

**MEETING MINUTES
BROOKLINE HOUSING AUTHORITY
BOARD OF COMMISSIONERS' MEETING-HYBRID
TUESDAY, DECEMBER 13, 2022, 4:30 PM**

**90 LONGWOOD AVE
and
By Telephone Conference Call: (929) 205 - 6099
Meeting ID: 834 1171 1186 Passcode: 557618
or by Meeting Link: [ZOOM](#)**

Present: Mr. Jacobs, Ms. Cohen, Ms. Katz, Ms. Dugan, and Ms. Sullivan (remote)

The Board of Commissioners' monthly meeting was called to order by Mr. Jacobs at 4:36 PM.

1. Board Reports. No Votes. Ms. Katz reported the Steps to Success Director has left and Sarah Fowler will be serving on an interim basis.

3. Executive Director Report. No Votes.

Mr. Alperin highlighted the following:

Vacancy Reports: Col. Floyd- Sixty (60) units are being held for rehab; everyone has been successfully relocated. The Authority is a little behind on some vacancy turnover maintenance work because 100 units at Sussman House needed to pass inspection during this timeframe.

50 Pleasant, LLC: For the first time this is highlighted as a tax credit property after closing on Nov. 29th. This is a huge accomplishment. Construction won't start until March, but financing is in place. As of November 30th, 14 vacant units are being held for redevelopment (likely increasing to about 25). In conjunction with the closing, the BHA is in a place now to be financially self-sufficient and able to fund all pre-development activities. The Authority will repay the Town of Brookline's line of credit and at the next RAB meeting will indicate it does not intend to draw on it in future.

HUD Annual Plan: This will be considered at the January Board of Commissioners' meeting.

Thanksgiving dinners: Close to 200 meals were delivered to residents. Ms. Mendola & Ms. O'Flaherty were thanked for their organizational efforts and The Country Club of Brookline for donating food.

Staffing: The Authority continues to be short staffed in key departments. Referrals are welcome. Open positions include: two Lead Mechanics, two LIHTC Property Managers, and a Director of Leased Housing and Admissions. Ms. Dugan asked if it's possible for new staff to be introduced at a future meeting. Mr. Alperin offered to host an event for BOC members to meet staff at a mutually agreeable time.

Fiscal update: the BHA is in a strong fiscal position; running at or about budget in all programs and the FY 2024 budgeting process is well underway. Ms. Katz asked about receivables. According to Mr. Alperin, collections for this month are slightly better than the last. The Authority is still seeing about \$80,000 in delinquencies each month; much of it coming in between 30-60 days. Family properties are struggling a bit with some decent sized balances at High St. Vets, Egmont St. Vets and Trustman Apartments. The BHA must consider what to do with these receivables come year-end and is talking with community foundations about trying to create additional financial resources for these residents as there are no more rent relief programs. Total collections YTD are ahead of budget.

4. Public Comment. No Votes.

5. Consent Agenda. **Vote to approve Consent Agenda, Item 5.A.**

5A. Approval of Minutes. **Vote to approve the November 14, 2022, Board Meeting Minutes.**

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

6. Contract Amendment Walnut Street Apts. **Vote to approve a fee increase to the architecture and engineering contract with Garofalo Design Associates in the amount of \$26,880 for the flooring replacement project at the Walnut Street Apartments.**

Mr. Devoll noted this project turned out to be more involved than anticipated and Garafalo Design requested an increase. If a contract is not in place by February, the BHA will lose HUD funding and there's not enough time to put the project out to bid again. Therefore, the Board is being asked to approve this increase so the project can move forward. Mr. Alperin added the Authority hopes to replace as many floors as can be afforded because of health and safety reasons at 22 High St. HUD's 2021 funds are unique; they are tied to the Cares Act Funds and the obligation is earlier than normal. The BHA risks losing these funds if they are not able to be out to bid and contract with a general contractor. The funds must only be obligated by February and do not need to be spent.

Ms. Cohen asked for more detail about how the project's scope changed. Mr. Devoll said the increase was questioned initially, but upon further inspection of more units, the contractor was firm that the project would be much more involved.

Mr. Alperin added there are 26 units that an environment consultant has specified are of concern and must be immediately addressed and is confident that the funds will be enough for these. However, the hope is to address all 68 units or any which haven't had an overlay yet.

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

7. FY 2023 Fourth Quarter Budget to Actual Comparison. John Kelley, Director of Finance. Discussion, No Votes.

Mr. Kelley highlighted some of the following items:

- On the Cash Summary page, cash increased by \$277,00 in the 2nd quarter and went up \$1.4M YTD. The BHA continues to have a strong cash position which will be even stronger in the 3rd quarter when the revenues from the closing on 50 Pleasant Street, LLC are shown.
- Consolidated net income is running ahead of budget YTD.
- Regarding Federal Public Housing, HUD operating subsidies are running behind budget. However, it's due to the timing of the money coming in from HUD and there are healthy tenant revenues.
- Electricity and fuel costs are running over budget. However, now that all Col. Floyd residents have been relocated, the building's utilities can be shut down and that will not be the case.
- State Public Housing is doing well. However, higher utility costs are anticipated over the winter and the hope is to break even at the end of the year.
- The Resident Services budget is running at a bit of an artificial deficit.

8. Upcoming Meetings: HUD Annual Plan Public Hearing: Tuesday, January 10, 2023, at 4:30 P.M.

January Board Meeting: Tuesday, January 10, 2023, at 4:35 P.M. at 90 Longwood Ave. and via Zoom Teleconference. Ms. Sullivan will conduct the meeting in Mr. Jacobs' absence.

9. Vote to Adjourn.

On a motion by Ms. Sullivan, a second by Ms. Katz and a roll call vote taken: **Ms. Sullivan-aye (remote), Ms. Dugan-aye, Ms. Cohen-aye, and Mr. Jacobs-aye, it was unanimously agreed to adjourn the meeting at 5:20 PM.**

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ATTEST



Michael Alperin, Executive Director