

**BROOKLINE HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
TUESDAY, MAY 23, 2023, 4:30 PM  
90 LONGWOOD AVE**

**AND**

**By Telephone Conference Call: (929) 205 - 6099  
Meeting ID: 869 3638 2967 Passcode: 482901  
or by Meeting Link: [ZOOM](#)**

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. Cohen-here; Ms. Dugan-here; Ms. Katz-here (remote). **Absent: Ms. Sullivan.**

**2. Board Reports. No Votes.**

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

New Hires—Leased Housing and Admissions Department: Sara Eamma, new Assistant Director of Leased Housing; Vanessa Ortiz-Lora promoted to Compliance Officer; Shalaine Shortall Muchabaya promoted to Leased Housing Manager, and Joice Tien promoted to Occupancy Specialist. Maintenance and Modernization Departments: Gregory Bernard, Laborer; Robert Vaughn, Lead Mechanic, and Paulo Kago, Capital Improvements Coordinator Co-op. An updated May 2023 organizational chart was included in the Commissioners' Board package. The BHA currently has an active job listing for a Maintenance Laborer.

Other Post Employment Benefit Liabilities—The BHA completed its bi-annual valuation of Other Post Employment Benefits (OPEB) Liabilities as required by public accounting standards GASB 74 and GASB 75. The Authority continues to pay legacy pension and retirement contributions that were underfunded and occurred in the 1970s- 1990s. From March 31, 2022, to March 31, 2023, the BHA's OPEB Liability decreased from \$7,484,964 to \$6,912,857 (a -\$572,107 reduction). This decrease is good news for the long-term fiscal health of the BHA, as the BHA works to fully fund pension obligations in-line with the Town of Brookline Retirement System by 2030. The decrease in long-term liabilities is also due in part to prudent fiscal management under the leadership of John Kelley, Director of Finance.

Hebrew SeniorLife (HSL) Wellness Program and Contract—Effie Hathaway was hired to manage the BHA portfolio of Wellness Services and has been getting to know the BHA team. HSL is now looking to hire Resident Service Coordinators at BHA Elderly/Disabled properties at 61 Park and 50 Pleasant streets.

Election Site Support—The BHA provided polling sites for the Brookline Town Election on May 2, 2023, for two precincts in the 61 Park and 90 Longwood community rooms.

Annual Unit Inspections—Inspections began at various BHA federal and tax credit properties with unit inspections to begin at state public housing properties. Chris Devoll, Director of Modernization and Maintenance; Lisa Brown, Director of Operations, and Ana De La Puente, Director of Property

Management, have implemented new procedures that include both Property Management and Maintenance staff attending unit inspections and inspection of 100% of BHA units annually.

Modernization Projects—The BHA has committed a total of \$12.25M to numerous fully funded projects in various stages of construction. That number will likely increase due to rising construction costs. Mr. Alperin provided a brief overview of each of the 20 different projects spread across BHA developments.

4. Public Comment. No Votes.

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

5.A. Approval of Minutes. **Vote to approve the April 11, 2023, Board Meeting Minutes.**

5.B. Change order #3. 22 High Flooring Project Continental Flooring Co. **Vote to approve change order #3 in the amount of \$23,830.41 with Continental Flooring Company for the Walnut Street Flooring Project.**

5.C. Change Order #1 22 High Flooring Project Architecture. **Vote to approve the Change Order #1 in the amount of \$2,640.00 for additional architecture fees associated with contractor CO #'s 1 & 3 which added additional units to the original scope of work.**

5.D. Change Order #2 22 High Flooring Project Wakefield Moving Co. **Vote to approve change order #2 in the amount of \$8,850.00 with Wakefield Moving Company for the moving component of the apartment flooring replacement project at 22 High Street.**

5.E. Change order #s 1 & 2 Bathroom Fans High Street Veterans. **Vote to affirm change order #1 and approve change order #2 with Araujo Bros. Plumbing Inc. for the Installation of bathroom fans.**

5.F. Change Order #1 Fire Alarm Upgrade. **Vote to approve change order number one in the amount of \$0.00 (time extension) and substantial completion with Laracy Electric Co. for the Fire Alarm Upgrade at 11 Harris Street.**

5.G. Contract Award Removal of Meter Designation High Street Veterans. **Vote to affirm a contract for architectural and engineering services with Nangle Engineering Inc., in the amount of \$90,970, for the removal of the master meter designation and electrification of High Street Veterans project.**

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

6. Contract Authorization Brickwork Restoration Kickham Apartments. **Vote to authorize the Executive Director to execute a design proposal from BWA Architects not to exceed \$68,700 for the selective repair and restoration of the brick façade at Kickham Apartments.**

Ms. Maffei explained this project will be funded through modernization funds and is in the capital plan. The additional dollars requested are for the façade consultant. BWA is doing their oversight as part of their contract and will get a 10% admin fee on top of that.

