

**BROOKLINE HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
TUESDAY, SEPTEMBER 27, 2022, 4:30 PM  
By Telephone Conference Call: (929) 205 - 6099**

The meeting was called to order by Mr. Jacobs at 4:30 PM.

**1. Call to Order. Per the updated Open Meeting Law.** Mr. Jacobs called Roll for each member and each vote was taken by an audible roll call. Ms. Dugan-here; Ms. Sullivan-here; Ms. Katz-here; Ms. Cohen-here.

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

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

Mr. Alperin highlighted the following:

Moving to Work Program: HUD notified the BHA that it was not one of the 18 HOAs chosen by lottery for this program. The Authority will re-strategize and move forward with best ways to help residents.

New hires announced: Anna Montano, Leased Housing; Dylan Olson, Lead Mechanic at HSV, Grace Mitchell, Senior Services/Wellness Specialist and Donte Davis was promoted to Lead Mechanic. A pending Property Manager starts in early October. Active job searches are ongoing for a LIHTC Property Manager, Capital Improvements Coordinator and an Admissions Administrative Assistant. Ms. Dugan asked for a further explanation of new hire duties.

New housing vouchers: HUD awarded the BHA seven new housing choice vouchers; effective 10/1. This raises the number of vouchers administered by the BHA to 1,264; an increase of over 25% as compared with three years ago. The BHA is also applying to DHCD for additional new vouchers in conjunction with the Continuum of Care. Effective 12/1, the Authority was awarded 88 tenant protection vouchers for 50 Pleasant Street; associated with the residents living at Sussman for the upcoming RAD conversion.

Pandemic update: The BHA is still trying to do everything it can to help residents during the ongoing pandemic. In conjunction with Health Dept., Ms. O'Flaherty helped provide masks and COVID-19 test kits.

High Leverage Asset Preservation Program application: Approval was received from the DHCD for the BHA's first program application, which allows the BHA to leverage local commitments with funding from the State. An additional \$665,000 will be used for bathroom fan upgrades at HSV to provide ventilation for the first time in 100% of units and some associated electrical upgrades. The Authority plans to use the same program to match the Town's ARPA Fund commitments at Trustman Apartments and Egmont St. Veterans for up to \$10M of additional State funding. The BHA hasn't been able to apply for these matching funds (despite a commitment letter from DHCD for the first \$2.5M), since the Town has yet to provide a contract for its \$6M of funds. The BHA completed the necessary paperwork and is awaiting the Town's contract which it can then use to apply to DHCD.

Department of Utilities (DPU) violations: The BHA was one of 30+ housing authorities to receive a project violation notice from the DPU to any housing provider who supplies gas through master metered pipes to households and don't have an individual gas meter for each unit. This is a change in Federal law as of 2016 which the DPU is now enforcing. This affects two BHA properties—Col. Floyd and High Street Veterans. The BHA responded to the DPU with a good plan. Approval has been granted for the new Col. Floyd building that will be 100% electric in terms of utilities; the Authority will cut, cap and file permits to eliminate gas at that

site. At High St. Veterans, DHCD will provide funding to electrify the State public housing portfolio with gas utilities. The BHA will work with DHCD to remove gas appliances and fund electrification of new ones.

Resident Services: The Authority hopes to expand its Resident Services program by applying to HUD for a financial self-sufficiency grant. The BHA used to have such a program but was deemed ineligible for these funds five years ago. The hope is that under this new notice of funding that the Authority is now eligible. The BHA is applying to expand on self-sufficiency work and bring this program to Section 8 participants as well as the residents of 61 Park, 90 Longwood and future RAD developments.

Development Program: An application was submitted to the MA Development to get Board approval for tax exempt bond authority next year to redevelop the Kickham Apartments at 190 Harvard; similar to other projects. No zoning approval is necessary for this, and it will continue the development pipeline. The Authority will come to the Commissioners later this fall requesting approval to hire an architect, after completing an RFP process, for 22 High Street/Walnut Street Apartments. This will be the last Federal public housing site to convert through the RAD program. It is more complicated as it will be new construction, and therefore, likely this site won't be ready to be funded next year.

