

**BROOKLINE HOUSING AUTHORITY
BOARD OF COMMISSIONERS' REGULAR MEETING
TUESDAY, JANUARY 11, 2022, 4:30 PM
By Telephone Conference Call**

The meeting was called to order by Mr. Jacobs at 4:33 PM. Those present included: Ms. Dugan, Ms. Katz, Ms. Sullivan, and Ms. Cohen.

1. Call to Order

2. Board Reports. No votes or reports.

Mr. Jacobs noted an important community Housing Advisory Board meeting will be held on January 26th. It will focus on needs assessment as well as services.

3. Executive Director Report. No votes.

Mr. Alperin highlighted the following:

- Rent Collection-There is continued progress on rents paid by residents. This is due to the Authority's work with the State's SHERA program, which is starting to run out of funds. The BHA is going to put in a final submission for residents who have returned additional paperwork as well as the 61 Park St. and 90 Longwood developments for additional share of rent relief.
- Vacancy Report-The Authority's overall portfolio is now under 1%.
- HUD Annual Plan-Due to Board approval, the Plan will be submitted by the January 15th deadline.
- COVID-19 Update-The Authority continues to see uptick in COVID cases among residents and staff. Rapid tests and masks were distributed to all residents and upgraded KN95 masks to staff. Onsite vaccination clinics will be held in conjunction with the Brookline Health Department at Kickham and 15 Egmont Street later in the month.
- Development-Monumental progress was made last year. The BHA closed on permanent financing for 61 Park St. LLC, (ending the development phase of the project which was slightly delayed by the onset of the pandemic). The development is 100% leased post-construction and is a real success story for the Authority. The 90 Longwood LLC development is approaching substantial final completion (other than some site work and is ahead of schedule). The BHA's Front Office entrance is now accessible, vacancy is down from 27 units to 20 units and the Authority is ahead of lease up targets there as well. The 32 Marion Street comprehensive permit was not appealed, so it is full steam ahead on applying to the State's competitive tax credit financing round. The BHA anticipates learning of awards regarding that competitive round sometime this summer, can demonstrate that the necessary zoning approvals have been received and complete the project to HUD.
- Conflict Resolution Training-Due to the pandemic and related mental health challenges, there has been an uptick in hostile interactions with BHA staff. The BHA hopes to hold this training in February for all staff to learn how to de-escalate difficult resident interactions with empathy.

- Annual audit- The audit for the parent BHA Entity and Public Housing, Section 8, and MRVP programs was completed as of March 31, 2021 and submitted to DHCD & HUD. There were three findings in this year's audit, and the Authority will work to ensure that these findings are not systemic and do not happen again. Commissioners can see what BHA staff are intending to do to make sure that there are not any findings when it is time for the FY 2022 audit.

4. Public Comment. No votes.

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

5A. **Vote to approve the December 14, 2021, and December 17, 2021, Board Meeting minutes.**

5B. Change order #1 Fire Alarm Upgrade. **Vote to approve change order #1 for the fire alarm upgrade project at 153 Kent Street with Galway Electrical Co. Inc. The change order was approved by our Engineer at Nangle Engineering and the BHA's Executive Director.**

5C. Final Completion Trustman Doors & Locks. **Vote to approve final completion with New England School Services, Inc. for the installation of building entry doors and locks at Trustman Apartments. Final completion has been reviewed and accepted by our Architect at Studio Umbra, AIA.**

5D. Final Completion Trustman Trash/Rodent Control. **Vote to approve final completion with The Canniff Company for the trash/rodent control project at the Trustman Apartments. Final Completion was approved by the BHA's Engineer at the BSC Group.**

5E. Final Completion Walnut Street Apts. Balcony Repair. **Vote to approve final 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. Sullivan and a second by Ms. Katz.

6. Contract Award 22 High Street. **Vote to approve contract for stair riser repairs at 22 High Street to Cambridge General Welding in the amount of \$35,975 and affirm a \$8,750 emergency repair to reinforce eight (8) steps at 22 High Street with Cambridge General Welding.**

Mr. Alperin said three bids were solicited, and the Authority feels it necessary to use emergency funds to repair these stairs; they have become unsafe and are an emergency means of egress. Mr. Alperin already approved (under the BHA's procurement policy) emergency repair of the steps in the worst condition and is asking the Board to affirm this decision. It may be possible to reimburse these funds into the federal public housing reserves from the BHA's capital allotment from HUD.

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

7. Contract Award IT Services. **Vote to approve a contract with Terminal Exchange Systems (Terminal) to provide Information Technology (IT) services for a base fee of \$3,600 per month (\$43,200 annually), for an initial two-year term, renewable at the sole discretion of the BHA for two additional one-year terms.**

Mr. Alperin said the Authority reached out to prequalified vendors, received various quotes and recommends the BHA continues to work with Terminal Exchange (who has provided IT services to the BHA since May 2017), both for pricing reasons and the level of service currently received.

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

8. Other Business.

Mr. Alperin commended Ms. Brown for the great job she is doing following the correct State and Federal procurement guidelines.

According to Mr. Alperin, the BHA is in the midst of creating the FY 2023 budget. A Board meeting to discuss this budget must be held by mid-February. For this purpose, an extra meeting has been scheduled on January 25th, which may or may not be necessary. If cancelled, a notice will be posted on both the BHA and Town websites.

9. Upcoming meetings. January Board Meeting: Tuesday, January 25th - 4:30 PM.

10. Vote to adjourn.

On a motion from Ms. Sullivan and a second from Ms. Cohen, it was unanimously agreed to adjourn the meeting at 5:00 PM.

**A TRUE COPY
ATTEST**

A handwritten signature in blue ink, appearing to read 'M Alperin', is written over a horizontal line.

Michael Alperin, Executive Director