

MEETING MINUTES
BROOKLINE HOUSING AUTHORITY BOARD OF COMMISSIONERS' MEETING
MONDAY, NOVEMBER 14, 2022, 5:00 PM
90 LONGWOOD AVE AND By Telephone Conference Call:
(929) 205 - 6099 Meeting ID: 898 3479 1517 Passcode: 643981 or by Meeting Link: ZOOM

The meeting was called to order by Mr. Jacobs at 5:04 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-remote; Ms. Cohen-absent.
2. Board Reports. No Votes.
3. Executive Director Report. No Votes.

Mr. Alperin highlighted the following:

Vacancy Reports: An exciting milestone will be reached in the Col. Floyd redevelopment project; there are currently four remaining households and as of Nov. 16th, there will be none. All residents will have been successfully relocated.

Economic Development Bill: In a recent informal session, the MA legislature passed Bill H5374 related to affordable housing. Rep. Vittolo was thanked for securing a \$500,000 earmark for the BHA's state public housing portfolio to redevelopment in an energy efficient manor kitchens and bathrooms which will help residents at Egmont St. Vets, High St. Vets and Trustman Apartments. The Bill also provides some exemptions for both state and federal public housing developments.

Transitional Housing Program: A new contract was signed with DHCD; increasing from \$89,000 to \$127,500. This is a 43% increase; now the best per unit funding in the state and will enable the BHA to cover its costs. The program allows the BHA to house seven families who are transitioning from the shelter system to be placed directly into the Authority's state public housing developments with supportive services for 12 months. Thereafter, they transition again to become residents in the BHA's state public housing portfolio.

Resident Advisory Board (RAB) meeting: At the recent meeting, resident feedback was overwhelmingly positive. Comments will be incorporated into the HUD and DHCD Annual Plans. Public hearings on these plans will be held prior to Board approval as follows: the DHCD Annual Plan at the December Board meeting; the HUD Annual Plan at the January Board meeting.

Staffing Update: There are openings in the Maintenance Department for a Laborer and Lead Mechanic and in the Property Management Department for a LIHTC Property Manager. Referrals are welcome; these departments are unfortunately short staffed again.

Sussman House: The Development Team expects that on November 29th, the BHA will close on financing for the redevelopment of this property.

American Rescue Plan Act (ARPA) Contract: The Town of Brookline finally provided the BHA with a contract on November 1st and the Authority returned its comments on November 4th. There are clauses in the contract which the BHA cannot sign at this time. Mr. Alperin is hopeful the Town can amend some of these provisions: deadlines and how funds will be spent (in order to achieve the full state match) and insurance provisions which don't work for the BHA. Another meeting with the Town will be held. The BHA is trying to work as fast as positive to get these funds, as soon as the Town allows, to redevelop the Egmont St. Veterans and Trustman properties with ARPA funds.

4. Public Comment. No Votes.

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

5A. Approval of Minutes. **Vote to approve the October 19, 2022, Board Meeting Minutes.**

5B. Contract Award. **Vote to approve the BHA a contract with Trademark Plumbing and Heating Inc for hourly emergency calls.**

5C. Contract Award. **Vote to approve a contract with B & B pest Control, Inc. for pest control services in the amount of \$94,000 annually.**

Mr. Alperin noted this a nice addition to the existing pest control services. The BHA currently has a reactive contract where residents call in problems. With this new contract, they will add twice/year visits to 100% of BHA units on a proactive basis, in addition to the on-call services provided weekly.

5D. Emergency Winter Snow Equipment. **Vote to approve a purchase with McGovern Municipal for a plow and sander in the amount of \$20,955.05 and MTE Equipment Solutions, Inc. for a Ventrac sidewalk plow in the amount of \$58,757.40.**

Ms. Sullivan asked if these is replacement equipment which has reached the end of their useful lives or new items. Mr. Alperin replied much of the BHA's equipment inventory is more than 10 years old and a 10-year replacement schedule is being created. He anticipates this bobcat has failed and one more will be needed in the next 24 months. Due to supply chain issues, the bobcat cannot be obtained until after the winter, which is why the Ventrac is being suggested to get through this winter.

5E. Contract Award 153 Kent Street. **Vote to approve a contract for the fencing and paving project at 153 Kent Street to Premier Fence, LLC in the amount of \$36,665.**

5F. Contract Award Trustman Apartments. **Vote to affirm a contract for architectural and engineering services with Next Phase Studios, Inc. in the amount of \$41,800 for the basement settlement project at Trustman Apartments.**

5G. Change Order 5, 6 & 7 Boiler Replacement 22 High Street. **Vote to approve change orders 5, 6 and 7 with Ambient Temperature Corporation for the Boiler Replacement Project at 22 High Street.** The change orders were approved by the BHA's engineer at MacRitchie Engineering Inc.

