

**BROOKLINE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
TUESDAY, AUGUST 10, 2021, 4:30 PM**

**By Telephone Conference Call: (929) 205 - 6099
Meeting ID: 832 0395 9578 Passcode: 513232
or by Meeting Link: [ZOOM](#)**

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

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

3. Executive Director report. No votes.
Mr. Alperin provided the following updates:

- Rent collection reporting issues after switching to PHA-Web have been resolved, and the data seems accurate. However, the Authority is starting to see growing rent arrearages from some tenants totaling approximately \$19,000 across all properties compared to last month's rent roll collection. The Authority is working with residents to apply for rent relief through the MA SHERA program.
- The July Vacancy Report appears as if there wasn't much activity, but three units at ESV and one at Sussman were rented as of August 1st and is footnoted.
- A Summer Celebration for residents will be held in the Trustman Courtyard on August 26th from 4:00-6:00 pm. Food and music will be provided by the BHA and its community partners. Board Commissioners are invited to attend.
- By the end of the month, the BHA will apply to start administering VASH vouchers and has formed a partnership with the Boston VA (as a required hospital partner). HUD is creating up to 5,000 new vouchers available nationally. It is hoped this will become a new rental resource for Brookline veterans who are homeless or formerly homeless.
- John Kelley, the new BHA Director of Finance will be introduced at the September BOC meeting.
- A rare, three bed WC accessible unit is available immediately at the Village of Brookline.
- A \$6.525M pre-commitment letter from the Select Board was received after voting unanimously to support the commitment of local funds which are critical to the future success of the Col. Floyd redevelopment project. The BHA is now in a good position to demonstrate strong local financial support for the project; important to be successful in the State's affordable housing tax credit competition.
- Annual unit inspections, paused due to pandemic, have been restarted. Maintenance is 2/3 of the way done with the state PH units and will continue through the rest of the BHA portfolio.
- A retirement party will be held August 11th for long-time BHA staff: David Li, Geri Davis-Moye, Matt Baronas, Sylvia Pomales-Webb, and George Lalli. Commissioners are invited to attend, but due to the resurgence of the pandemic, residents are encouraged to attend virtually.

- STARRY Internet broadband installation is ongoing and by end of summer will be operational at all BHA developments. Residents must sign up with STARRY individually. Applications will be automatically enrolled in the FCC Emergency Broadband Program, making them eligible for free Internet through STARRY. An additional six months free for all residents has also been negotiated with STARRY, and they will install WiFi in each BHA community room and manager's office.
 - Given the numbers of increased cases of COVID in the Town, Mr. Jacobs asked for thoughts on how to get greater vaccine participation amongst residents. Mr. Alperin reminded the Board that vaccination clinics were offered to residents of BHA senior and disabled properties and to all residents over 65. The BHA is in constant contact with the Brookline Health Department about this issue and is starting to think about offering booster shot clinics. A BHA COVID management meeting will be held August 12th and Mr. Alperin anticipates the BHA masking guidance will change again.
4. Public Comment. No votes. Mr. Jacobs invited residents with an issue to speak publicly. An Egmont St. Vets resident noted outside building aesthetics have improved but asked about funding to remodel apartment interiors (and remedy important issues). Mr. Jacobs explained that ESV is a state-financed development and they have been remiss by not providing adequate capital funding for such improvements. He added that a Town Meeting warrant article passed to try and provide funding for kitchen and bath remodeling, but funds are not available. Mr. Alperin offered to discuss this issue with the resident at the end of the meeting.
5. Consent Agenda. **Vote to approve Consent Agenda, Items 5.A. through 5.C.**
- 5.A. Approval of Minutes. **Vote to approve the July 13, 2021, Board Meeting Minutes.**

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

- 5.B. Substantial Completion and Change Order #2. **Vote to approve Substantial Completion and Change Order #2 for the Roof Replacement/Repair Project at Walnut Street & Colonel Floyd Apartments.**

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

- 5.C. Contract Award. **Vote to award of contract for the Boiler replacement project at 22 High Street.**

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

6. Resident Services Report. Ms. Mendola reported BHA staff and community partners have continued to serve residents throughout the pandemic in a variety of areas: tenancy preservation, social work support, access to technology, employment assistance, etc. She added the following updates:
- Full-time service coordination—for the first time it has been expanded High Street Vets and 22 High St.
 - Self Sufficiency Program—currently 26 residents are enrolled in the program which launched in April. Enrollment is ongoing and provides long term coaching, financial assistance, and a savings mechanism for residents of state public housing to begin to accrue wealth, increase income and stabilize finances.
 - Technology access—about 70 devices were distributed by the BHA and its community partners, which includes computer education and tech support. A hybrid computer class is being held at Trustman; residents receive a Chromebook and can attend classes in person or remotely.
 - Outreach for internet services and emergency broadband benefits—information on these resources are being provided to Care Coordinators and Resident Services Coordinators.

