

**BROOKLINE HOUSING AUTHORITY
BOARD OF COMMISSIONERS' MEETING
TUESDAY, MARCH 14, 2023, 4:30 PM
Held via By Zoom/Telephone Conference Call due to inclement weather**

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Meeting ID: 834 9720 6034

Passcode: 338785

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The meeting was called to order by Mr. Jacobs at 4:31 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. Katz-here; Ms. Cohen-here; Ms. Sullivan-here.
Absent: Ms. Dugan.

2. Board Reports. No Votes.

3. Executive Director Report. No votes or reports.

Mr. Alperin highlighted the following items from the Board package:

Capital Improvement Projects: DHCD assigned project numbers to four new, large and exciting projects.

Vacancy Report: The number of vacancies necessary for the Sussman House redevelopment has been met. Vacancies, in general, are starting to tick down.

Staffing: There are three open positions: Maintenance Laborer, Compliance Officer, and Assistant Director of Leased Housing and Admissions. Referrals are encouraged.

Finance and Asset Management Departments: Year-end audits and tax returns were completed for the BHA's tax credit properties. 86 Dummer St., 90 Longwood and 61 Park all had clean audits and financial performance is strong.

Town CDBG Advisory Committee Held: The committee will be making their funding recommendations to the Select Board who will consider them for final approval. The response to the BHA's requests were very strong. The Committee has recommended funding \$426,000 toward capital improvements at High St. Veterans and \$55,000 to The BHA's Resident Services Program. This was an increase of \$125,000 more than Town gave last year through the CDBG program.

50 Pleasant St.: Construction fencing is up and construction will begin in earnest later in March.

32 Marion St.: Pending Board approval at this meeting, the BHA is close to putting up construction fencing and preparing the site for demolition.

HUD Award: The BHA received \$1,012,771 in federal public housing capital funds which is greater than the FY 2022 award. It compares favorably to the Authority's budget because the federal public housing portfolio is shrinking due to redevelopment efforts. Additionally, HUD increased its capital commitments

this year by 1% so a bit more money can be spent on 190 Harvard St. and 22 High St/Walnut St. than anticipated this year.

50 Pleasant St. LLC Insurance Claim: The claim is being processed. As of March 1st, the loss is estimated to cost \$328,975, with the amount likely to grow slightly. The crisis phase of the flood has been dealt with. There is \$100,000 deductible and Mr. Alperin is optimistic that the insurer will cover the claim.

State House Rally: On Thursday, March 16th, GBIO, MANAHRO and CHAPA will hold a joint rally at the State House to request the State Legislature to significantly increase capital bond funding for the State's public housing portfolio which has been underfunded for years. Residents, staff, and commissioners are encouraged to attend.

Silicon Valley Bank failure: The SVB collapsed on March 10th and went into federal receivership. SVB is a key financial partner of the BHA and the affordable housing industry in the Boston in general. Approximately one third of all affordable housing development projects in MA have been funded by SVB. Although the BHA isn't jeopardized by the bank's insolvency, there may be temporary inconveniences affecting the following properties:

61 Park St., LLC: The BHA partnered with SVB on this redevelopment to provide a permanent mortgage and they are the first mortgage holder. Because there are current operating accounts for 61 Park St. that are held with SVB, as a precaution, the BHA is unable to deposit resident rent checks until notification that those accounts are totally unfrozen. The BHA received complete assurances it will receive all funds held at SVB for 61 Park St., but there may be a delay in cashing resident rent checks until the situation is resolved. Additionally, the Authority is temporarily unable to pay vendor bills through these accounts. A strategic decision may be made to pay vendors through other fund sources to be reimbursed at a later date. Overall, there should not be a huge impact on 61 Park St.

90 Longwood, LLC: SVB also provided the permanent mortgage for the recently completed redevelopment. Until the situation resolves, the property is in a similar position regarding cashing resident rent checks and paying vendors.

