

AGENDA

BROOKLINE HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING TUESDAY, JUNE 8, 2021, 4:30 PM

By Telephone Conference Call: [\(929\) 205 - 6099](tel:(929)205-6099)
Meeting ID: [871 3006 6060](#) **Passcode:** [617337](#)
or by Meeting Link: [ZOOM](#)

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

1. Call to Order
2. Board Reports. No votes.

Ms. Sullivan noted how easy to use and attractive the new BHA website is. Mr. Alperin added that it also has a new translation option. Ms. Katz noted the new Steps to Success Executive Director will start July 19th.

3. Election of Officers. **Votes to elect Chair, Vice Chair, and Treasurer of the Board of Commissioners for one-year terms.** Ms. Cohen nominated Mr. Jacobs as Chair, Ms. Cohen made the motion and Ms. Sullivan seconded. Mr. Jacobs nominated Ms. Sullivan as Vice Chair, Ms. Katz made the motion and Ms. Dugan seconded. Ms. Sullivan nominated Ms. Dugan as Treasurer, made the motion and Mr. Jacobs seconded.

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

4. Executive Director report. FY 2021 Year End Budget-Actual Comparisons. No votes.
Mr. Alperin provided the following updates:
 - The May 2021 Vacancy Report was not included in the BOC June package due to the transition to PHA Web accounting compliance software which still has some glitches. Highlights include: May 2021 ended with six (6) vacancies in the BHA's state public housing portfolio and a current vacancy rate of 71.78%, and six (6) vacancies in the BHA's federal public housing portfolio and that due to two (2) vacancies in June and one (1) lease-up, the current number of vacancies is seven (7). The BHA's overall vacancy rate rose a bit this month to 2.2%. The vacancy rate at the Authority's RAD developments is dropping because there were 12 lease ups in May at 61 Park as the project starts to conclude construction.
 - The BHA was one of five housing authorities awarded a \$40,000/year DHCD Resident Services Coordinator Grant to expand residence services, estates, state public housing developments for an initial year term to be renewed up to three (3) years.

- State energy utilities confirmed that some green energy efficiency items will be paid for at Egmont Street, High Street and Kickham Apartments which should lead to better air sealed buildings overall.
- The BHA is applying on behalf of its residents to the state's SHERA Program for previous rent delinquencies from April 1, 2020-March 31, 2021 to be brought current. The state announced it has expanded the program to go from 12 to 18 months of eligibility.
- The BHA has secured \$119,583 in FEMA reimbursements for related pandemic extraordinary costs and will apply for one more round of funding.
- 61 Park is now 90% occupied and on track to be 100% occupied by end of the month, which is ahead of schedule with the Authority's equity investor.
- Town Meeting Warrant Article 27, a home rule petition to exempt Col. Floyd from Chapter 149 public bidding requirements, was passed. Hopefully the Select Board will do the same and the BHA will then work with the state delegation to have it pass on Beacon Hill. Another article, sponsored by Deborah Brown and Arthur Conquest, passed which encourages the Town and the BHA to try and fund the Internet for residents using AARP funds (at a cost of @ \$130,000) and undertake the renovation of kitchens and bathrooms at state public housing developments up to \$625,000.
- The year-end financials contained in the monthly Board package were briefly reviewed by Mr. Alperin. It is a budget to actual comparison for the entire fiscal year, with the exceptions of 61 Park and 90 Longwood (where only a three (3) month budget to actual comparison is available). Overall, it was a strong year for the BHA in part because of receiving one-time pandemic related reimbursements and Cares Act related funds for federal and state public housing programs. There were also some one-time cost savings related to Resident Services programs which could not be run due to the pandemic. The BHA's overall net income was \$1,047,031M excluding those programs with surpluses. That surplus; however, masked some structural deficiencies and certain unrestricted programs and some good years in other programs. Mr. Alperin felt the report gets to the core of what free cash is available within each program and intends to provide commissioners with similar reports quarterly going forward.
- Mr. Jacobs also noted another Town Meeting warrant article will have an impact on the BHA as it adds the Authority as an additional permanent member of the CPA Committee.

5. Resident Association reports. No votes.

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

6.A. Approval of Minutes. **Vote to approve the May 11, 2021, and May 25, 2021, Board Meeting Minutes.**

The minutes of May 11th were unanimously approved on a motion from Ms. Katz and seconded by Ms. Sullivan. The minutes of May 25th were approved by Ms. Cohen and seconded by Ms. Sullivan, with Ms. Katz abstaining.

6.B. Contract Award. **Vote to approve a contract for architecture and engineering services with Nangle Engineering Inc., in the amount of \$9,915 for the fire alarm upgrade project at 153 Kent Street.**

6.C. Change order. **Vote to approve Change Order #1 in the amount of \$2,354 for the Trustman Apartments Doors/Locks project.** The contract with New England School Services Inc. will increase from \$57,000 to \$59,354.

6.D. Change Order. **Vote to approve Change Order #1 in the amount of \$69,926 for the Walnut Street/Colonel Floyd Roof Renovation project.** The contract with One Way Painting and Roofing will increase from \$168,888 to \$238,814 and extend the contract by 29 days.

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

7. Change Order. Vote to affirm 90 Longwood (Morse Apartments) Staff Approved Change Order Items.

Mr. Anderson said the project is on schedule with only 48% left financially. Work is progressing as expected and the financials are on track. He is looking for small ways to use the contingency balance and add some benefit.

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

8. Lease Amendment-State Public Housing. Vote to approve a change in the State Public Housing Lease regarding over housed households.

Mr. Alperin said this is the last of the Authority's lease reviews to ensure lease documents conform to best practices, and applicable guidance and law. The state public housing lease had not been systematically reviewed since 2001. In 2003, DCHD adopted a change regarding over-housed households that he recommends the Board adopt so it can be added to the BHA's state public housing lease and be phased in as new leases are signed and renewed.

Ms. Sullivan asked for clarification on the meaning of "over-housed." According to Mr. Alperin, if the size of a tenant's household does not warrant the number of bedrooms in the leased premises, the tenant's household is determined to be over-housed unless an exception is provided by law. Upon availability of a smaller unit of appropriate size, an offer to lease a smaller unit will be made to the tenant who has 30 days to respond. If they fail to respond or refuse to transfer to the offered unit of appropriate size, their monthly rent shall be \$150% of the rent which would otherwise have been charged.

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

9. Other business.

Ms. Katz asked if there would be a retirement party for Mr. Baronas. Mr. Alperin responded that a joint retirement party will be held in future for Mr. Baronas, Mr. Lalli, and Ms. Davis-Moye.

10. Upcoming Meetings. July Board Meeting: Tuesday, July 13th at 4:30 p.m. Mr. Alperin noted the Authority is waiting to see what the state legislature and the Town of Brookline decide regarding the Open Meeting Law. As of now, the Board Chair, Executive Director and a quorum must be present. Mr. Jacobs will be unable to attend the next meeting. As the newly elected vice chair, Ms. Sullivan can act as chair for the purpose of having a chair in person. Location TBD.

11. Vote to Adjourn.

On a motion from Ms. Sullivan and a second from Ms. Katz, it was unanimously agreed to adjourn the meeting at 5:16 PM.

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ATTEST**



Michael Alperin, Executive Director

