

Brookline Housing Authority – Board of Commissioners

Meeting Minutes – Tuesday, November 18, 2025

Time Called to Order: 4:30PM

Present: Michael Jacobs, Sue Cohen, Judy Katz, Kimberley Richardson, Karen Rojas

### **1. Call to Order**

Chair Jacobs called the meeting to order at 4:30 PM.

### **2. Board Reports**

Commissioner Judy Katz highlighted the success of students in the Steps to Success program, noting recent presentations by a college success advisor and a high school student. Chair Jacobs reported on his appointment to the negotiating team for the Chestnut Hill West development, noting potential contributions to the Affordable Housing Trust and a rental portion that will include affordable units.

### **3. Executive Director's Report**

Staffing Updates: Maintenance is short-staffed; interviews are ongoing for key positions; temporary staff and overtime are being utilized. New hires include Nanami Gonzalez-Kamekawa as a permanent BHA employee.

Resident Communications: Quarterly newsletter distributed; winter reminders sent; updates on parking and transfer policies; resident handbook in progress.

Resident Services & Programs: Guaranteed Income program launched; 50+ participants enrolled in SSP & FSS; Brookline Center fully staffed; SNAP assistance provided; Thanksgiving lunches and food distribution planned.

Modernization & Redevelopment: Egmont Trustman project ongoing; permanent power at 32 Marion; unit tours conducted; 10 Walnut Street pre-application to be submitted; contingency plans in place for funding shortfalls.

Operational Highlights: Rent collection improved overall; vacancies low; 91% of work orders completed on target; staff met with federal representatives on PHA impacts.

#### **Discussion**

Outdoor drop boxes to improve rent payments; developing winter AC policy; CDBG funding update; 61 Park facade project explained; ongoing work order follow-up; rent collection improvements noted.

### **4. Resident Services Presentation & The Brookline Center Presentation**

Danielle Mendola shared updates on resident services, including workforce development efforts in collaboration with MassHire, the upcoming Toy Drive, new support groups at Trustman, and ongoing collaboration with Second Step, including recent staff training and opportunities to formalize and strengthen the partnership.

The Brookline Center team shared an overview of their work across BHA family sites, including the Transitional Housing Program, mental-health and tenancy-preservation supports, early ideas for a small youth-focused pilot, resident referrals and engagement, participation in community events, and upcoming group activities such as grief and parenting groups.

## **5. Consent Agenda: 5A – 5H**

Items approved:

- Approval of Minutes: October 14, 2025.
- Change Order #2 – Hallway & Window Renovation, Egmont & Trustman: \$28,730.
- Change Order #3 – Hallway & Window Renovation, Egmont & Trustman: \$206,880.33.
- Change Order – Window Project, Kickham Apartments: \$11,287.
- Contract Award – Hallways & Windows, Egmont/Trustman: \$19,800 (window testing).
- Contract Award – Flooring Replacement, Vinfen Properties: \$195,485.
- Fee Amendment – High Street Veterans, Architectural & Engineering Services: \$28,500.
- 32 Marion Street Potential Change Orders: \$64,547.33.

Motion to Approve: Commissioner Judy Katz

Seconded: Commissioner Sue Cohen

Vote: Passed unanimously

## **6. Potential Change Order #167 – 32 Marion Street**

Approval of \$90,151.93 for additional wiring for condensate pumps in mini-split units.

Motion: Commissioner Sue Cohen

Seconded: Commissioner Kimberley Richardson

Vote: Passed unanimously

## **7. Potential Change Order #178 – 32 Marion Street**

Approval of \$55,388.07 for PVC installation and finishing along north and south canopies (~400 linear feet).

Motion: Commissioner Judy Katz

Seconded: Commissioner Kimberley Richardson

Vote: Passed unanimously

## **8. Policy Approval – Updated BHA Parking Policy**

Motion: Commissioner Sue Cohen

Seconded: Commissioner Judy Katz

Opposed: Commissioner Kimberley Richardson

Vote Passed: 4-1

## **9. Language Access Plan**

Self-Assessment Four-Factor Analysis approved for inclusion in BHA Language Access Plan.

Motion: Commissioner Judy Katz

Seconded: Commissioner Karen Rojas

Vote: Passed unanimously

## **10. Public Comment**

Resident from Walnut Apartments asked about move-in schedule for 32 Marion Street. Executive Director Stone reported that with power now activated, staff are coordinating with Delphi and expect occupancy around April 1, 2026.

## **11. Other Business**

Discussion on communication with residents and the community when reaching out to the commissioners.

## **12. Upcoming Meetings**

Board of Commissioners Meeting: Tuesday, December 9, 2025 at 4:45 PM.

Commissioner Cohen noted she would be unable to attend.

Public Comment on State and Federal Annual Plans: Tuesday, December 9, 2025 at 4:30

## **13. Adjournment**

Motion: Commissioner Kimberley Richardson

Seconded: Commissioner Judy Katz

Time Adjourned: 6:01 PM

**A TRUE COPY**

**ATTEST**



---

**Ben Stone, Executive Director**

**12/9/2025**