

**BROOKLINE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
WEDNESDAY, OCTOBER 19, 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:

Maintenance Department update: The Department is now fully staffed (resulting in improved response time), has technology in the field, is performing preventative maintenance checks. These efforts have been recognized by residents who have provided Mr. Alperin with unsolicited compliments.

New hires: Maintenance—Jose Maldonado, Laborer; Anthony Culbreath, Lead Mechanic at High Street Veterans. Property Management—Melissa Pagan, Property Manager at 22 High St.; a second LIHTC Property Manager starts October 31st making the Property Management staff fully staffed. For FY 2024, the BHA is exploring the chance to add one or two additional Maintenance and Property Management staff members.

Wellness update: Springwell is having staffing shortages. There is no site presence at the BHA's elderly/disabled properties, except for one on site care coordinator back from maternity leave. Ms. O'Flaherty hosted another vaccine clinic; 34 residents received boosters. The BHA will try to offer these clinics twice annually.

American Rescue Plan Act (ARPA) update: The Town has yet to distribute contracts to any ARPA recipients, which is holding the BHA up from applying for matching funds from the State and starting any design review processes with DHCD. The Town released a template contract, but Mr. Alperin anticipates the terms may be problematic for the BHA (e.g., timelines, reporting requirements, etc.). The BHA wants to put these funds to work at ESV and Trustman as soon as possible but can't due to the hold up with the Town contract.

Annual Resident Advisory Board (RAB) Meeting: A notice has been posted announcing the Annual Meeting to be held via Zoom on November 3rd. State public housing residents are invited to attend as the State now requires annual plans as well. The BHA's capital plans for its Federal and State programs will be discussed. Commissioners will be part of public hearing prior to their December BOC meeting, to review pending any public comment, to approve the DHCD plan. A public hearing will then be held, pending any public comment, to approve the HUD Annual Plan at the Board's January meeting.

Development Team: Official action status and a bond allocation was approved by their board last week and received for the upcoming 2023 year from MA Development. This allows the BHA to access tax credit and tax-exempt bond financing for the redevelopment of 190 Harvard St., which will follow the 50 Pleasant St. and 32 Marion St. developments.

Mr. Jacobs asked that the Capital Improvement Program Schedule (with projected construction start dates) be updated for the next meeting. Mr. Jacobs then noted residents have indicated a preference for returning to in-person Board meetings and Commissioners agreed to try and go live earlier than planned for the November meeting. Mr. Alperin responded the BHA has the technology available for a hybrid meeting for those who prefer to join the meeting via Zoom. He will send out an email to reschedule the November BOC meeting, as the usual one falls on Election Day when voting is held in the BHA's Community Room. Commissioners will review the proposed 2023 Meeting Calendar and let Mr. Alperin before the next meeting if they have any conflicts with future dates.

4. Public Comment. No votes. The Authority was thanked for being responsive to residents' requests for live Board meetings.

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

5A. Approval of Minutes. **Vote to approve the September 27, 2022, Board Meeting Minutes.**

5B. Contract Award. **Vote to affirm a contract with Human Capital Initiatives, LLC for compensation analysis services in the amount of \$9,800.**

5C. Contract Award. **Vote to approve a contract with Horgan Enterprises, Inc. in the amount of \$18,660 at 90 Longwood, \$15,424 at 61 Park Street, and \$14,580 at 50 Pleasant Street to provide snow removal services for the 2022–2023 season.**

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. Dugan-aye, Ms. Katz-aye, Ms. Sullivan-aye, Ms. Cohen-aye, and Mr. Jacobs-aye.**

6. Amendment BHA Investment Policy. **Vote to approve the Amendment to the BHA Investment Policy, to allow the Executive Director and Director of Finance to engage in opening investment account with Infinex Investments Inc., as agent for Brookline Bank, to invest in instruments that are fully insured by the U.S. government, for a term not to exceed three (3) years.**

According to Mr. Kelley, for many years the BHA's investment policy the BHA was targeted to the HUD accounts that the BHA had for public funds. The BHA wants an amendment to the policy to cover non-public funds (e.g., funds accumulating in the retained earnings account). This is modeling the same investment guidelines and strategies with fully Government insured investments in a short to medium term range.

