mr. Jacobs at 4:44 PM. Present: Ms. Katz, Ms. Cohen, Ms. Dugan, Ms. Richardson, and Mr. Jacobs.

1. Call to Order.
2. Board Reports.
3. Interim Executive Director Report. No Votes.

Ms. Brown shared the following updates:

Staffing Updates: Khayriyah Berry is the new Resident Services Program Specialist. She will provide administrative, outreach, and event support at BHA family properties. The BHA is also reviewing resumes and scheduling first-round interviews for a Lead Mechanic and a Family Self-Sufficiency Coordinator. After eight years with the BHA, Susan Fertig will be departing. Susan has played a key role in providing HR and special project support and has drafted the monthly Board Meeting minutes. She will be greatly missed.

Thanksgiving: BHA residents had the opportunity to enjoy home-delivered meals and a festive sit-down gathering. Every BHA Department played an important role in making this event special with special thanks going to Danielle Mendola, Sheila O’Flaherty, and Chris Devoll for their planning and day-of efforts and to volunteers for making the day run smoothly. The Maintenance team delivered 170+ meals across seven properties. Teams from Finance, Leased Housing/Admissions, Redevelopment, Resident Services, Senior Leadership, and Special Guests also contributed in various ways. Additionally, the BHA, alongside our contract service partners, HSL and Brookline Center, supported the Brookline Bounty program through the distribution of 50 turkeys and hens, in collaboration with the Brookline Public Health Department.

Holiday Celebrations and Gifts: In November, Brookline Center Service Coordinators distributed 50 coats to BHA children. The Brookline Community Foundation awarded BHA \$25,000 to support holiday assistance and flexible funds, with a special focus on BHA family developments. The Brookline Toy Drive is in process, in collaboration with the Brookline Community Development Corporation and the support of many community partners. Gifts are being accepted through December 15th at several local locations. Throughout December, Property Managers and Resident Services are hosting holiday parties at various BHA sites.

Office Technology Improvements: At the August Board Meeting, Commissioners approved upgrades to the office IT equipment and software. They include installation of a Firewall and VPN, as well as migrating files from the BHA server to cloud storage. Changes have been successfully implemented, staff completed training on Thursday, December 5th, and the system became fully operational on Monday, December 9th. These improvements strengthen cybersecurity and enhance workflow and collaboration for staff.

50 Pleasant Street: 50 Pleasant welcomed nine new residents in November and two more the first week of December. This brings the total number of occupied units to 89. An additional 11 new residents are scheduled to move in by December 30, 2024, bringing the building to 100% occupancy.

22 High – Walnut—The NOFA Pre-Application for Walnut High Phase 1 was submitted to EOHLC on November 25th. The full One Stop application is due by February 27, 2025. The 22 High–Walnut Section 18 application was submitted to HUD on November 26th. The application has been received, and the process has begun. It typically takes about 60 days to process.

4. Public Comment. No Votes. No Comments.

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

5.A. Approval of Minutes. **Vote to approve the November 12, 2024, Board Meeting Minutes.**

5.B. Change Order Stairwell Renovation—High Street Veterans. **Vote to approve CO #4 for a no cost time extension with Homer Contracting, Inc. for the stairwell renovation project at High Street Veterans Apartments.**

5.C. Substantial Completion Bathroom Fan Project—High Street Veterans. **Vote to approve the substantial completion of the High Street Veterans bathroom fan phase II project. The Project Architect at Nangle Engineering Inc. has approved substantial completion.**

5.D. Substantial Completion Hallway Painting Project—High Street Veterans. **Vote to approve the substantial completion of the High Street Veterans hallway painting project. Substantial completion has been approved by the Project Architect at Next Phase Studios.**

5.E. Final Completion Roof replacement & Parking Lot—Kickham Apartments. **Vote to approve final completion of the Kickham roof replacement and parking lot. The final completion has been approved by BWA Architecture.**

5.F. Fee Amendment—Trustman Apartments. **Vote to affirm fee increase to the A/E contract for architectural and engineering services with Next Phase Studios, Inc. in the amount of \$13,800 for the basement settlement project at Trustman Apartments.**

5.G. Contract Award Fire Alarm Upgrade—High Street Veterans. **Vote to approve contract award for the fire alarm upgrade project at the High Street Veterans Development to Your Electrical Solutions, Inc. of Pembroke, MA, in the amount of \$1,995,000.**

5.H. Contract Award Site Improvement—High Street Veterans. **Vote to affirm architectural and engineering services contract with CBA Landscape Architects in the amount of \$ 71,820 for the site improvements project at High Street Veterans.**

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

6. Change Order—32 Marion Apartments. **Vote to authorize Project Change Order #060 for 32 Marion Apartments in the amount of \$71,306.00 for labor and materials related to siding changes.**

Ms. Maffei said these changes are required because the original length of panel specified is no longer available. Smaller, shorter panels must be purchased, with more hangers and labor involved. This puts the owner's use of contingency at about 35% and is on par with where the Authority is with construction.

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

7. Change Order—50 Pleasant Street. **Vote to authorize Project Change Order #308 for Sussman Apartments in the amount of \$67,277.90 for labor and materials to extend the rooftop walkway to provide additional rooftop access as required by the Brookline Fire Department in the event of a fire.**

Ms. Maffei explained the roof top has a lot of equipment; some of it elevated up on a platform. After an inspection by the Fire Department, it was determined the walkway needed to be extended for easier access to the front of the building. This represents the cost of doing so. The project is now virtually complete. The BHA has more than exceeded owner contingencies and will qualify for extra tax credits.

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

8. OPM recommendation—Kickham Apartments. **Vote to authorize a contract for OPM services for the redevelopment of Kickham Apartments with Waypoint KLA for a fee of \$372,000.**

Ms. Cross said the RFP process was completed with five proposals received. Each one was reviewed and scored. Waypoint KLA scored the highest and had the lowest price. The BHA is working with them on all other current projects and looks forward to using them again.

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

9. Amended Board Resolution – Walnut High Section 18 Application. **Vote to approve a resolution to supersede the October 8, 2024 resolution authorizing the demolition of Walnut High Apartments and disposition of the property to a new tax credit entity for the purpose of redevelopment.**

Ms. Youngstrom said HUD has started reviewing the Section 18 application. In the process, they identified the prior Board resolution provided only described the transaction as a Section 18 disposition, rather than a demolition disposition which is a more accurate description. Therefore, HUD has asked the Board to take another vote and provide a different resolution that says demolition disposition. This will supersede the resolution previously voted on October 8<sup>th</sup>.

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

10. Other Business.

11. Upcoming Meeting. Tuesday, January 28, 2025, at 4:30PM.

12. Vote to Adjourn.

On a motion by Ms. Richardson and a second by Ms. Katz, and a roll call taken: **Ms. Richardson-aye, Ms. Katz-aye, Ms. Cohen-aye, and Mr. Jacobs-aye, it was unanimously agreed to adjourn the meeting at 5:21 PM.**

**A TRUE COPY**

**ATTEST**



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**Lisa Brown, Interim Executive Director**