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

7. Donation of State Low Income Housing Tax Credits 32 Marion. **Vote to authorize the Executive Director to execute a Letter of Intent with Blue Hub Capital to accept a donation of State Low Income Housing Tax Credits.**

According to Ms. Maffei, the BHA has an allocation of \$7.5M of state housing tax credits for 32 Marion Street. These credits couldn't come into the deal until after construction without this loan structure. Blue Hub will accept a donation of these tax credits and then sell them back to Dorfman, which will be selling these credits to the investors. Blue Hub will then loan the BHA the proceeds that Dorfman will eventually provide the BHA \$6,195,000 M. Blue Hub's fee for this is 50 basis points or \$30,975. Ms. Maffei disclosed she is on the Board of Directors at Blue Hub, but this is standard procedure and there are no special favors being given to the BHA.

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

8. Contract Amendment Abatement & Demolition 32 Marion. **Vote to authorize the Executive Director to execute an Amendment to the Construction Contract with Delphi Construction.**

Ms. Maffei explained the current contract only includes boarding and fencing of the building. The recommendation is to amend the Delphi contract to have them also perform the abatement and demolition of the site. This will be funded by the Town in a loan to the BHA, so the BHA can deliver a clean site to the LLC. Three bids were received with the lowest bid chosen. There is related work that gets added in for tree removal, etc. \$1.7M is for the demo plus \$150,000 of other work. The hope is to close on the Town's money on June 19, authorize abatement and demolition on June 20, and then roll directly into full construction.

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

9. FY 2023 DHCD Year End Certificates. **Vote to approve the FY 2023 Year-End Income and Expense Reports and DHCD Certifications.**

Mr. Kelley explained these certificates must be filed annually with the State and the Board will be asked to sign the necessary forms at the end of the meeting. The financials were previously sent out. Both the Federal and State PH properties had overages in utilities and maintenance costs; many of which were small ticket items under \$5,000.

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

10. Section 8 Management Assessment Program. **Vote to approve Section 8 Management Assessment Program Certification.**

According to Mr. Hillis, this report must be submitted to HUD annually and measures the BHA's performance in 14 key areas. Before submitting the report to HUD, Board approval is needed.

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

**11. FY 2023 Write-off Tenant Accounts Receivables. Vote to authorize write-offs of bad debt for the Federal & State Public Housing Program and other BHA properties.**

Mr. Kelley explained that this is good news as the write-offs are much smaller than previously and a lot less than what has been budgeted. Property management has done a good job of working with the tenants. There is a good system in place and to write off under \$5,000/year is a tremendous accomplishment.

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

**12. Policy Approval Community Rooms. Vote to approve a Community Space Policy to codify procedures for use of BHA community rooms and resources.**

Mr. Alperin noted that BHA community rooms are now fully open post-pandemic. Due to numerous requests to utilize these rooms, it has become important to outline safe and equitable reservation and guidelines for staff, residents, and community partners.

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

**13. Policy Approval Reasonable Accommodation. Vote to approve the updated Reasonable Accommodation Policy.**

According to Mr. Alperin, this an update to this policy was voted on in February. However, Commissioners want to make some additional clarifications, e.g., the Board only needs to adopt significant changes to the policy and if an applicant or resident wishes to grieve any reasonable accommodation result, that it goes through the BHA's grievance procedure. A third, additional option was added for doctors to request a reasonable accommodation be provided but is not necessary.

Ms. Cohen asked what type of training is provided to the Grievance Panel. Mr. Alperin said that Mr. Hernandez is currently the only staff member handling grievances. Formal training has not been offered to property managers, but they have been provided with policies and procedures. The BHA is happy to provide such training if the Board feels it worthy. Ms. Cohen felt anyone who deals directly with applicants and/or residents should have comprehensive training for staff. Mr. Alperin agreed it is a good suggestion and future training will be scheduled.

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

14. BHA Resident Services Quarterly Update. Enclosure. No votes.

Ms. Mendola referred to the broader overview of the 1<sup>st</sup> quarter of 2023 included in the Commissioners' Board package. Numerous community engagement activities are being held across BHA properties, in conjunction with community partners. For example, the new Service Coordinator at Egmont Street Veterans and Trustman Apartments will have a "meet and greet" for residents and a resident appreciation event will be held at 22 High St. properties.

15. Upcoming Meetings. June Board Meeting: Tuesday, June 13, 2023, 4:30PM.

16. Vote to Adjourn.

On a motion by Ms. Cohen, and a second by Ms. Dugan, and a **roll call vote taken: Ms. Katz-aye (remote), Ms. Dugan, Ms. Cohen-aye; and Mr. Jacobs-aye, it was unanimously agreed to adjourn the meeting at 5:26 PM.**

**A TRUE COPY**

**ATTEST**



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**Michael Alperin, Executive Director**