

AGENDA
BROOKLINE HOUSING AUTHORITY
BOARD OF COMMISSIONERS' MEETING
TUESDAY, MAY 24, 2022, 5:00 PM
By Telephone Conference Call

The meeting was called to order by Mr. Jacobs at 5:00 PM. Those present included: Ms. Dugan, Ms. Katz, and Ms. Sullivan. Not present: Ms. Cohen.

1. Call to Order

2. Board Reports. No votes or reports. Ms. Katz noted that the Annual Steps to Success event at Larz Anderson was a big success and raised more money than ever before.

3. Executive Director Report. No votes.

Mr. Alperin highlighted the following:

Mask mandate: The Town reissued a mask mandate for public spaces on Friday, May 20th. The BHA is following the guidance of Brookline Health Department by requiring masking in public spaces within all properties. The policy will be revisited when the Health Department revisits its policies.

Redevelopment building permits waived: Mr. Alperin thanked the Select Board for supporting BHA redevelopment programs by unanimously voting to waive building permit fees for the 32 Marion St. and 50 Pleasant St. redevelopments. These building permit fees are worth approximately \$300,000-\$400,000 per deal of support.

New laundry equipment: New laundry equipment has been installed at all BHA properties. Training will be offered for residents who are unfamiliar with paying for laundry with either a card or through the phone app, and residents will be reimbursed for new laundry cards.

4. Public Comment. No votes.

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

5A. Final Completion Courtyard Upgrade Egmont Street Veterans. Vote to approve approval of final completion with Ronald A. Marini Corporation for the courtyard upgrade project at Egmont Street Veterans Development.

5B. Contract Award Water Infiltration High Steet Veterans. Vote to affirm a contract for architectural and engineering services with Blackstone Block Architects, Inc., in the amount of \$15,500, for the basement water infiltration project at High Street Veterans.

5C. Contract Award Steam Trap Valve 22 High Street. Vote to award a contract for the steam trap valve replacement project at 22 High Street to Davison Co., Inc. in the amount of \$320,200.

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

6. Capital Improvements Coordinator. Vote to authorize the hiring of an additional Capital Improvements Coordinator to support BHA Modernization projects at Public Housing Developments.

Mr. Alperin explained the request to add this additional position now (beyond the budget presented to commissioners in January) is because funding outcomes related to various American Plan Rescue Act (ARPA), CDBG and other DHCD sources were unknown. He now has confidence there will be a material increase in capital and modernization projects that the BHA will complete over the next three to four years; leveraging the Town's ARPA funds, a strong commitment from the Town CDBG funds that the BHA can match and additional formula funding from DHCD for projects. Modernization projects require additional oversight and staff capacity to process the various bidding requirements, construction management oversight and administration of various contracts. Mr. Alperin expects to fully fund the position out of construction administrative fees that can be charged to the various funding sources. Due to the addition of new staff positions, Ms. Katz requested an updated organization chart and Mr. Alperin said one would be sent to all commissioners.

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

7. FY 2022 DHCD Year End Certifications. Vote to approve the FY 2022 Year-End Income and Expense and DHCD Certifications.

Mr. Kelley said numbers for State projects must be approved by May 31, 2022 and came in a lot less than what was anticipated going in. Events occurring in the 4th quarter of FY'22 resulted in a loss of \$276,000: water damage at Egmont St. in January cost \$55,000 to fix (insurance proceeds expected FY'23); FEMA grant expenses for \$30,000 for pandemic related costs (funding expected FY'23); new utility meter for \$24,000; maintenance supplies and expenses were higher than expected and non-routine equipment was purchased. In the 4th quarter with all the accruals, the BHA came in close to budget.

Mr. Alperin added these are the DHCD required reports. The full BHA budget to actual report will be presented in June. The final year end numbers are very strong; this is the only BHA program coming in behind budget. He noted the BHA is dropping below the DHCD reserve requirement that the BHA has reserves on hand equal to 35% of operating expenses. Budget overages are due to maintenance and contract overruns related to maintenance. These buildings due to decades of underfunding capital improvements are becoming more expensive to maintain. The consequence of being under the 35% threshold is DHCD may have a performance management review finding during the BHA's annual audit. DHCD may require the BHA to transfer \$150,000 of unrestricted cash to the state program to meet the 35% requirement, but Mr. Alperin does not want to make the transfer until the reasons for the overages can be discussed with DHCD.

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

8. Other business.

9. Upcoming meetings. June Annual Board Meeting and Public Hearing on Moving to Work application: Tuesday, June 14th – 4:30 PM.

10. Vote to adjourn.

On a motion from Ms. Katz and a second from Ms. Dugan, it was unanimously agreed to adjourn the meeting at 5:19 PM.

A TRUE COPY

ATTEST

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

Michael Alperin, Executive Director