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

6. Contract Amendment GMP Sussman Apartments. **Vote to affirm a GMP amendment with Daniel O'Connell and Sons ('DOC') of Franklin, MA in the amount of \$40,011,459 for the renovation of 50 Pleasant Street (Sussman Apartments).**

At its last meeting, the Board voted to approve a contract with O'Connell and Sons previously and Ms. Maffei is coming back to report on the amount the Board voted to approve to enter into a contract of no more than \$40.7M. According to Ms. Maffei, the BHA was able to sign a contract just barely over \$40M; representing a savings of three quarters of a million dollars in a difficult bidding environment.

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

7. Contract Award Development Consultant. **Vote to approve two contracts with Sharon Loewenthal for development consulting services for the redevelopment of both Col. Floyd Apartments and Kickham Apartments at a rate of \$175 per hour with an anticipated total contract amount of \$75,000 per project, for an initial three-year term, renewable for two one-year extensions.**

Ms. Maffei said this a vote to award a contract to Sharon Lowenthal to assist with the development financial planning for 32 Marion and Kickham Apartments who previously worked on the 90 Longwood project and was a tremendous asset. After holding public procurement process, she was the only consultant to respond. The Board previously approved a contract with Nina Schwartzchild for the 32 Marion St. project, but she has not been able to provide the level of services needed and why the recommendation is being made to switch consultants.

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

8. Contract Award Resident Services. **Vote authorize BHA staff to award the RFP for comprehensive supportive services to Hebrew Senior Life and to authorize BHA staff to negotiate a contract agreement not to exceed (3) years, with an optional (2) year extension.**

Ms. Mendola said this is an extension of the BHA's commitment to provide supportive services in BHA public housing designated sites for seniors and disabled residents as the Springwell five-year contract is ending. A small team evaluated the three responses on various criteria. Springwell did not reapply but will assist with the transition. The strongest proposal was from Hebrew Senior Life and was followed with an interview, a tour of their sites and reference checks. Hebrew Senior Life can provide a full package including FT home case management, regular fitness instruction, community activities, a nurse and other health services.

Ms. Katz asked if Hebrew Senior Life does much in terms of services for properties which they don't own. Ms. Mendola said they have experience as a third-party provider at two other housing sites, but this is the first time they would provide resident service coordination. It would be an extension of their vision and prior work and is a benefit they are located in Brookline. Mr. Alperin said the Board is only being asked to award the RFP. There are still many contract negotiations to get right, and the Authority will come back before the Board to approve the final contract. He added there will be transitional issues, but overall, this should result in positive changes in the level of services provided at senior and disabled properties. Ms. Dugan hoped that 22 High St. will be included in a comprehensive way this time, as there are senior residents living in the elderly apartments.

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, and then Ms. Sullivan-aye, Ms. Dugan-aye and Mr. Jacobs-aye.**

9. DHCD Funding ARPA Program. **Vote to accept and sign a Contract for Financial Assistance as provided by the Department of Housing and Community Development (DHCD) and accept an award from DHCD of additional Capital Improvement Formula Funding in the amount of \$473,906.**

Mr. Alperin noted the State awarded \$150M of its ARPA funds to public housing. DHCD took a portion of that amount to give another year of formula funding to all housing authorities, of which the BHA received \$473,906 extra dollars to spend on capital needs at High St. Vets, Egmont St. Vets and Trustman Apartments. Although it is nowhere near what is needed to address the deferred maintenance and capital needs of these properties, it is progress over the usual amount provided annually. Because this is considered federal grant money, an additional vote is needed by the Commissioners for the BHA to receive this funding and authorize Mr. Alperin to sign and allow DHCD to provide the money.

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

10. Resident Services Report Director of Resident Services, Danielle Mendola. No Votes.

Ms. Mendola highlighted items from the Resident Services Annual Report:

- A tribute to BHA resident, Alex Krieger, for almost a year of helping to increase technology across BHA properties.
- In collaboration with the Town's Emergency Preparedness Department, an effort to help BHA's senior residents create a File of Life is wrapping up.
- The BHA-wide effort is underway for the annual Thanksgiving dinner to deliver meals to senior residents on Nov 23rd. Ms. Dugan asked if dinners would be served at the developments. Ms. Mendola responded residents are interested in coming together, but the BHA isn't at the point where they can do this at all properties. Instead, they hope to have a community appetizer activity hour when residents can receive their meals and socialize. Mr. Alperin added when strategic planning began for this event, the BHA couldn't plan for this. Hopefully larger gatherings will be able to be held next year.

11. Upcoming Meetings DHCD Annual Plan Public Hearing: Tuesday December 13, 2022, 4:30pm – 90 Longwood Ave & via Zoom Teleconference and December Board Meeting: Tuesday December 13, 2022 4:35PM - 90 Longwood Ave & via Zoom Teleconference (or later if required by Public hearing timing).

12. Vote to Adjourn.

On a motion by Ms. Sullivan, a second by Ms. Dugan and a roll call vote taken: **Ms. Katz-aye, then Ms. Dugan-aye, Ms. Sullivan-aye and Mr. Jacobs-aye, it was unanimously agreed to adjourn the meeting at 5:48 PM.**

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Michael Alperin, Executive Director