

**AGENDA**  
**BROOKLINE HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS' MEETING TUESDAY, MAY 10, 2022, 4:30 PM**  
**By Telephone Conference Call**

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 or reports.

**3. Executive Director Report.** No votes.

Mr. Alperin highlighted the following:

**Capital improvements:** The number of capital improvement projects the BHA has undertaken has grown. The Modernization Department has begun planning for many smaller CIP-based projects. Mr. Alperin anticipates a discussion at the May 24<sup>th</sup> meeting on additional staffing needed in that department. There are more capital improvements being made to BHA buildings than ever before, certainly in the past six years. The list is only going to grow; a tremendous amount of work and planning is being undertaken.

Mr. Jacobs noted there is misinformation about what goes into the State projects. Approximately \$1.13M is going toward State projects out of the \$2.65M of capital dollars. That doesn't count what's going into 22 High St., which is a family development). When you add that in, Mr. Jacobs stressed a majority of dollars will go toward family projects. Mr. Alperin added State capital improvement funding continues to range from \$420,000-\$470,000 in formula funding and has increased in recent years.

**Rent Collection report:** The attached report was prepared prior to applying final SHERA monies. As of 4/30/22, the BHA's books reflect \$283,000 of rents collected in April and \$77,000 uncollected (a little higher than a typical month). There was \$224,000 of total uncollected rent for the prior 12 months; of that, \$84,000 is 90 days aging or more. The BHA worked with the Brookline Center, Property Managers and Resident Services to obtain \$80,702 in rent relief for 67 additional households and the Authority will be even on anything 90 days aging or greater. Twenty-eight households were either rejected from participation in the SHERA program for documentation reasons or refused to sign release forms and are still struggling to pay rent 90 days or great. The Authority is in discussions with the Brookline Center about how to help households now that the SHERA program has ended. The Town has just made a \$1M contribution to the safety net; realizing that people are still struggling to pay rent. BHA staff are doing all they can to help as well, including recertifying rent when appropriate.

**Vacancy reports:** In non-tax credit properties, there is now only one vacancy at Walnut/High in the entire portfolio. Turnover time frames for vacant units have been reduced from two months to 3-4 weeks at most. On the tax credit side, the Authority is approaching full lease up and stabilization at 90 Longwood and are still 100% leased at 61 Park. By the end of the month, at most there will be one vacant unit at 90 Longwood (a DDS unit waiting for qualified tenant). The BHA is in good shape ahead of pro forma to start the permanent loan conversion process and look at debt service coverage.

**American Rescue Plan Act (ARPA):** The Town committed \$6M in ARPA funds to help the BHA fund capital needs at Egmont St. Vets and Trustman Apartments. Other programs which will directly benefit BHA residents were also funded: e.g., \$1.25M for Steps to Success programs, \$500,000 to the Brookline Teen Center, \$257,000 for Women Thriving, \$517,000 for Council on Aging Center programs, and \$100,000 for Farmer's Market vouchers. The Town recognized that BHA residents need these resources.

**DHCD Matching Funds:** DHCD committed \$10M to match the Town's ARPA funds. Because the BHA received the largest ARPA contribution in the Commonwealth (more than all other housing authorities combined), so DHCD is going to spread their match out over four fiscal years of when the ARPA funds can be used. This means the BHA will have to do a series of smaller capital renovation projects at Egmont St. and Trustman over the next four years in \$3.5M increments (\$1M of Town ARPA and \$2.5M of State matching funds). This is unfortunate because construction projects are more expensive when you bid them in smaller amounts and for residents who will have to live through many smaller projects.

**FEMA Funds:** Within the next 30 days, a third and final FEMA grant of \$21,206 (related to the pandemic to help offset costs incurred through calendar year 2021) will be received.

**Town Election:** Two BHA properties-90 Longwood and 61 Park- served as polling sites.

**Online Resident/Landlord Portal:** New online functions are being piloted to approximately 100 BHA residents through PHA Web. Residents receive a log in key and tech support so they can log work orders through the website, look at their rent payments and check any balances/credits they may have. Soon landlords in the Section 8 Program will be able to check their collections and payments from on any Section 8 vouchers. The BHA is in the queue with PHA Web to be trained on how to take applications directly through the Authority's website in an application Tenant/Landlord portal. Assuming the demo is successful, the BHA will roll it out to all residents in the coming months. This is just another option for residents, landlord and Section 8 participants to find out this information easily directly through the website.

4. Public Comment. No votes.

A 61 Park St. resident noted the new BHA maintenance men are outstanding and residents are appreciative.

