

**BROOKLINE HOUSING AUTHORITY
BOARD OF COMMISSIONERS' MEETING
TUESDAY, MARCH 8, 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.

3. Executive Director Report. No votes.

Mr. Alperin highlighted the following:

Less expensive natural gas contract—Ms. O’Flaherty and Mr. Devoll were thanked for their foresight to lock in a new natural gas contract (prior to the end of the existing one) at a more favorable rate. This will save the BHA money; approximately \$6,000 in gas savings are expected over the next four-year period.

Rent Roll vs. Rent Collected Report—the Finance Department has created a new version of this report.

Vacancy Report—Vacancy numbers continue to be strong, and a few units were leased as of March 1st. Lease-ups continue at 90 Longwood after construction completion. Only 10 units are vacant (down from 14 on March 1st); ahead of pro forma and the lease up schedule with the BHA’s tax credit investor.

SHERA Program—The BHA’s Property Management and Resident Services teams, along with the Brookline Center, got an additional 83 SHERA release forms back from households which have been in arrears. This helps the BHA apply for an additional \$179,000 of back rent owed. Despite efforts to educate them about the program and its benefits, 38 eligible households have yet to participate. DHCD and Mass Housing anticipate the SHERA Program will run out of funds on April 15th. Residents yet to sign the SHERA release form are urged to do so by April 1st so the Authority can get the forms and applications in on time.

Tax Credit Audits and Returns—Mr. Kelley, Ms. O’Flaherty and the Finance Team were thanked for getting these completed, on time, and in draft form to the investor. Final audits will be discussed with the Commissioners at an upcoming Board meeting assuming they have been approved by Boston Financial.

CDBG Summary Committee Recommendations—Commissioners and members of the public are welcome to attend Town Selectboard meetings. In the next 30-45 days the Selectboard will vote to approve CDBG recommendations. The BHA can benefit from the current set of recommendations of \$325,000 to complete a bathroom fan renovation project at High Street Veterans and an increase in public services funding for the BHA’s Resident Services Program of up to \$45,000.

COVID Clinic Update—A third and final clinic was held. An additional 150+ vaccines were administered this winter at BHA properties; increasing staff vaccination rate from 93% to 98%. The BHA also secured an additional 4,500 test kits through a Department of Elder affairs program, in addition to what the Brookline Health Department provided. These tests will be distributed to residents.

American Rescue Plan (ARPA) Funding Program—The Selectboard intends to make funding recommendations on the first \$20M of Town funds received by May 1st. A subcommittee has been formed to evaluate proposals, and Mr. Alperin has been in touch with them regarding the BHA's proposals to fund capital needs at the Trustman and Egmont properties.

DHCD Leadership Tour of BHA Properties—The case was made, related to ARPA funds, about the need for additional ARPA funds from the state to preserve and improve the quality of life for residents at state public housing properties. They also toured 61 Park Street and were impressed with the Authority's RAD conversions and projects.

New Laundry Contract—Commissioners approved the new laundry contract at the August 2021 meeting. Notice had to be given to terminate the current contract on the automatic renewal date of May 19th. Starting on the 19th, new laundry equipment, along with freshly painted laundry rooms, will appear at all BHA developments. Property Management, Asset Management and Maintenance teams will be in touch with each development in terms of timing. There will be brief laundry room shutdowns that residents will have to prepare for as new equipment is being installed.

4. Public Comment. No votes. Resident Shawn O'Neal reported eight residents registered as a result of a recent Voter Registration event.

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

5A. **Vote to approve the February 8, 2022 Board Meeting minutes with an edit made to the date of SHERA funds ending in June 2022.**

5B. Contract Award Kickham Apartments. **Vote to approve a contract for architectural services to Richard Alvord Architects in the amount of \$16,270 for the replacement of apartment entry doors/frames, community room flooring, and hallway painting project at the Kickham Apartments.**

5C. Contract Award High Street Veterans. **Vote to approve a contract for architectural and engineering services with Waterfield Design Group, in the amount of \$12,400, for the retaining wall and driveway project at High Street Veterans.**

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

6. DHCD Capital Improvement Award. **Vote to accept an amendment to BHA's DHCD Capital Improvement Work Plan 5001 and accept an award from DHCD of Capital Improvement Formula Funding for FY 2024 and FY 2025 in the (adjusted) amount of \$947,812.00.**

Ms. Cowan said each year an amendment is received from DHCD to increase the Authority's capital outcome financial assistance for BHA capital funds. Due to a possible a delay due to the pandemic, two arrived together; an increase from FY'23 from the usual \$412,000/year to \$473,106. In FY'24 and FY'25, DHCD also came back to the Egmont Street successful fan renovation project, converting the formula funding used for the project and switching it to sustainability funding. This freed up additional formula funding to go toward other projects.

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

7. DHCD Contract for Financial Assistance High Street Veterans. **Vote to accept the new Contract for Financial Assistance #1023 (CFA) in the amount of \$150,000 for the indoor air quality sustainability initiative bathroom fan project at High Street Veterans development.**

Ms. Cowen explained DHCD changed the way they contract financial agreements (CFA) by separating out CFAs for sustainability projects for any current or future sustainability funding. DHCD has awarded the BHA the maximum amount of \$150,000 toward improving air quality at High Street Veterans to assist with installing the bathroom fans.

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

8. Other Business.

Ms. Katz asked what progress had been made regarding the concerns of several 90 Longwood residents that the new laundry room is very small and cannot be negotiated with a wheelchair. Ms. Katz doubts it meets ADA requirements. Mr. Alperin reported it has not yet changed. However, the room will be reconfigured with equipment on only one side (to allow for a turning radius) and will be properly installed by the new vendor. Ms. Maffei will follow up and see if, in the interim, it's possible to stack all the current equipment on only one side.

9. Upcoming meetings. April Board Meeting: Tuesday, April 12th - 4:30 PM.

10. Vote to adjourn.

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