

**BROOKLINE HOUSING AUTHORITY
BOARD OF COMMISSIONERS' SPECIAL MEETING
TUESDAY, NOVEMBER 14, 2023, 4:30 PM
90 LONGWOOD AVE
AND
By Telephone Conference Call: (929) 205-6099
or by Meeting Link: [ZOOM](#)**

Meeting ID: 818 2543 5621
Passcode: 735088

The meeting was called to order by Mr. Jacobs at 4:30 PM. Roll call: Ms. Katz (remote), Ms. Sullivan-here, Ms. Cohen-here, Ms. Dugan-here, and Mr. Jacobs-here.

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

Mr. Alperin reported the following:

32 Marion Street Closing—The BHA is waiting on HUD Section 18 for their legal department to sign off on this.

Thanksgiving meals for residents—BHA staff are busy preparing for meal preparation and delivery.

Affordable Homes Act—Governor Healey passed the Affordable Homes Act-Five Year Bond Bill; preserving affordable homes around Commonwealth and funding.

Resident Advisory Board (RAB) Meeting—A RAB meeting was held on November 9th and went well. The BHA will consider holding an evening meeting next year for BHA families to attend.

CPA Committee Proposals—The BHA submitted two proposals to the committee, both of which got through preclearance phase. The BHA is now invited to submit full applications to the CPA for consideration. One proposal is for preservation help fund roof replacement on Egmont St. Veterans, and the other is for a Community Housing Production Category to create new affordable housing development at the Walnut/22 High Street development.

Staffing—The BHA is hiring a Tax Credit Property Manager for 50 Pleasant Street, LLC. Referrals are welcome.

32 Marion Street closing—The BHA is building 115 units of affordable housing and hopes to formally close this month.

Audit—The BHA’s Corporate Audit was completed two months earlier than previous years. Fiscally strong performance. Corporate Audit, led by John Kelley, Finance and team. Material included in BOC Packet.

Trustman Apartments Renovations—The ceremony with State Rep. Tommy Vitolo at Trustman went very well. Commissioners Ms. Cohen and Mr. Jacobs were in attendance and there was great turnout. Maintenance did a great job on kitchen renovations upon turnovers at Trustman. Hopefully, 35 Units can be renovated.

BHA Collections—A good number of collections were received at properties last month.

Questions:

Commissioner Jacobs asked how long it takes for Maintenance to turnover renovations at Trustman/Egmont and was told it usually takes 45 to 60 days to renovate the kitchens upon turnovers. Maintenance is pulled off other responsibilities to turnover these units. Commissioner Cohen asked if it makes sense to hire contractors to renovate the kitchens and was told that Eric (Carpenter) prefers to do the work in-house.

4. Public Comment. No Votes. No Comments

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

5A. Approval of Minutes. **Vote to approve the October 17, 2023, Board Meeting Minutes.**

5B. Walnut Street Apartments Flooring Project. **Vote to approve Final Completion of the Walnut Street Apartments flooring project with Continental Flooring in the final contract amount of \$343,380.51.**

5C. Capital Purchase Maintenance Van. **Vote to approve the use of \$26,123.90 of unrestricted reserve funds and approve the purchase a Ford T-350 Cargo Van from McGovern Municipal HQ in the total amount of \$61,123.90.**

5D. High Street Veterans Bathroom Fan Project II. **Vote to award a contract for the Phase II Bathroom Fan Installation Project at High Street Veterans Development to Araujo Bros. Plumbing & Heating Inc. in the amount of \$989,875.**

5E. High Street Veterans Bathroom Fan Project I. **Vote to approve Substantial Completion of the Phase I Bathroom Fan Installation Project at High Street Veterans with Araujo Bros. Plumbing & Heating Inc. Substantial completion has been approved by the project Architect, Nangle Engineering Inc.**

5F. Walnut Street Apartments Flooring Project. **Vote to approve Change Order #4, a credit in the amount of \$7,000, with Wakefield Moving Company for the moving component of the flooring project at Walnut Street Apartments.**

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

6. Resident Services Quarterly Update-Danielle Mendola. No votes.

1. Resident Services is preparing for a Thanksgiving Day Celebration for residents.
2. Community events were held at family properties, including a cooking class at Trustman with strong attendance from BHA families.
3. Fire Safety Training was held at 22 High Street with the BFD.
4. A Toy Drive with BCDF was held for all BHA children.
5. Holiday Celebrations with the Brookline Center and Property Management will be held at all BHA properties.

7. Other Business.

8. Upcoming Meetings. December Board Meeting: Tuesday, December 12th at 4:30 p.m.

9. Vote to Adjourn.

On a motion by Mr. Jacobs and a second by Ms. Sullivan, and a roll call taken: **Mr. Jacobs-aye, Ms. Katz-aye (remote); Ms. Cohen-aye; Ms. Dugan-aye, and Ms. Sullivan-aye, it was unanimously agreed to adjourn the meeting at 4:50 PM.**

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ATTEST



Michael Alperin, Executive Director