- Resident engagement increasing over the summer—resident services staff are back in-person conducting events across all BHA properties (e.g., Family Game Night, Puppet Show, etc.) and following COVID protocols. These events are supported by the BHA and various community partners.
- Back-to-school initiatives—working with the Brookline Center to help families prepare for back to school with backpacks, supplies, giftcards, etc.

7. Contract Award Resident Services. Vote to award the RFP and approve a contract with the Brookline Community Mental Health Center to provide comprehensive case management and clinical services for BHA residents.

Mr. Alperin said pursuant to Chapter 30, the BHA issued an RFP for comprehensive resident services and received one response from the Brookline Center. After thoroughly vetting the response, the Authority recommends awarding this RFP and contracting with the Brookline Center to provide residents with a set of comprehensive services. The proposal is to pay \$175,682 up to a maximum of \$213,000 in a year, based upon service hours and funding availability. The contract is for a three-year term with extension rights. The Center will provide three core services: services for the transitional housing program, service coordination at family developments and expanding onsite services at High St. Vets and Trustman. According to Mr. Alperin, the BHA negotiated with the Brookline Center to fill a certain number of hours for residents, health care providers or Medicaid or Medicare. This is new and will provide more clinical service hours and allow residents to have priority access to the center’s Clinical Services, thus avoiding a lengthy wait list.

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

8. Contract Award Laundry Equipment Service Contract. Vote to award the RFP and approve a contract on substantial similar terms with Automatic Laundry Superior Service Solutions (“Automatic Laundry”) for an initial five-year term.

Mr. Alperin recommended the Board award an RFP and approve a contract with Automatic Laundry for a five-year term to provide laundry machines, maintenance and related services in all BHA laundry rooms. Two responses to the RFP were received. It was determined Automatic Laundry can provide a better quality of service; e.g., digital monitoring to will allow residents to see when machines are not in use, installation of new LG energy efficient machines, and painting of laundry rooms. The BHA will also receive a higher revenue share than what the current vendor provides. Ms. Dugan noted the price of doing laundry will go up from \$1.50 to \$1.75 and is concerned the new process may be more complicated for seniors and those who don’t speak English. Mr. Alperin said the machines will take cash or cards and that notices will be posted in all languages.

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

9. Authorization to Engage in Procurement. We recommend the Board authorize staff to engage in the procurement process – pursuant to MGL 149A, for a Construction Manager (CM) at risk contract for the upcoming renovation of 50 Pleasant Street.

Mr. Clark explained the Construction Manager at Risk contract process will allow the BHA to seek out a construction manager and have them act as the Authority’s general contractor. This process worked well with previous projects. Things are moving quickly on the Sussman House project, and another resident meeting will be held on August 12th with the architect to solicit feedback.

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

10. Policy and Procedure Procurement. Brookline Housing Authority Procurement.

Mr. Alperin recommends, along with KP Law, that the Board approve a new procurement policy. The current is from 2018 and is outdated as state and federal law has changed. The new policy will help ensure that the BHA remains compliant with various state procurement requirements. It is also a helpful tool for staff to be certain they are following state and federal guidelines.

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

11. CPA Committee. Vote to appoint Joanne Sullivan to CPA Committee.

This agenda item was approved on a motion from Ms. Cohen and a second from Ms. Katz with Ms. Sullivan abstaining.

12. Other Business.

13. Upcoming Meetings. September Board Meeting: Tuesday, September 14th at 4:30 PM.

14. Vote to Adjourn.

On a motion from Ms. Sullivan and a second from Ms. Cohen, it was unanimously agreed to adjourn the meeting at 5:24 PM.

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Michael Alperin, Executive Director