Mr. Jacobs asked how the BHA's reserves on development deals which must be held back, and are supposed to be liquid, are invested and at what rates. Mr. Kelley said the BHA doesn't have any investments in funds currently; it's sitting as cash in money market or checking accounts. Mr. Jacobs asked if there was a way to invest them in some larger interest-bearing accounts. Mr. Kelley responded that as the BHA accumulates more funds in that account to cover the floor of what's needed in liquid cash, and as development proceeds and the Authority gets more fees and pre-development money, money will accumulate in that account and eventually do better than fixed income to try and keep pace with inflation.

On a motion by Ms. Dugan, and a second by Ms. Sullivan, **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. Section 8 Payment Standards. **Vote to approve Section 8 Payment Standards as shown in the attached table, at 92% of the HUD FY 2023 Small Area Fair Market Rents (SAFMRs) for resident-based and project-based units in Brookline.**

Mr. Alperin said SAFMRs were approved under the 2022 payment standards; HUD just published their 2023 payment standards, effective January 1, 2023. Mr. Hernandez conducted rent reasonableness studies based on market rent in zip codes where the SAFMRs are applicable. He is recommending a payment standard set of 92% for the SAFMRs for both project-based and mobile housing vouchers in the three Brookline zip codes where SAFMRs are in effect. For any mobile vouchers used outside of Brookline, the voucher pays the payment standard of the local jurisdiction and would differ from these payment standards.

Ms. Cohen asked if at 92% of SAFMRs, the Authority is equivalent to a rent reasonable market rate. Mr. Alperin responded yes, that if the BHA implemented at 100%, the Authority would pay over market today (based upon where market rents are) and it would cause a lot of rent reasonableness tests and some rejections and follow up. Ms. Cohen then asked how the SAFMRs differed between 2022 and 2023. According to Mr. Alperin, on average the SAFMRs went up by about 10.5% in these zip codes. The SAFMRs will be posted on BHA website for a 30-day public comment period before they go into effect. and available for comment for 30 days and will be effective January 1, 2023.

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. Cohen-aye, Ms. Sullivan-aye, Ms. Dugan-aye, Ms. Katz-aye, and Mr. Jacobs-aye.**

8. Grant Application Resident Service Coordinator & Needs Assessment Review. **Vote to endorse the BHA's FY 2023 application for DHCD Resident Service Coordination (RSC) in the amount of \$50,000.**

Discussion: Community Health Needs Assessment for Residents Living in Elder and Disabled Focused Sites.

Last year DHCD awarded the BHA a \$40,000 grant to support and expand resident service coordinators at State family properties. Ms. Mendola said the Board is being asked to authorize the BHA to request increasing this award to \$50,000; renewable annually over the next five years. An increased award would support current cost of living adjustments for current care providers and increase amount the amount of flexible funding for other purposes. The grant will help continue to sustainably fund site based case management and community services at family properties.

On a motion by Ms. Dugan, and a second by Ms. Sullivan, **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.**

Community Health Needs Assessment: Grace Mitchell, the BHA's new Senior Services/Wellness Specialist was introduced. A Fullbright scholar in Kyrgyzstan, she speaks both Russian and Mandarin and has been assisting in many efforts: style of life education, fitness and community programming, and analyzing a recent Senior Services survey. Ms. Mitchell shared key takeaways from a needs assessment conducted by a student public health consulting team from the BU School of Public Health. It included residents from five BHA elderly/disabled focus sites. Paper surveys were distributed door to door in June 2022 and available in Russian, Spanish and traditional Chinese. To encourage participation, \$10 giftcards were offered. Residents returned 178 responses at a rate of between 25%-64%. The BU team also facilitated focus groups and the feedback was incorporated into this report. BU performed the initial analysis of results with further analysis by Ms. Mitchell; they were satisfied that respondents' demographics closely enough matched the demographics of BHA residents. Most important takeaways: health and wellness—most respondents live with a chronic condition (many more than one); many engage in physical activity typically 30 minutes most days of the week. Case management services used: the most frequent was Springwell, followed by services

through their insurance, the Brookline Center and Vinfen. Resources and services: 1/4 of respondents have experienced food insecurity and over 1/2 said they never had this concern; most use supplemental food resources included the Food Pantry, SNAP, Meals on Wheels, and the Farmers' Market.

Social and emotional Q of life: 37% respondents feel isolated from others, but 3/4 have at least one neighbor they can socialize with. Independent living services received: Most commonly, respondents need help with managing paperwork and clutter; 43% receive in home services to support independent living; e.g., personal care, laundry and trash removal.

Interest in additional services: fitness and technology classes, organized activities, etc.