50 Pleasant St., LCC: This situation is more complicated. SVB provided construction loan financing for the redevelopment project in progress and was a participant with Eastern Bank in what would have been the permanent mortgage in that financing. There isn't 100% certainty that financing for this development will be available but it's likely. The Authority can access the construction loan to continue requisitioning construction invoices from that source of funds, and about \$30M of construction funds remain to be drawn down before development is complete. 50 Pleasant St. LLC is able to pay invoices and deposit resident checks because of Eastern Bank operating accounts. Eastern Bank is talking to other banks to see if they want to participate in the loan structure for 50 Pleasant St. LLC. The Authority continues to proceed with construction at this phase but, if the source of funds becomes jeopardized, might have to temporarily stop or delay construction until new financing can be obtained.

32 Marion St.: SVB had provided the best terms to date for the BHA's RFP for debt and equity for the upcoming redevelopment project. Certain items will be pulled from the Board agenda to give tax equity and debt markets time to provide updated terms sheets and LOIs since SVB no longer exists. A special Board meeting may need to be scheduled to keep this project on schedule as fast as possible.

4. Public Comment. No Votes. Arlene Hill reinforced attending the meeting on Thursday at the State House.

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

5.A. Approval of Minutes. **Vote to approve the February 14, 2023, Board Meeting Minutes.**

5.B. Contract Award High Street Veterans. **Vote to award a contract for the water infiltration/sidewalk project at High Street Veterans Development to The Canniff Company Inc. in the amount of \$39,000.00.**

5.C. Change Order #1 22 High Street. **Vote to approve change order #1 with Wakefield Moving Company for the moving component of the apartment flooring replacement project at 22 High Street.**

5.D. Change Order #1 11 Harris Street. **Vote to approve change order #1 with Morales General Contracting Inc. for the Exterior Painting Project at 11 Harris Street.**

5.E. Contract Award 50 Pleasant Street & 32 Marion Street. **Vote to affirm the execution of Not To Exceed contracts with Waypoint KLA to provide Owner Project Manager (OPM) services for 50 Pleasant and 32 Marion in the amount of \$306,000 and \$389,000 respectively.**

Ms. Sullivan didn't attend the February Board meeting and asked to abstain from approving the February 14 minutes. On a motion by Ms. Cohen and a second by Ms. Katz, **an amendment to allow Ms. Sullivan to abstain from the vote was unanimously approved by a roll call vote taken: Ms. Katz-aye, Ms. Cohen-aye, Ms. Sullivan-aye, and Mr. Jacobs-aye.**

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

6. Policy Approval:

- a. Fair Marketing
- b. Reasonable Accommodation
- c. Language Access

Vote to approve and adopt the Fair Housing Marketing Plan, Reasonable Accommodation Plan and Language Access Plan.

Mr. Alperin said DHCD requires the BHA to update these plans before its' fiscal year end to be consistent with federal law. Proposed plans have been reviewed by Jonathan Driscoll, BHA Counsel, and appropriate department heads. The Reasonable Accommodation Policy is consistent with current practices and is separate from the policy contained in the BHA's Administrative Plan for Section 8 participants. Though additional revisions will likely need to be made to this policy in the spring, Mr. Alperin recommended approving the plans for now to be consistent with DHCD's present guidelines. Additionally, the biggest change to the Language Access plan will be adding Chinese as a key language to translate key documents for residents.

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

7. HUD Capital Funds Program (CFP). **Vote to approve BHA's HUD Capital Funds Program (CFP) plan for federal properties (190 Harvard and Walnut-High) for the five-year period FY 2023-2027.**

Ms. Cowan explained the BHA was recently awarded just over \$1M for its federal properties and is required to submit a 5-year plan for FY 2023-2027. Before a list of projects can be submitted to HUD, Board approval must be received. The Authority is currently on target with all deadlines, spending and obligations.