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

5A. **Vote to approve April 12, 2022 Board Meeting minutes.**

5B. Contract Award Exterior Painting 11 Harris St. **Vote to affirm a contract for architectural and engineering services with Studio Umbra in the amount of \$7,300 for the exterior siding painting project at 11 Harris Street.**

5C. Contract Award Fire Alarm Upgrade 11 Harris St. **Vote to affirm a contract for architectural and engineering services with Nangle Engineering Inc., in the amount of \$9,915 for the fire alarm upgrades at 11 Harris Street.**

5D. Contract Award Steam Traps 22 High Street Apartments. **Vote to approve contract for the rebuild of all Thermostatic Steam Traps at 22 High Street.**

Mr. Alperin said Item 5D must be pulled and will be on the May 24<sup>th</sup> BOC package as it's not ready at this time.

**This agenda item (5A, 5B, 5C) was unanimously approved on a motion from Ms. Cohen and a second by Ms. Sullivan.**

6. Resolution Supporting Warrant Article 26. **Vote to endorse Spring Town Meeting 2022 Warrant Article 26.**

Mr. Alperin said the BHA was asked to endorse this particular article; petitioners believe it will benefit many BHA and other residents of the Town. Warrant Article 26 seeks changes to the Recreation Department Commission to allow for greater scholarships for the next two years to participants, and easier enrollment practices for BHA and other residents with documented financial needs. According to Mr. Alperin, parents are searching for childcare and cost-effective outdoor, afterschool activities for their children.

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

7. Babcock Street Parking Lot. Appointment to Town of Brookline's Babcock Street Parking Lot Study Committee.

Mr. Jacobs has agreed to serve on this committee.

**This agenda item was unanimously approved on a motion from Ms. Sullivan and a second by Ms. Cohen. Ayes: Ms. Dugan, Mr. Jacobs, and Ms. Katz.**

8. Resident Services Report Special Guest. Brookline Community Mental Health Center. No Votes – Presentation and Conversation.

Ms. Mendola said a successful event was held at 22 High Street. Brookline Recreation, Viking sports, and STARRY participated. Resident Services hopes to hold more community wide engagement events as summer approaches.

May is Mental Health Awareness Month and the BHA's partnership with the Brookline Center for Community Mental Health is being highlighted. Mitra Tummino, LICSW, and Assistant Manager for programs held in conjunction with the BHA, highlighted comprehensive services provided to residents:

- A new Clinical Care Program to complement the pre-existing outpatient program began this past year and includes a Short-term Therapy Track (for residents 18 years+) and a Tenancy Preservation Track for residents at risk of losing their housing. Mental health trainings will be held for residents at the end of May, and BHA staff in June. In the first quarter of 2022 there were 151 visits to the new Clinical Care Program (reaching 27 residents). Referrals come from service coordinators, property managers and self-referrals.

- Service coordination is provided at BHA family developments (Egmont, Trustman and High Street properties). This is an onsite case management connection to resources. Staff can help families with anything that might come up; especially regarding housing issues such benefits applications, leasing recertifications, rent arrears and budgeting, etc. Ms. Tummino stressed they work with Property Managers to intervene with families as early as possible to provide support. In the first quarter of 2022 there were 268 family service visits with 91 residents served.
- Transitional housing program-A small, nine-month housing stabilization program helping seven homeless families at a time living in DHCD funded shelters across MA get out of shelters and into BHA apartments. Families receive case management services during this time, and do not pay rent so they can save money. They graduate the program after nine months and sign a lease to become permanent BHA residents. During the first quarter of 2022, there were 80 visits with families (consisting of single parents, DV situations, some two-parent households and many families significantly impacted by COVID during the past two years). Program referrals come from schools, shelters, staff, community centers, etc.

#### 9. Other business.

Mr. Alperin provided a preview of what is coming up at future Board meetings, so the public is aware. A quorum is needed at the May 24<sup>th</sup> BOC meeting as the BHA will complete its year-end reporting (due by May 30<sup>th</sup>). The June 14<sup>th</sup> BOC meeting will be dual tracked; a hearing will also be held regarding the BHA's application to HUD become a Moving to Work authority. The Moving to Work program will be explained and the plan posted for a 30-day public comment period. At their July 12<sup>th</sup> BOC meeting, the Board will vote on the Authority's plan and application to HUD.

Additionally, important votes are coming up in June and July related to the BHA's 50 Pleasant St. project and, if the Authority is awarded tax credits and competitive subsidy, the 32 Marion St. project as well later this summer. Progress of the 50 Pleasant St. redevelopment plan will also be discussed at the June BOC meeting.

#### 10. Upcoming meetings. May Board Meeting: Tuesday, May 24th – 5:00 PM.

Mr. Jacobs asked for the meeting to be held at 5:00 p.m., instead of the usual 4:30 p.m., to accommodate Ms. Sullivan. Ms. Cohen will be absent.

#### 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 5:17 PM.**

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ATTEST**




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**Michael Alperin, Executive Director**