

**BROOKLINE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
TUESDAY, AUGUST 8, 2023, 4:30 PM
90 LONGWOOD AVE
AND
By Telephone Conference Call: (929) 205-6099
or by Meeting Link: [ZOOM](#)**

Meeting ID: 836 8905 7235
Passcode: 418109

The meeting was called to order by Mr. Jacobs at 4:30 PM.

1. Call to Order.
2. Board Reports. No Votes.
3. Executive Director Report. No votes.

Mr. Alperin reported the BHA aided residents during an extensive heatwave while continuing to advance key initiatives. The following updates were provided:

Hebrew Senior Life: Programming at 61 Park and 50 Pleasant Street increased significantly as they scale up staffing, including new services like blood pressure clinics for residents.

Summer Wellness Challenge: BHA's Resident Services partnered with Women Thriving, Brookline Public Health Department, Brookline CDC, Healthworks Gym and GymIt to offer a Summer Wellness Challenge. Over 30 BHA residents enrolled to receive gym memberships, nutritional information, and access to the MoveSpring App which allows participants to track wellness progress and complete the challenge. Danielle Mendola, Director of Resident Services, was instrumental in getting this new initiative off the ground with various partners and BHA residents.

New Hires: Jennifer Cancel, Admissions Administrative Assistant and Dominick Testo, Maintenance Program Assistant.

High Leverage Asset Preservation Program (HILAPP) Award—High Street Veterans (HSV): An additional \$741,160 HILAPP award was received to supplement the Town of Brookline's \$458,840 2023 CDBG Award. Combined, these funds allow for fire system replacement and code upgrades at HSV, estimated to cost close to \$1.2M. The project now moves into EOHLC's designer selection committee process.

Walnut-High (W-H) Zoning Overlay: A new W-H Zoning overlay district is being considered (inclusive of the BHA's W-H parcel) in anticipation of Fall Town Meeting votes related to MBTA Community Act compliance. Michael Jacobs, Michael Alperin, Maria Maffei, and Amelia Youngstrom joined preliminary discussions of the zoning and design standard requirements, intended to allow the BHA and its future design team flexibility to redevelop the W-H property for existing residents and add

new affordable housing to the site. A public hearing on proposed zoning will be held on August 15, 2023.

SEMAP Results: HUD completed its first SEMAP Section 8 Program Federal audit of the BHA since 2019, prior to the Covid-19 Pandemic. The BHA received 130 of 145 points across 14 evaluated indicators. The Section 8 Program continues to be rated a “High Performer,” the highest evaluation possible. The lost 15 points relate to payment standards in other jurisdictions, which staff plan to incorporate into a proposed Administrative Plan revision this fall; as well as a former Family Self Sufficiency (FSS) Grant the Brookline Housing Authority obtained in 1998 that was never fully enrolled or closed out. The BHA will seek waivers from future evaluation of the former FSS program that no longer is administered or funded.

Section 8 Voucher Leasing: The BHA set aside sufficient vouchers (64) to satisfy future HAP requirements of the 115-unit PBV project at 32 Marion Street. The new Section 8 Housing Choice Vouchers (HCVs) will be issued starting in August 2023.

State Budget: The Legislature unanimously approved a compromise \$56 billion budget (H.4040) for FY 2024 which began July 1, 2023, and awaits Governor Healey’s signature. Changes affecting current BHA programs and residents include:

- Mass. Rental Voucher Program (MRVP)-Funded at \$179.5 million (\$200M with last year’s carryforward), along with language to establish a payment standard at 110% Fair Market Rent or Small Area Fair Market Rent. The budget also caps tenant rent share to 30% of their income towards rent when using the payment standard (similar to the Federal Section 8 Program).
- Public Housing Budget–Funds increased from \$90M to \$107M for the PH Operating line item, though not to the level the BHA would like to see.
- Residential Assistance for Families in Transition (RAFT)-Funded at \$190 million. The Legislature also establishes a \$7,000 cap for household RAFT benefit over a 12-month period, as previously described to the Board. This may adversely affect some BHA residents; an issue the Authority has raised to the Town and its community partners.
- The budget adds language exempting local housing authorities and non-profits from any funding cuts through the Local Capital Projects Fund, because communities in which they are based not complying with Section 3A of the MBTA Communities Multifamily Zoning Act.