MBTA zoning requirements: DHCD issued guidance on MBTA community zoning requirements: all communities served by the MBTA must have a certain density of zoning allowed as a right. This is an issue as some of the BHA's State public housing operating subsidy comes from State funds which would no longer be eligible in Brookline if the Town is non-compliant with this zoning requirement. The BHA doesn't have any control over Town zoning, but Commissioners may want to be involved in this process. The Town's Planning Department has applied for zoning changes to bring Brookline into compliance (though it is safe harbored and compliant until December 2023) and is submitting a plan. Town Meeting will then have to approve zoning changes to allow additional density as a right in certain neighborhoods in order to be compliant. If it does, the BHA's operating subsidy will remain the same. If it doesn't, roughly 10% or \$225,000 that helps to fund Egmont St. Veterans, Trustman Apartments and High Street Veterans could be jeopardized. The Authority will continue to monitor the situation with the Town as they undertake this zoning process.

Irregular funding update: The Authority finished closing out all Cares Act, FEMA grant and State SHERA rent relief funding, and returned some of the SHERA funding after some tenants were later able to pay their rent. The BHA has audited its books and has appropriately dealt with the close out of all these irregular grants/emergency pandemic funding.

August Rent Roll: All rents at Trustman Apartments have been fully recertified. Compared to last month, there is a \$12,000 difference in rent roll and collections are starting to go up as a percentage compared to prior months. A new full time Property Manager will be starting at Trustman in October; collections there are now much more in line with other properties in the State and Federal portfolios.

#### 4. Public Comment. No votes.

Residents asked if the Board of Commissioners will return to in-person meetings in the future and if recording of BOC meetings are available to the public. Mr. Alperin responded residents can request these recordings from the BHA office and BOC meeting minutes are posted on the BHA website.

#### 5. Resolution Supporting Women's Right to Reproductive Freedom. **Vote to approve Resolution Supporting Women's Right to Reproductive Freedom.**

Ms. Sullivan put this resolution forward and read it in its entirety.

On a motion by Ms. Cohen, and a second by Ms. Katz, **this agenda item was unanimously approved by a roll call vote taken: Ms. Katz-aye, Ms. Sullivan-aye, Ms. Dugan-aye Ms. Cohen-aye, and Mr. Jacobs-aye.**

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

6A. Approval of Minutes. **Vote to approve the August 16, 2022, Board Meeting Minutes.**

6B. Contract Award Retaining Wall High Street Veterans. **Vote to approve a contract for the retaining wall and paving project at High Street Veterans to The Canniff Company Inc. in the amount of \$82,320.**

6C. Contract Award Exterior Painting and Siding Replacement, 11 Harris Street. **Vote to approve a contract for the exterior painting and siding replacement project at 11 Harris Street to Morales General Contracting, Inc. in the amount of \$24,151.**

6D. Contract Award Door Replacement and Painting Project, Kickham Apartments. **Vote to approve a contract for the apartment doors and hallway painting and community room flooring project at the Kickham Apartments to R Mullen and Associates in the amount of \$316,441.**

6E. Substantial completion & change Order Steam Trap Replacement. **Vote to approve substantial completion & change orders #1 with Davison Company Inc. for the Steam Trap Replacement Project. The change order & substantial completion was approved by our engineer at MacRitchie Engineering Inc.**

6F. Boiler Replacement. **Vote to approve change order for 22 High Street Boiler Replacement Project.**

Ms. Dugan asked why the BOH shut down the project at 22 High St. Mr. Devoll explained in early July the pump at the dumpster was pulled out. Trash was coming out of the chute and onto the floor. At the same time on-site, the Fire Dept. was there for a welding detail for the new boilers; they reached out the BOH who temporarily shut it down until the mess was cleaned up.

