

**BROOKLINE HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
TUESDAY, SEPTEMBER 12, 2023, 4:30 PM  
90 LONGWOOD AVE**

**AND**

**By Telephone Conference Call: (929) 205-6099  
or by Meeting Link: [ZOOM](#)**

Meeting ID: 812 5608 5661

Passcode: 969154

The meeting was called to order by Mr. Jacobs at 4:31 PM. Roll call: Ms. Cohen-here, Ms. Dugan-here, Judy-here. Ms. Cohen-remote. Absent: Ms. Sullivan

1. Call to Order.
2. Board Reports. No Votes. Ms. Cohen reported the first meeting of the Domestic Violence Subcommittee was held with some initial objectives outlined.
3. Executive Director Report. No votes.

Mr. Alperin reported the following:

New Hires—Kathy Hand-Savage joined the BHA as the Executive Operations Manager. She comes to the BHA from the Sharon Housing Authority and, prior to that, worked in financial services in the compliance area. She holds a B.S. in Business Administration from Emmanuel College and is in the process of obtaining up her Massachusetts Public Housing Administrator Certification. The BHA has an open position and will be hiring a new Tax-Credit Property Manager. Referrals are always welcome. An updated organizational chart follows this memorandum.

Hebrew Senior Life (HSL) Wellness Programming/Staffing—HSL continues to staff up the contract approved by the Board earlier this year for Wellness Services. Effie Hathaway, who oversees the BHA portfolio on behalf of HSL, will present to the Board about the HSL service delivery model and progress to date. Full-time care coordinators have been hired at 61 Park and 50 Pleasant Street. The BHA is transitioning away from Springwell to a full-time care coordinator contracted through HSL at 90 Longwood and 190 Harvard Street in the coming 1-2 months. HSL also hired a fitness instructor and nurse dedicated to the BHA portfolio who started in July and August 2023 respectively.

32 Marion Street Update—Demolition and site work preparations are progressing rapidly. All former Col. Floyd buildings have been demolished and building material removed from the site. Delphi is conducting site work under the previously approved interim GMP contract. The 32 Marion project is on MassDevelopment's Board of Directors Agenda for final tax-exempt bond loan approval. Both the BHA and MassDevelopment continue to wait for an assurance letter from the Healey Administration to confirm the availability of 2024 tax-exempt bonds that will be necessary and allow for the projects financial closing. The BHA will then commence vertical construction and complete the Section 18 Demo/Dispo programmatic transition with HUD.

VASH Voucher Application—The BHA received its first allotment of VASH vouchers from HUD in 2021, which are a specialized Housing Choice Voucher provided through the federal government to formerly homeless Veterans. The BHA has almost entirely leased these vouchers with supportive services provided to the program participants through a successful partnership with the Boston VA Hospital. On August 14, 2023, HUD issued PIH 2023 – 22 notifying PHAs that that approximately 7,500 new VASH vouchers were now available with \$73 million of federal funding. The BHA obtained a letter of support from the Boston VA Hospital as a supportive service partner and intends to respond to HUD by the September 15<sup>th</sup> deadline requesting an allotment of additional vouchers.

Summer Wellness Challenge—The BHA's Resident Services Department wrapped up the Summer Wellness Challenge; a new successful resident services initiative in collaboration with Healthworks/GymIt, the Brookline Health Department, and Brookline Community Development Corporation. Over 30 participants gained access to local gyms, nutritional support, and health classes.

Self-Sufficiency Program (SSP) Graduation—The first cohort graduation was held for SSP graduates who were able to escrow and receive up to \$15,000 (which is now the household's savings) and two graduates who received down-payment assistance and purchased homes with support from the SSP program. The SSP continues to impress local foundations and EOHLC with 53 enrollees, compared to a target of 35 households when the program launched.

American Rescue Plan Act (ARPA) Update—The BHA engaged Next Phase Studios (through EOHLC's Designer Selection process) to complete architecture and engineering work to allow for public bids and the commencement of renovation projects at Egmont Street Veterans (ESV) and Trustman Apartments using Town ARPA funds and EOHLC High Leverage Asset Preservation Program (HILAPP) funds.

Contracts and commitments for both ARPA and HILAPP funds have been documented. The Town of Brookline provided the first \$1M of \$6M to the BHA under its ARPA contract funding schedule. EOHLC HILAPP funds will follow once project requisitions begin.

The BHA anticipates using these funds to rehab 100% of entryways/hallways and replacing 100% of the windows at both ESV and Trustman Apartments. Both projects should be feasible based upon BWA Architects cost estimates completed in 2020 and approved by EOHLC. The BHA is working with the Mass LEAN (part of Mass Save) Energy Efficiency Program Administrators and anticipates the LEAN program paying for most, if not all, of the window replacement at ESV and Trustman Apartments (as well as High Street Veterans). Once a funding commitment from LEAN is finalized, the BHA will work with EOHLC to revise the Next Phase Studios A&E contract to include replacement of the roofs at both properties, or replacement of fire systems at both properties, instead of the window replacement. In the interim, Next Phase Studios will continue to work on schematic design for the entry and hallways renovation projects.

