

**BROOKLINE HOUSING AUTHORITY
BOARD OF COMMISSIONERS' MEETING
TUESDAY, OCTOBER 17, 2023, 4:30 PM
90 LONGWOOD AVENUE
AND
By Telephone Conference Call: (929) 205-6099
Meeting ID: 882 8179 9301 Passcode: 643609
or by Meeting Link: [ZOOM](#)**

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

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

Mr. Alperin reported the following:

HOTMA Update: Briefly mentioned at the October 3, 2023 Board Meeting, HUD announced the implementation delay of HOTMA Section 102 (changes requirements related to income reviews for Public Housing and Section 8 programs) and Section 104 (sets maximum asset limits and establishes exclusions from net family assets for Public Housing and Section 8 applicants and participants). HUD won't require PHAs to update their Public Housing Admissions and Continued Occupancy Policy (ACOP) or Housing Choice Voucher Administrative Plans by January 1, 2024. Instead, HUD expects PHAs to update those discretionary policies by the time they implement HOTMA. BHA staff have received training on HOTMA's pending changes and will be ready to implement them when HUD deems possible.

Spectrum Audit: Spectrum, the Massachusetts Low Income Housing Tax Credit (LIHTC) compliance audit firm completed its initial audit of 90 Longwood Avenue. BHA staff went above and beyond to address physical condition and file compliance corrections and anticipate a clean final audit. Now that 61 Park Street's LIHTC renovation is complete, Spectrum has scheduled an initial compliance audit for October 16, 2023. BHA staff are working to ensure another successful audit.

Brookline Community Development Corporation (BCDC) Gala:
BCDC hosted its first annual Gala on Saturday October 14, 2023. Danielle Mendola, BHA Director of Resident Services, is being honored with the "Community Engagement Champion" award.

Brookline Community Foundation (BCF) Site Visit: At 61 Park Street on Wednesday October 18, 2023, the BHA will host a site visit for BCF board members, donors, and leadership team. It will showcase the BHA Resident Services Program and how the current \$80,000 annual grant (3-year term) from BCF is growing programs for residents. Commissioners are welcome to attend.

Rep. Vitolo \$500,000 Earmark Press Conference: On Monday November 6th at 1:00 p.m., the BHA and Rep. Vitolo will hold a press conference in the Trustman Apartments courtyard, recognizing the

\$500,000 earmark for electric kitchen renovations at Brookline State Public Housing developments which the Representative secured. The Commissioners and public are encouraged to attend.

Resident Advisory Board and Annual Plans: The BHA is preparing its HUD and EOHLC (formerly DHCD) Annual Plans. On Thursday, November 9, 2023, at 1:00 p.m., the BHA will hold a meeting of the Resident Advisory Board to solicit resident feedback on the Annual Plans. Residents who want to participate should contact Michael Alperin (ed@brooklinehousing.org). Commissioners will be asked to review and approve the EOHLC Annual Plan on Tuesday, December 12, 2023, and the HUD Annual Plan on Tuesday, January 9, 2024, immediately prior to the Board meetings.

Proposed 2024 BOC meetings and BHA Holidays: These calendars were provided for Commissioners to review.

4. Public Comment. No Votes.
5. Consent Agenda. **Vote to approve Consent Agenda, Items 5.A. through 5J.**
 - 5.A. Approval of Minutes. **Vote to approve the September 12, 2023, and October 3, 2023, Board Meeting Minutes.**
 - 5.B. Change Order, Walnut Street Apartments Flooring Project. **Vote to approve change order #5 in the amount of a \$12,084.00 credit with Continental Flooring Company for the flooring replacement project at Walnut Street Apartments.**
 - 5.C. Change Order, Walnut Street Apartments Flooring Project. **Vote to approve change order #4 in the amount of \$1,320.00 with Garafalo Design Associates Inc. for additional architecture services related to the flooring replacement project at Walnut Street Apartments.**
 - 5.D. Substantial Completion Walnut Street Apartments Flooring Project. **Vote to approve substantial completion of the flooring replacement project at Walnut Street Apartments. Substantial completion has been approved by the project architect at Garafalo Design Associates Inc.**
 - 5.E. Contract Approval, 22 High Street Mailboxes. **Vote to approve a contract with Brookline Lock Company in the amount of \$10,776.00 for the removal and replacement of mailboxes.**
 - 5.F. Contract Approval, High Street Veterans Fire Alarm. **Vote to affirm a contract for architectural and engineering services with Nangle Engineering Inc., in the amount of \$98,790.00 for the fire alarm upgrade project at High Street Veterans.**
 - 5.G. Contract Award, High Street Veterans Stair Hallways. **Vote to approve a contract for the stair hallways renovation/painting and patching project at High Street Veterans to Homer Contracting, Inc. in the amount of \$1,213,000.00.**
 - 5.H. Change Order, High Street Veterans Window Well. **Vote to approve change order #1 in the amount of \$9,220.00 with the Canniff Companies for stairwell repairs, coring window wells, and video of the storm drain piping.**

