

**MINUTES**  
**BROOKLINE HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING**  
**TUESDAY, OCTOBER 12, 2021, 4:30 PM**  
**By Telephone Conference Call: (929) 205 - 6099**  
**Meeting ID: 865 4538 8154 Passcode: 602922**  
**or by Meeting Link: [ZOOM](#)**

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

1. Call to Order
2. Board Reports. No votes.
3. Executive Director report. No votes.

Mr. Alperin presented the following updates:

- Sandra Santiago joined the BHA as the new Assistant Property Manager. This completes the Property Development Department, easing the burden of conducting recertifications and providing improved property management.
- The Leasing Department successfully leased all 75 mainstream vouchers under a new voucher program designed to provide rental assistance to households with a disability under age 55.
- The BHA continues to work with the State on the SHERA relief program that HUD and Mass Housing are administering from Federal rent relief funds. The BHA received the first allotment of funding and about 83 households have been approved to date to receive rental assistance, with another 25 or so who should be approved with additional documentation.
- For the first time, all Maintenance staff have their own phone numbers in the field. This will hopefully lead to an increased work order response time and more efficiency. The Authority will also be rolling out an online work order form for residents to submit work orders in addition to the existing call line.
- A meeting of the Resident Advisory Board to review HUD and DHCD Annual Plans will be posted publicly and held Thursday, November 4th at 2:00 p.m. Residents wanting to attend should e-mail Mr. Alperin.
- STARRY internet is operational at all developments with the exception of High St. Veterans where there is some ongoing tree interference with their system.

Ms. Katz asked about the status of ARPA funds vis-a-vis the Town. Mr. Alperin reminded the Commissioners about the capital needs studies of Egmont St. Vets and Trustman Apartments which the BHA commissioned. Site walks were held recently, and Mr. Alperin anticipates an application on behalf of the BHA will be submitted in November. The Town is also holding a community engagement process through the Brookline Community Foundation which he and Ms. Mendola will participate in and help host some of the sessions. In January, the Selectboard members will start deciding on funding. Mr. Alperin believes that formal decision-making regarding these funds will start in January when the Select Board will start taking votes as to awarding funds to specific projects or departments.

Mr. Alperin reviewed the proposed 2022 BOC meeting dates and asked the Commissioners for input prior to publishing the calendar.

4. Public Comment. No votes.
5. Consent Agenda. **Vote to approve Consent Agenda, Items 5.A. through 5.E.**

5.A. Approval of Minutes. **Vote to approve the September 14, 2021, Board Meeting Minutes.**

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

5.B. Contract Award. Substantial Completion Boiler Replacement. **Vote to approve substantial completion with Industrial Burner Systems, Inc. for the boiler replacement project at High Street Veterans Apartments.**

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

5.C. Change Order #3 and Substantial Completion Balcony Repair. **Vote to approve change order #3 and substantial completion with Drizos Contracting, LLC. for the balcony repair project at Walnut Street low rise apartments.**

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

5.D. Change Order #1. Egmont Courtyard. **Vote to approve change order #1 for the Egmont courtyard renovation project. The change order was approved by DHCD and our Engineer at BSC Group.**

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

5.E. Contract Award--Fire alarm upgrade. **Vote to approve Fire alarm upgrade – Kent Street.**

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

6. Section 8 Payment Standards. **Vote to approve Section 8 Payment Standards for the 2022 calendar year as shown in the tables provided, at 100% of the HUD FY 2022 Small Area Fair Market Rents (SAFMRs) for resident-based assistance utilized in Brookline and at 110% of the HUD FY 2022 Fair Market Rents (FMRs) for project-based units in Brookline.**

Mr. Hernandez explained this is an annual request made to the Board to approve the new payment standards for 2022 based upon the HUD's published report from October 1st. Like last year, the Board approved two sets of payment standards: one based on the original fair market rent and another strictly for the Town of Brookline's SAFMRs. This year was challenging because different market rents went down and FMRs will be used. This means current payment standards will stay in place. In 2022, project-based regional developments will not see a rent increase because technically payment standards decreased for SAFMRs. Mr. Hernandez said the challenge this year is that when HUD did the survey many months ago, market rents were lower. However, it only takes several months for the market to change and there is starting to be an uptick in the market rents in the Boston metropolitan area.

Ms. Cohen asked about the status of the appeal of HUD's FMRs from a few years ago and if the BHA is jumping the gun. According to Ms. Cohen, once the appeal is filed, it freezes FMRs at the current higher amount until a decision is made. Mr. Hernandez didn't know the status of the appeal. The BHA is approaching it the way they did two years ago when an appeal was made and the BHA moved forward and implemented payment standards based on those initial fair market rents published by HUD and then HUD made the adjustment. If HUD revises the fair market rent in the Boston metropolitan area, he will again come to the Board to request approval.

