

**BROOKLINE HOUSING AUTHORITY
BOARD OF COMMISSIONERS' MEETING
TUESDAY, DECEMBER 12, 2023, 4:30 PM
90 LONGWOOD AVE
AND
By Telephone Conference Call: (929) 205-6099
or by Meeting Link: [ZOOM](https://us02web.zoom.us/j/86271044831?pwd=VIFTMXI4SDBDOXVERVgvbkpQQUIEUT09)**

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Meeting ID: 862 7104 4831
Passcode: 698892

The meeting was called to order by Mr. Jacobs at 4:40 PM. Roll call: Ms. Katz-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:

HUD Annual Plan—This plan will be brought up at the BOC's January meeting and is available for public comment. The public is encouraged to read the plan and submit any questions/comments,

Thanksgiving Meals—BHA staff and community partners packed and delivered meals to over 250+ grateful residents across BHA properties (compared to 200 last year) who signed up to receive a meal. Sheila O'Flaherty, Director of Asset Management, and a team of BHA staff, led the meal delivery process. The successful volunteer event was also made possible by the Brookline Country Club, who donated food, and the Brookline Police Department, who donated pies.

Staffing—The BHA still has an open position in the Property Management Department for a Tax Credit Property Manager at 50 Pleasant St. LLC and is also hiring a new Admissions Administrative Assistant and a part-time Program Assistant in the Resident Services Department. Referrals are welcome and encouraged.

Insurance Costs—Residential insurance rates are increasing significantly nationally. Insurance premiums for affordable housing owners are particularly being adversely affected as housing stock tends to be older. The BHA and EOHLC recently placed or renewed a few insurance policies that are a harbinger for significant premium increases anticipated in FY 2024 – FY 2025:

- 86 Dummer Street—Managed by Peabody Properties. The premium on this property increased on renewal from \$32,600 in 2023 to \$47,360 in 2024 (+45%). This renewal could have been

much higher had it not been for the diligent oversight of the BHA's Director of Asset Management, Sheila O'Flaherty.

- State Public Housing portfolio—The state does the renewal (not the BHA) for all state PH developments and changed the allocation so family units will be charged more on the policy than they were previously, elderly and disabled designated units will be charged less, and also saw a similar increase in premiums. The BHA has more family units on average in its State PH program. The BHA's share in the new policy premium is \$139,280 for FY 2025 compared to the current share of \$86,700 for FY 2024 – a year-over-year increase of 60.6%.
- The BHA will soon place a \$1M+ Builders Risk and General Liability Insurance Policy for the forthcoming 32 Marion Street development. Only two carriers currently quote Builders Risk policies for wood frame multifamily construction in Massachusetts; premiums would have been approximately \$650,000 (35% less) a year ago. The premium for this new-construction project is \$1,008,256.36 for the 2+ years of construction. Policies still must be renewed for the 90 Longwood, 61 Park, and 50 Pleasant developments and at the BHA's Federal PH developments.

Legacy Pension Contributions Brookline Retirement Board (BRB)—The BHA recently received its renewal for Legacy Pension contributions from the BRB. After decades of underfunding, both the Town and BRB are committed to fully funding the system by 2030. That means until then, the BHA is part of catch-up payments to fully fund it. Therefore, the BHA's required Fiscal Year 2025 appropriation for unfunded pension liabilities will increase to \$1,601,171 beginning July 1, 2024. This is an increase from \$1,374,786 in Fiscal Year 2024 (\$226,385, 16.5% increase).