5.I. Contract Award Snowplowing. **Vote to approve a contract with Horgan Enterprises in the amount of \$134,500.00 for a term of three years for snow removal services at 61 Park Street, 90 Longwood Avenue, and 50 Pleasant Street.**

5.J. CFA Amendment. **Vote to accept Executive Office of Housing and Livable Communities (EOHLC's) amendment #15 to the Contract for Financial Assistance (CFA) 5001 in the amount of \$6,929,713.00 (which constitutes \$5M in a HILAPP award at Trustman and Egmont Veterans for the hallways renovation and replacement of windows/roofing project; \$456,624 in Funding at High Street Veterans (HSV) for the master meter electrification project; \$741,160 for the HILAPP award at HSV for the fire alarm upgrade project; \$731,929 for the Compliance Reserves funding at HSV for paint at the front and rear hallways renovation project; and to accept EOHLC's Contract for Financial Assistance 5010 an award in the amount of \$10,000 for FY24 sustainability funding at HSV for a feasibility study on greenhouse gas emission reduction.**

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

6. Change Order, 50 Pleasant Street. **Vote to approve Change Order #36 in the amount of \$158,539.68 with Daniel O'Connell's Sons Inc. to replace gas and water service lines from the street to the building.**

Ms. Maffei explained the gas and water lines weren't originally part of the project's scope but is being included due to National Grid and Town requirements.

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

7. Change Order, 50 Pleasant Street. **Vote to approve Change Order #110A in the amount of \$100,000 with Daniel O'Connell's Sons Inc. to authorize Premium Time measures that will accelerate the Phase 2 construction schedule of the project.**

Ms. Maffei said due to previous contractor issues, the project is behind schedule. Approval will allow O'Connell's Sons to authorize overtime pay speed up the schedule for Phase 2.

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

8. 32 Marion Apartments LLC Closing Resolutions. **Vote to approve the attached resolutions prepared by the BHA's law firm Nolan Sheehan Patten LLP, regarding financing, ownership and construction of the development of 32 Marion Street Apartments and authorizing the Executive Director to execute the closing documents.**

According to Ms. Maffei, the BHA is looking to close on this property on November 16th and the Board must authorize Mr. Alperin to sign a variety of related documents.

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

9. Administrative Plan Amendment. **Vote to approve amendments to the Section 8 Administrative Plan to better streamline operations and compliance, including use of the HUD published Fair Market Rents (FMRs) in non-Brookline locations and bedroom determinations for minors. The amendments are further outlined in a memorandum from John Hillis, Director of Leased Housing and Admissions.**

Mr. Hillis explained these changes are due to upcoming changes to the HOTMA Plan. In addition to current updates, future changes will be proposed to be in HOTMA compliance.

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

10. Section 8 Payment Standards. **Vote to approve Section 8 Payment Standards at 92% of the HUD FY 2024 Small Area Fair Market Rents (SAFMRs) for resident-based and project-based units in Brookline, and 110% of HUD regional Fair Market Rents (FMRs) in other locations.**

Mr. Hillis said payment standards are updated on an annual basis. Most significant is the change to 110% of HUD regional Fair Market Rents (FMRs) in communities outside of Brookline. This would go into effect on Jan. 1, 2024.

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

11. Other Business.

12. Upcoming Meetings. November Board Meeting: November 14, 2023, 4:30PM

13. Vote to Adjourn.

On a motion by Ms. Sullivan (remote), and a second by Ms. Katz and a roll call vote taken: **Ms. Cohen-aye, Ms. Katz-aye, Ms. Sullivan-aye (remote), Ms. Dugan-aye, and Mr. Jacobs-aye, it was unanimously agreed to adjourn the meeting at 5:19 PM.**

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ATTEST



Michael Alperin, Executive Director