Rent Roll—There has been a change in how the BHA notes credits and the August report for 90 Longwood is an anomaly. Ms. Katz asked if there is a long-term plan for dealing with receivables. Mr. Alperin noted challenges lie with family developments. Suggestions include working with service partners regarding possible safety net funds, legal enforcement and how the BHA handles write-offs.

4. Public Comment. No Votes.

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

5.A. Approval of Minutes. **Vote to approve the August 8, 2023, Board Meeting Minutes.**

5.B. Contract Affirmation 1057 Beacon Street Architect/Engineer. **Vote to affirm a contract for architectural and engineering services with Nangle Engineer, Inc., in the amount of \$17,200, for the fire alarm project at 1057 Beacon Street as designated by EOHLC's "House Doctor" architecture and engineer selection program.**

5.C. Proprietary Item Procurement—Trustman Apartments. **Vote to authorize the use of Best Locks Keying System as a proprietary product in the bid specification for the basement settlement project at Trustman Apartments.**

5.D. Contract Award Fire Sprinkler System Maintenance and Testing. **Vote to approve a contract with Encore Fire Protection in the annual amount of \$29,850 for a term of three years.**

5.E. Contract Affirmation Stairwell Repair Walnut-High Apartments. **Vote to affirm a contract with Cambridge General Welding in the amount of \$7,500 for stairwell repairs at 22 High Street.**

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

6. Resident Services: Senior Wellness Services—Hebrew Senior Life. Presentation and discussion with Effie Hathaway, Hebrew Senior Life.

7. EOHLC CFA Amendment–Kitchen Renovations. **Vote to approve an amendment to EOHLC’s Contract for Financial Assistance (CFA) 5001 in the amount of \$500,000 to be used for all-electric kitchen renovations upon turnover at Trustman Apartments and Egmont Street Veterans.**

Mr. Alperin thanked Rep. Vittolo who secured funds to complete these renovations. Whenever there is a vacancy at these properties, if needed, units will receive more extensive kitchen renovations to become all-electric.

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

8. Contract Award Emergency Management Plan Consultant. **Vote to approve a contract with Metropolitan Area Planning Council (MAPC) in the amount of \$15,000 to update the BHA’s Emergency Preparedness Plan.**

Ms. O’Flaherty reported the Authority has a core Emergency Plan Team working to put emergency plans in place for residents and staff. She has spoken with various community partners including the Brookline Police Department and Brookline Fire Department, and they have committed to giving the BHA funds to put the best plans in place.

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

9. Change Orders 50 Pleasant Street Redevelopment. **Vote to affirm change orders in the total amount of \$65,614.96; vote to approve Change Order #050 in the amount of \$468,645.79 to install supplemental heating in all units; and vote to approve change order #067 in the amount of \$270,277.77 for exterior framework and concrete masonry unit repairs to the construction contract with Daniel O’Connell’s Sons (DOC) to be paid by project contingency funds in the total amount of \$738,928.56 for the 50 Pleasant Street redevelopment.**

**1<sup>st</sup> vote to affirm change orders in the total amount of \$65,614.96.**

Ms. Maffei said these change orders have been approved by staff.

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

**2<sup>nd</sup> vote to approve Change Order #050 in the amount of \$468,645.79 to install supplemental heating in all units.**

Ms. Maffei explained this is a vote to install baseboard heaters in all units to supplement the existing system. This system cannot be controlled by residents; it only kicks in if the temperature dips below a certain level.

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

**3<sup>rd</sup> vote to approve Change Order #067 in the amount of \$270,277.77 for exterior framework and concrete masonry unit repairs to the construction contract with Daniel O'Connell's Sons (DOC) to be paid by project contingency funds in the total amount of \$738,928.56 for the 50 Pleasant Street redevelopment.**

Ms. Maffei explained the original design for paneling on the exterior of the building showed the exterior panel system would be attached directly to CMU exterior walls. During installation, it was determined the existing CMU couldn't support the panel system and the attachment had to be redesigned to include additional framework had to be added as support. This PCO is for labor and material for this additional framing, modifications to panel system materials, and cost of CMU repairs for First Phase panel installation. It also includes the cost for all phases except for additional scaffolding time required for Phase 1. Total of the Potential Change Order is \$738,928.56.

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

10. Other Business

11. Upcoming Meetings. October Board Meeting: Rescheduled to Tuesday, October 17<sup>th</sup> to avoid a conflict with another important project meeting.

12. Vote to Adjourn.

On a motion by Ms. Katz and a second by Ms. Cohen and a **roll call vote taken: Ms. Dugan, Ms. Cohen-aye (remote), Ms. Katz-aye, and Mr. Jacobs-aye, it was unanimously agreed to adjourn the meeting at 5:30 PM.**

**A TRUE COPY**

**ATTEST**



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**Michael Alperin, Executive Director**