Walnut/High Redevelopment—This redevelopment project took three major steps forward:

- Brookline Town Meeting passed the MBTA-CA zoning including the M-Districts, Walnut-High/Juniper St. parcels, and Harvard Street. This means that new as-of-right zoning is now in place for the BHA's Walnut-High parcel to build new state-of-the-art affordable housing, make sure residents have appropriate places to relocate during construction, and will not have to go through a comprehensive zoning process that would take time and money.
- The Housing Advisory Board voted to jointly apply for Community Preservation Act (CPA) funds with the BHA. If \$3.75M of CPA funds are awarded to the project, the Affordable Housing Trust will commit another \$3.75M totaling \$7.5M of commitments from the Town of Brookline to redevelop the project. This is approximately 10% of the funds necessary to finance the project and will make it attractive for state allocating agencies and the Executive Office of Housing of Livable Communities to award tax credits and tax credit financing which will allow the BHA to redevelop the first phase of Walnut/High.
- The BHA received 10 architecture and engineering proposals to design the first phase of the project. Firms are being interviewed by the Selection Committee and the Authority anticipates a contract designation being recommended to the Board in January 2024.

4. Public Comment. No Votes. No Comments.

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

5A. Approval of Minutes. **Vote to approve the November 14, 2023, Board Meeting Minutes.**

5B. Contract Approval Elevator Companies. **Vote to approve a contract with Associated Elevator Companies Inc. in the amount of \$180,000.00 to service BHA elevators for a contract term of three years.**

5C. Contract Award 1057 Beacon Street. **Vote to award a contract to T4 Construction, LLC for the masonry repointing project at 1057 Beacon Street in the amount of \$76,500.00.**

5D. IT Security Equipment Upgrade. **Vote to approve a contract with Bulletproof Solutions Inc. for the upgrade of BHA's cybersecurity firewalls and switches in the amount of \$27,200.00.**

5E. Resident Services Coordinator Grant Application. **Vote to approve the FY 2024 application to EOHLC in the amount of \$60,000 to fund Resident Service Coordinators at BHA state-aided public housing.**

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

6. Steps to Success. Nia Jacobs, Executive Director, Steps to Success (STS) Brookline. No Votes. Ms. Jacobs became the Executive Director this summer. She provided an overview of the program, how she sees the partnership between STS and the BHA, and available opportunities post-pandemic for Brookline students.
7. Change Order-50 Pleasant Street, LLC. **Vote to approve PCO #086 in the amount of \$85,200.79 for changes to the plumbing riser work for Phase 1 to the construction contract with Daniel O'Connell and Sons (DOC) for 50 Pleasant Street to be paid by project contingency funds.**

Vote to approve PCO #007 in the amount of \$717,858.55 to remove and replace (1) the plumbing risers, including soil stacks, vent stacks, hot and cold-water risers and piping to toilets and plumbing fixtures, and (2) rain leaders, conductors, and storm drainage pipe for Phases 2-4 to the construction contract with Daniel O'Connell and Sons (DOC) for 50 Pleasant Street to be paid by project contingency funds.

Ms. Maffei reported Phase I of the project is complete and Phase II is progressing well. The new drywall contractor one is doing a great job and is making a real difference in the workflow. The Construction Manager has been pushed to pull the schedule back in (despite original drywall delays) to almost the original schedule, with completion in October (with an expanded labor force). This request is to finish out the final labor costs for Phase 1. The second part of the recommendation is for the full costs for Phases 2-4 labor and materials. In the aggregate, and on average, these costs are less expensive than Phase 1 because there are fewer units in Phases 2-4. Construction on the project is now about 35% completed based upon expenditure to date. According to Ms. Maffei, there is still another \$1M or more in the contingency fund, which she is carefully tracking to understand what else is coming up.

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

8. Other Business

9. Upcoming Meetings

January Board Meetings: January 9, 2024, at 4:30 p.m. (regular meeting and discussion of the HUD Annual Plan); January 30, 2024, at 4:30 p.m. (to discuss the annual budget).

10. Executive Session. Commissioners left the regular meeting to go into Executive Session to prepare for negotiations with Union personnel or to conduct collective bargaining sessions, at 5:25 p.m.

11. Vote to Adjourn.

On a motion by Ms. Katz and a second by Ms. Dugan, and a roll call taken: **Ms. Katz-aye; Ms. Dugan-aye, and Mr. Jacobs-aye, it was unanimously agreed to adjourn the meeting at 6:27 PM.**

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ATTEST



Michael Alperin, Executive Director