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

8. Contract Award 32 Marion. **Vote to authorize BHA staff to enter a contract for Construction Management Services for 32 Marion with Delphi Construction, Inc. for pre-construction services and to secure the vacated Col. Floyd Apartments.**

Ms. Maffei noted this will allow the BHA to board buildings and fence the site at 32 Marion St. in order to be ready for demolition when all finances are in place. It will also allow the Authority to cut and cap all utilities in order to cease paying for utilities at the site.

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

9. Equity and Debt Financing for 32 Marion Apartments. **Vote to accept the proposals from Boston Financial ('BFIM'), Silicon Valley Bank ('SVB'), and Massachusetts Housing Partnership ('MHP')/Rockland Trust ('Rockland') to provide the equity and debt financing for the demolition of Col. Floyd Apartments and construction of the 115-unit 32 Marion Apartments in its place.**

This agenda item was pulled.

10. Contract Award 190 Harvard Street. **Vote to authorize the Executive Director to execute a contract with Housing Opportunities Unlimited ('HOU') to provide relocation services for residents of Kickham Apartments before and during the redevelopment of 190 Harvard Street.**

After completing their procurement process, Ms. Youngstrom said the Development Department recommends HOU as a relocation vendor for the upcoming Kickham Apartments renovation. HOU has expertise in the regulatory requirements around relocation, the funding and subsidy programs used by the BHA, and extensive experience working with the BHA's resident population and housing. HOU's proposed project cost of \$337,642 includes \$10,000 for the planning phase (including a tailored relocation plan). The amount is consistent with past pricing and was the lowest of the obtained proposals.

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

11. FY 2023 third quarter Budget to Actual comparison. Discussion FY 2023 third quarter (Q3) Budget to Actual comparison.

Mr. Kelley reviewed his memo based on reports obtained by Gordon & Griffin. Highlights included:

- Cash in programs increased in Q3 by almost \$1.2M due to the Sussman closing on Nov. 29th where 50% of developer overhead was received. All programs continue to show healthy cash levels.
- Consolidated budget to actuals (with the exclusion of the LLCs). YTD revenues are running ahead of budget again due to the Q3 Sussman closing.
- Tenant revenues also continue to run ahead of budget.
- Utilities and contract costs are running behind budget due to increases in electric and fuel rates, heating Colonel Floyd longer than anticipated, and contract costs due to work done in the federal public housing program ahead of the 50 Pleasant St. LLC closing. More money is going into properties than expected, but there is still a healthy surplus going into Q4.
- Revenues in the Federal public housing program are close to being on budget with tenant revenues ahead of budget. However, electric and heating utilities are over budget and driving the losses. Maintenance costs also ran over with work done at 50 Pleasant St ahead of HQS inspections. The Federal public housing program has the biggest deficit at this point.
- Section 8 shows higher administrative fees is the reason for revenue increase over budget. The program looks strong compared to what was budgeted.
- In the State public housing program, revenues are ahead of budget due to the DHCD subsidy and tenant rents being higher. The program is still operating at a surplus when it was budgeted for a break even and is doing a little better than the Federal public program.
- Real estate activities in Q3, with YTD revenues and miscellaneous income reflects the 50 Pleasant St. developer fees received on November 29, 2022, at the closing.
- Resident Services is ahead of budget due to the timing of receipts and shows a healthy positive variance as compared to budget.

12. Upcoming Meetings. April Board Meeting: Tuesday April 11, 2023, 4:30PM. Mr. Alperin noted that, at present, the April Board meeting must be in person as current meeting legislation expires at the end of March. The State has proposed legislation to extend hybrid meetings through 2025, but it has yet been signed by the Governor.

13. Vote to Adjourn.

On a motion by Ms. Sullivan, and a second by Ms. Katz, and a **roll call vote taken: Ms. Cohen-aye, Ms. Katz-aye, Ms. Sullivan, and Mr. Jacobs-aye, it was unanimously agreed to adjourn the meeting at 5:31 PM.**

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ATTEST



Michael Alperin, Executive Director