Technology—Progress has been made, but gaps remain. 68% respondents have Internet/WiFi in home, for which 43% pay \$15 or less/month, and 54% pay more. Most respondents have multiple electronic devices (smart phones, internet, etc.). Ongoing programming can help improve residents' tech skills.

Key takeaways from the BU team: a proposed Community Health Improvement Plan to improve the overall health of residents and their relationship with the BHA (communication and outreach). Residents want more human interaction and assistance with tasks of daily living. Language access—residents who speak another language often feel isolated from neighbors. Key takeaways: try to increase staff presence in BHA buildings and focus on language as a component which complicates isolation. Ms. Mitchell is working on language specific programming; a recent Russian speaking library event generated much interest.

Mr. Alperin said because the Springwell contract is ending, an RFP for service providers has been issued, and responses have been received. At the next Board meeting, he hopes to recommend awarding a contract to a service provider for the BHA's elderly and disabled properties. Budgets are also being studied to see if it's possible to increase maintenance and property management presence at redeveloped properties from 50% to 100%. BHA redevelopment efforts and additional revenues from RAD programs could make this possible.

9. Contract Negotiations 32 Marion Street LLC. Vote authorize BHA staff to negotiate with Delphi Construction of Waltham, MA to enter into a contract for the construction of the 32 Marion Street Project.

Mr. Anderson said negotiating the terms of construction with them is the first step, along with signing a small agreement for pre-construction services of about \$20,000. Ms. Cohen asked why the Board was asked to vote on this before he entered into negotiations with the potential construction manager and came up with an agreement. Mr. Anderson replied it was because this is more like a construction management agreement and there would be an amendment in several months for the whole amount.

On a motion by Ms. Cohen to amend the motion for clarification by adding the word "and" after Waltham, MA, and a second by Ms. Sullivan, **this motion 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.**

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

10. 50 Pleasant LLC Closing Resolution. Vote to approve the attached Resolutions prepared by the BHA's law firm Nolan Sheehan Patten LLP, regarding financing, ownership and construction for the redevelopment of 50 Pleasant St. and authorizing the Executive Director to execute the closing documents, as further described in the memo from Maria Maffei and Michael Alperin.

Ms. Maffei explained this would close the transaction on Sussman House and convert it from public housing to Section 8 housing. There is no RAD involvement in this deal, it is purely Section 18, which is providing 100% of the Section 8. The resolution would also allow the BHA to enter into an amendment for the GMP that will establish the guaranteed maximum price and designates the signors on the transactions as Mr. Jacobs, Ms. Dugan, Mr. Alperin and Mr. Kelley. The transaction is similar to those for 90 Longwood and 61 Park St., and the lenders this time are Silicon Valley Bank and Eastern Bank. The differences here is it's not a RAD transaction, there is no Town funding needed in this deal, and the BHA is working with MA Development (not MA Housing) for the bond allocation.

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

11. Contract Negotiations 50 Pleasant Street LLC. **Vote to authorize BHA staff to negotiate with Daniel O'Connell and Sons ('DOC') of Franklin, MA regarding the GMP amendment to their February 24, 2022, Contract for Construction Management services for the 50 Pleasant Street Renovation project and to execute said amendment upon completion of a satisfactory negotiation process.**

Mr. Anderson said a draft GMP amendment was received for \$40,773,421 which is 7.8% higher than the original 90% estimate. There is some work to be done to negotiate the number down a bit in the allowances, etc. Ms. Cohen said she couldn't vote without a number being included in this motion.

On a motion by Ms. Cohen to amend the main motion to add, "not to exceed an amendment amount of \$40,773,421" at the end, and a second by Ms. Sullivan, **this motion was unanimously approved by a roll call vote taken: Ms. Cohen-aye, Ms. Sullivan-aye, Ms. Katz-aye, Ms. Dugan-aye, and Mr. Jacobs-aye.**

On a motion by Ms. Sullivan, and a second by Ms. Katz on the amendment of the original motion, **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.**

12. Upcoming Meetings. November Board Meeting TBD.

13. Vote to Adjourn.

On a motion by Ms. Katz, a second by Ms. Sullivan and a roll call vote taken: **Ms. Cohen-aye, Ms. Katz-aye, Ms. Dugan-aye, Ms. Sullivan-aye, and Mr. Jacobs-aye it was unanimously agreed to adjourn the meeting at 5:45PM.**

**A TRUE COPY
ATTEST**



Michael Alperin, Executive Director