6G. Contract Award Fire Escape, 1057 Beacon. **Vote to approve a contract for fire escape repair and certification at 1057 Beacon Street to A&D Construction Group in the amount of \$13,750.**

On a motion by Ms. Sullivan, and a second by Ms. Katz, **this agenda item was unanimously approved by a roll call vote taken: Ms. Katz-aye, Ms. Dugan-aye, Ms. Sullivan-aye, Ms. Cohen-aye, and Mr. Jacobs-aye.**

7. Contract Award 32 Marion LLC. **Vote to award a contract to Daniel Dennis & Co. for preparation of cost certifications, audits, and tax returns for 32 Marion Apartments LLC (currently Col. Floyd Apartments), 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 asked for approval for the same services previously requested for accounting services at Sussman House. In hindsight, an RFP should have been put out for both 50 Pleasant and 32 Marion streets. She recommended the Board approve this new contract based upon the previously approved RFP issued in May. The BHA has been pleased with interactions with Dennis & Co. to date and would like to continue.

On a motion by Ms. Cohen, and a second by Ms. Katz, **this agenda item was unanimously approved by a roll call vote taken: Ms. Dugan-aye, Ms. Katz-aye, Ms. Sullivan-aye, Ms. Cohen-aye, and Mr. Jacobs-aye.**

8. Contract Award Architectural Services, Kickham Apartments. **Vote to approve a contract in the amount of \$960,000 to BWA Architects ('BWA') for architectural services related to the renovation of Kickham apartments.**

Ms. Maffei said Kickham Apartments will be the last of four projects originally awarded to BWA as a result of RFPs in February 2018; the others were O'Shea, 90 Longwood, and 50 Pleasant. BWA's fee for the

Kickham proposal is 8% of the estimated construction budget (which is higher than other projects). The reason is the same level of service is required, but this is only a 39-unit building and the others had 100-units. BWA also had to raised salaries to retain staff; they lost an architect in the early stages of 61 Park St. They have been an excellent partner and are especially strong in working with and surveying residents about their needs. They will also focus on achieving energy efficiency and aging in place improvements.

On a motion by Ms. Sullivan, and a second by Ms. Katz, **this agenda item was unanimously approved by a roll call vote taken: Ms. Cohen-aye, Ms. Sullivan-aye, Ms. Dugan-aye, Ms. Katz-aye, and Mr. Jacobs-aye.**

9. FY 2023 first quarter Budget to Actual comparison. John Kelley, Director of Finance. Discussion, no votes.

61 Park St and 90 Longwood are included in the report (as they are on a calendar year for six months, not just three). The BHA had a good first quarter with a healthy cash position that went up by almost \$1.2M (much of it related to incentive fees for 90 Longwood going to the heat pumps and some equity received from the limited partner for completion of the building). The Authority also funded \$860,000 for pre-development at Sussman and Col. Floyd.

Looking at the consolidated income statement, Mr. Kelley said it's important to continually look at HUD HAP payments. YTD, the BHA received \$5.1M in subsidies, but paid out \$5.5M. This almost \$400,000 artificial deficit needs to be added back. He called attention to the 1<sup>st</sup> quarter operating subsidy from HUD where there is a surplus at three months of \$1.2M.

Property Managers are doing a great job bringing in tenant rents.

Utilities are a little over budget; 1<sup>st</sup> quarter gas and delivery charges increased as well as the oil heat used at Col. Floyd and 50 Pleasant St. However, there is almost a \$200,000 surplus above what was projected.

Section 8 Program: Factoring back in the spend down of the subsidy provides a surplus of \$195,000; operating at better than projected rate.

State 400-1 program: Tenant revenues are healthy, utilities are a little over in some areas, but not as bad as in the Federal program because no buildings have oil heat.

10. Upcoming Meetings. October Board Meeting: The second Tuesday of the month meeting must be rescheduled. Mr. Alperin will suggest alternative dates to commissioners and communicate to the public and residents with notices about the rescheduled date.

11. Vote to Adjourn.

**On a motion by Ms. Cohen, a second by Ms. Sullivan and a roll call vote taken: Ms. Cohen-aye, Ms. Ms. Dugan-aye, Katz-aye, and Mr. Jacobs-aye it was unanimously agreed to adjourn the meeting at 5:29 PM.**

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ATTEST**



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**Michael Alperin, Executive Director**