Ms. Cohen made a motion to hold an amendment vote to approve FMRs and SAFMRs, as proposed in the Board's monthly packet, but subject to any freeze on the reduction in FMRs that might occur due to the pending of an appeal submitted to HUD which Ms. Katz seconded.

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

7. Contract Amendment. **Vote to approve an amendment to the contract with Davis Square Architects for the 32 Marion Street project to increase the scope of work to include meeting passive house standards and the fee in the amount of \$72,500.**

Ms. Maffei said the Board previously voted to approve a contract with Davis Square Architects (DSA) to include passive house design not originally included in the original design contract when it was first executed. The Authority has decided to proceed whether they win the home rule petition or not. Because this will result in more back and forth with the contractor during the construction period, DSA has requested an increase of 3% or \$72,500 to their contract.

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

8. Contract Award 50 Pleasant Street Relocation Services. **Vote to authorize the Executive Director to execute a contract with the firm Housing Opportunities Unlimited ('HOU') to provide relocation services to the BHA and for the residents of Sussman House before and during its construction period.**

Mr. Clark said the BHA proposes to enter into a contract with HOU to provide relocation services at Sussman House per NGL Chapter 30 B Procurement Law. A full procurement process was followed with a notice posted on the BHA website and a local newspaper and an RFP sent to three different consulting firms in the Greater Boston who do this kind of work. A committee of BHA staff members evaluated all three proposals on a set of criteria. HOU was selected after scoring the highest in all criteria categories. The budget of \$366,000 is for an 18 -month construction period and includes a pre-development phase and a third-party relocation expense. Mr. Clark noted HOU has already done great work at 61 Park and 90 Longwood and is currently doing a good job at Col. Floyd.

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

9. Change Order Morse Apartments. **Vote to approve Change Order Item CP008 in the amount of \$50,064.65 for an alternative shower enclosure product to be used at Morse Apartments due to the COVID related discontinuation of the specified and approved product.**

Mr. Anderson apologized saying the summary in the Board packet was from a previous change order, but the two motions were accurate: 1) to approve a \$225,875.90 change order for landscaping (including structures in the rear and front of the building); 2) a consent motion for some previously approved change orders which were approved by staff pursuant to the Board process. Mr. Anderson first provided a brief project update. The final 21 units are under construction and will be completed by the beginning of December. No more residents are moving out of unrenovated units. Additionally, the temporary first floor shared building entryway will soon be separated, and the final elements of the office area completed. As the project approaches conclusion, the large change order in the Board packet is a discretionary change which BHA staff and the architect reviewed. The BHA has been looking to spend the remaining contingency balances included in the budget.

**The motion was moved by Ms. Dugan with a second from Ms. Katz.**

Ms. Sullivan then read to the Board for affirmation the specific change order items, noting the list extends to page 45 of the Board packet, and were previously approved by staff pursuant to the policy approved by the Board at its April 14, 2020 meeting.

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

**10. Contract Award Moving to Work Consultant. Vote to authorize the Executive Director to engage Hawkins Delafield & Wood LLP to assist the Brookline Housing Authority for an application to become a Moving to Work Authority (Component 5, MTW Flexibility).**

Mr. Alperin explained becoming a Moving to Work Authority could provide the BHA with additional flexibility as to how it spends its funding and administers its various programs in terms of regulatory requirements. Since 2016 HUD has been authorized to expand the number of Moving to Work authorities to 139 nationally and has done so in components; each with a specific goal. HUD wants to see if they can make a meaningful difference in how its various programs are administered. Mr. Alperin feels the upcoming Component 5 would be very applicable to what the BHA wants to do to better administer its programs and serve residents. Though Hawkins, Delafield & Wood LLP would be engaged to help the BHA apply to become a Moving to Work authority, it is not a guarantee the BHA would be chosen. Approximately 100 housing authorities across the country are expected to apply for 20 slots; although there may be actually 40 slots because the Biden administration canceled the demonstration on work requirements.

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

**11. Other Business.**

**12. Upcoming Meetings. November Board Meeting: Tuesday, November 9th at 4:30 PM.**

The Commissioners voted by a unanimous roll call vote to agree to go into Executive Session at 5:24 pm for the purposes of discussing a collective bargaining agreement, and only to reconvene for the purposes of adjourning the Regular Meeting.

**13. Adjournment Vote**

The Commissioners voted by roll call vote—Ms. Sullivan, Ms. Cohen, Ms. Katz and Ms. Dugan voting aye, with Mr. Jacobs absent-- to exit Executive Session and to reconvene Regular Session for the sole purpose of adjourning at 5:32pm.

**On a motion from Ms. Sullivan and a second from Ms. Katz it was unanimously agreed to adjourn the regular meeting at 5:33 PM.**

**A TRUE COPY  
ATTEST**



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**Michael Alperin, Executive Director**