

**AGENDA**  
**BROOKLINE HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS' MEETING**  
**TUESDAY, JUNE 14, 2022, 4:38 PM**  
**By Telephone Conference Call: (929) 205 – 6099**

The meeting was called to order by Mr. Jacobs at 4:38 PM. Those present included: Ms. Dugan, Ms. Katz, and Ms. Cohen. Not present: Ms. Sullivan.

**1. Call to Order**

**2. Board Reports.** No votes.

**3. Election of Officers. Votes to elect Chair, Vice Chair, and Treasurer of the Board of Commissioners for one-year terms.**

**Mr. Jacobs was nominated Chair on a motion from Ms. Cohen and a second by Ms. Katz and was unanimously elected Chair.**

**Ms. Sullivan was nominated Vice Chair on a motion from Ms. Dugan and a second by Ms. Katz and was unanimously elected Vice Chair.**

**Ms. Dugan was nominated Treasurer by Mr. Jacobs and a second from Ms. Cohen and was unanimously elected Treasurer.**

**4. Executive Director Report.** No votes.

Mr. Alperin highlighted the following:

Construction update: The project log is growing in length as the Authority begins to see the benefit of the State Public Housing dollars received from DHCD.

Rent Report & Vacancy Reports: The Authority continues to see some growing receivable balances and long-term receivables are better. The BHA is working with the Brookline Center to help households who are behind in rent. Residents who are behind should contact their Property Manager, and the Authority continues to monitor the situation. There has been a change in Property Manager at three developments (Trustman, Kickham, Col. Floyd) with the lowest rate of collection each month. It is anticipated the on-time collection of rents at these properties will grow in future months with the selection of a new Property Manager. All 86 households at Trustman are being recertified in the next 30 days which will impact long-term receivables. Additionally, for the first time in that property's history, eight days after the first of the month, a letter went out to households with a balance owed.

Vacancy progress continues. There has been a decrease from 41 vacant units at this time last year to four vacant units across the whole portfolio, zero in the State Public Housing portfolio, one vacant unit in the Federal Public Housing portfolio and with great lease ups in RAD projects.

Capital projects update:

The BHA received \$731,000 in compliance reserve funding from DHCD to help cover the cost of capital projects to address situations with hazardous materials and comply with related laws. This will help the BHA complete lead paint remediation at State Public Housing developments.

Financial report: This was a very good overall budget year for the BHA, except for ongoing financial struggles with the State Public Housing program highlighted by a negative net income of \$192,000. Aging buildings with deferred maintenance continue to grow in cost to maintain.

5. Public Comment. No votes.

6. Consent Agenda. **Vote to approve Consent Agenda, Items 6A. through 6G.**

6A. Approval of Minutes. **Vote to approve the May 10, 2022, and May 24, 2022, Board Meeting Minutes.**

6B. Contract Award Intercom Replacement 22 High Street. **Vote to approve a contract for architectural/engineering services with Nangle Engineering in the amount of \$23,240 for the building entry door intercom replacement project at 22 High Street Apartments.**

Mr. Jacobs expressed concern the contract wasn't awarded to the lowest bidder and that the BHA always seems to award to the same firms. Ms. Cowan explained three electrical engineering bids were solicited, but Nangle was the only one who included everything from the proposal. In future more will be done to cast a wider net of contractors.

6C. Contract Award Flooring Replacement Walnut St. Apartments. **Vote to approve a contract for architectural services to Garofalo Design Associates, Inc. in the amount of \$24,000 for the apartment flooring replacement project at the Walnut Street Apartments.**

6D. Contract Award Kitchen Upgrade 153 Kent Street. **Vote to affirm a contract for architectural and engineering services with Garofalo Design Associates, Inc. in the amount of \$9,950 for the kitchen upgrade project at 153 Kent Street.**

6E. Contract Award Driveway and Fencing 153 Kent Street. **Vote to affirm a contract for architectural and engineering services with Allen & Major Associates, Inc. in the amount of \$8,700 for the driveway repaving and fencing replacement project at 153 Kent Street.**

6F. Contract Award Bathroom Fans High Street Veterans. **Vote to award a contract for the bathroom fans installation project at High Street Veterans Development to Araujo Bros. Plumbing & Heating Inc. in the amount of \$472,100.**

6G. Authorization of Proprietary Products. **Vote to authorize the use of Proprietary Products in the bid specifications for the door replacement project at Kickham Apartments.**

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

7. FY 2022 12-month Operating Results. **John Kelley, Director of Finance. Discussion, no votes.**

Mr. Kelley said some money was spent in the 4<sup>th</sup> quarter for pre-development related expenses for Sussman and Col. Floyd and some was for related State Public Housing extraordinary maintenance. However, the Authority has almost \$5.5 M in total reserves spread across all programs and is in a solid

financial position given the spend down of the HUD Section 8 reserves. There was a healthy surplus at the end of year. However, \$2M of that is income that has been booked, but the cash that won't be received by the BHA until well into 2023.

Additionally, the Authority is over budget for utilities in State properties, but under budget in Federal.

8. Contract Award Accounting Services Sussman Apartments. **Vote to award a contract to Daniel Dennis & Co. for preparation of cost certifications, audits, and tax returns for 50 Pleasant Street LLC, for an initial three-year term with two one-year renewal options, in an amount of \$45,000 in the year that tax credits are initially certified and an amount of \$18,000 per year thereafter.**

Ms. Maffei said although accounting services are exempt from state procurement regulations, RFPs were solicited from three firms. All three responded; proposals and references were reviewed. Pricing was similar, but Dennis had the lowest fees for the initial tax credit tasks and ongoing annual audits.

Mr. Jacobs asked about the responsiveness of the firm. Ms. Maffei replied references said they are punctual, deliver as promised and don't pass along extra fees.

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

9. Change Order 90 Longwood. **Affirmation of Staff Approved Change Order Items and 90 Longwood Renovation Update.**

Mr. Anderson said these represent the last three change orders to the Morse contract which will soon be closed out. This wraps up the final accounting for the construction project.

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

10. Contract Award Maintenance. **Vote to award a contract to Northeastern Mechanical Inc. of Canton, MA in the amount of \$187,768 for a three-year maintenance contract for 90 Longwood Avenue and 61 Park Street HVAC equipment.**

According to Mr. Anderson, a preventative maintenance contract needs to be place for the new and more complicated HVAC equipment for these properties. Bidding was difficult and vendors were resolicited three times to get a response that worked.

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

11. Amendment to Section 8 Administrative Plan. **Vote to approve an amendment to the BHA's Section 8 Administrative Plan ('ADMIN'), to allow vouchers to be held back to accommodate the planned use of additional project-based vouchers.**

Mr. Hernandez explained this additional language to the Section 8 Administrative Plan which identifies the Authority's policies and procedures on how the Section 8 voucher program is administered. It will make it official for the BHA to set aside mobile vouchers to project based for the redevelopment of Federal Public Housing when these properties convert over to Section 8.

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

12. Other Business.

Mr. Jacobs noted the State Legislature has approved remote meetings through July 15<sup>th</sup>. Thereafter, Board meetings could be hybrid and Mr. Alperin confirmed the technology is in place.

13. Upcoming Meetings. **July Board Meeting: Tuesday, July 12th - 4:30 PM.**

14. Vote to Adjourn

**On a motion from Ms. Katz and a second from Ms. Cohen, it was unanimously agreed to adjourn the meeting at 5:17 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**