4. Public Comment. No Votes.

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

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

5.B. Change Orders Kickham Apartments Door and Flooring Project. **Vote to approve a change order #1 in the amount of \$6,050 to add two-unit doors to project scope, change order #2 in the amount of \$9,131.20 to remove welded door frames not identified in the project scope, change order #3 in the amount of \$4,813.23 to add painting of elevator doors to project scope, and change order #4 in the amount of \$530.84 due to a delay in completing a wall repair due to unit access issues; all as approved by Richard Alvord Architects.**

5.C. Substantial Completion Kickham Apartments Door and Flooring Project. **Vote to approve Substantial Completion for the Kickham unit doors and hallway painting project with contractor R Mullen. Substantial Completion was approved by the project's Architect at Richard Alvord Architects.**

5.D. Final Completion Kickham Apartments Door and Flooring Project. **Vote to approve Final Completion for the Kickham unit doors and hallway painting project with contractor R Mullen. Final Completion was approved by the project's Architect at Richard Alvord Architects.**

5.E. Contract Affirmation 1057 Beacon Street Architect/Engineer. **Vote to affirm a contract for architectural and engineering services with Richard Alvord Architects, in the amount of \$13,120, for the brickwork repointing project at 1057 Beacon Street as designated by EOHLA's "House Doctor" architecture and engineer selection program.**

5.F. Change Order High Street Veterans Retaining Wall Project. **Vote to approve Change Order #1 for \$0 and a time extension of one hundred thirty-eight (138) days for the High Street Veterans retaining wall project. This change order was approved by the project's Architect Waterfield Design Group.**

5.G. Substantial Completion High Street Veterans Retaining Wall Project. **Vote to approve Substantial Completion for the High Street Veterans retaining wall project with The Canniff Company. Substantial Completion was approved by the project's Architect at Waterfield Design Group.**

5.H. Final Completion High Street Veterans Retaining Wall Project. **Vote to approve Final Completion for the High Street Veterans retaining wall project with The Canniff Company. Final Completion was approved by the project's Architect at Waterfield Design Group.**

5.I. Change Order High Street Veterans Bathroom Fan Project. **Vote to approve Change Order #4 for a credit in the amount of \$106.30 and a time extension of forty-five (45) days with Araujo Bros. Plumbing Inc. This change order was approved by the project's Engineer at Nangle Engineering.**

5.J. Walnut-High Street Apartments Flooring Project. **Vote to approve Change Order #4 in the amount of \$50,182.11 and a time extension of ten (10) days with Continental Flooring for the flooring replacement project at Walnut-High Street Apartments. This change order was approved by the project's Architect at Garafolo Design Associates.**

5.K. Walnut-High Street Apartments Flooring Project. **Vote to approve Change Order #3 in the amount of \$11,800.00 with Wakefield Moving Company for the moving component of the flooring replacement project at Walnut-High Street Apartments. This change order was approved by the project's Architect at Garafolo Design Associates.**

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

6.Contract Amendment Kickham Apartments Redevelopment. **Vote to approve a contract with BWA Architects in an amount not to exceed \$43,460 for the Design and Construction Administration Services for the roof replacement at Kickham Apartments.**

Ms. Maffei explained the project cannot go forward as intended with a substantial rehab in 2024 due to a lack of State funds. A new strategy is to see if pieces of the major rehab can be picked off through the Federal Capital Funds Program, with the assistance of an architect.

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

7. Contract Award Parking Lot Line Painting. Vote to approve a contract with Quality Pavement Markings for \$10,650.00 to line strip and number parking spaces at High Street Veterans, Egmont Street Veterans, Trustman Apartments, and Walnut Street Apartments.

Mr. Alperin explained the BHA hopes to re-stripe, re-line, and re-number parking lots at these properties as lines have faded making it difficult for residents to park properly. As costs would exceed \$10,000, three vendor quotes were solicited with only one received.

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

8. Contract Award Payroll Processor. Vote to approve a contract with Paychex, Inc. in the amount of \$13,172.60 in the first year to provide payroll processing services and human resources support for a term of three years.

According to Mr. Kelley, Finance staff have noticed several shortcomings with the current payroll system; e.g., forcing staff to track paid time-off manually. A bid went out to three providers and the unanimous decision was that Paychex was the best provider. This change will not come about until January 2024, so staff don't receive two W-2 forms.

Questions ensued amongst the Commissioners regarding the length of the contract. Mr. Jacobs proposed an amendment to note adoption of a three-year contract with Paychex, Inc. in the amount of \$13,172.60 in the first year, and \$11,650 in years two and three.

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

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

9. Change Orders 50 Pleasant Street Redevelopment. **Vote to approve change orders to the construction contract with Daniel O'Connell's Sons (DOC) to be paid by project contingency funds in the total amount of \$383,805.56 for the 50 Pleasant Street redevelopment.**

Ms. Maffei explained this request is for two change orders: 1) \$178,000 approximately to replace the plumbing riser, as after the flood on New Years' Eve 2022, it was decided to replace the entire system, and 2) \$205,000 approximately for various unforeseen conditions that arise during the renovation.

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

11. Other Business. Ms. Cohen mentioned creating a Board subcommittee on Resident Services. Mr. Alperin agreed to reach out to the appropriate staff to schedule something.

12. Upcoming Meetings. July Board Meeting: Tuesday, September 12, 2023, 4:30PM.

13. Vote to Adjourn.

On a motion by Ms. Sullivan and a second by Ms. Cohen and a **roll call vote taken: Ms. Sullivan-aye, Ms. Dugan, Ms. Cohen-aye, Ms. Katz-aye, and Mr. Jacobs-aye, it was unanimously agreed to adjourn the meeting at 5:38 PM.**

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ATTEST



Michael Alperin, Executive Director