

**BROOKLINE HOUSING AUTHORITY
BOARD OF COMMISSIONERS' MEETING
TUESDAY, JANUARY 9, 2024, 4:30 PM
90 LONGWOOD AVE
AND
By Telephone Conference Call: (929) 205-6099
or by Meeting Link: [ZOOM](#)**

Join Zoom Meeting

<https://us02web.zoom.us/j/85738299072?pwd=U1Fjc3BtSkMMk84bmt0aEp5SXdfZz09>

Meeting ID: 857 3829 9072

Passcode: 717631

The meeting was called to order by Mr. Jacobs at 4:35 PM. Roll call: Ms. Katz-here, Ms. Sullivan-here, Ms. Cohen-here (remote), and Mr. Jacobs-here. Ms. Dugan-absent.

1. Call to Order
2. Board Reports. No Votes. Ms. Cohen reported that the subcommittee that was formed to review Domestic Violence policies and procedures held a meeting in November and is off to a good start. Collaboration between the BHA, the Cambridge Housing Authority and the Town of Brookline was discussed. The Greater Boston Interfaith Organization will hold upcoming meetings focused on increasing funding for State-assisted public housing. Upcoming meetings are scheduled: In-District Meeting with State Senators and Reps to inform them of the importance of financing State-assisted public housing on January 29th at 6:45 p.m. in Waban. A larger meeting will be held Sunday, March 3rd at 2:30 p.m. to draw the Legislature's attention to the importance of passing the Bond Bill to sustain State-assisted public housing.
3. Executive Director Report. No Votes.

Mr. Alperin reported the following:

HUD Annual Plan—The Board of Commissioners were thanked for approving the HUD Annual Plan.

32 Marion Street Closing—The BHA and its debt/equity partners (Rockland Bank, Eastern Bank, Massachusetts Housing Partnership, Executive Office of Housing and Livable Communities, National Equity Fund, BlueHub Capital, Dorfman Capital) closed on the financing for the construction of 32 Marion Apartments. The transaction was officially recorded with the Norfolk Registry of Deeds on December 27, 2023. This is a significant milestone for the BHA after years of conceptualizing and planning the largest 100% affordable housing new construction in Brookline since the 1970s. The building will be built and leased over the coming 24 – 30 months. Financing a new-construction development with total development costs exceeding \$80M speaks volumes to the capacity and experience the BHA has developed under the guidance of the Board across multiple departments to develop, own, and manage tax-credit equity financed projects.

Additional HUD VASH Voucher Awards—The BHA was awarded another five (5) additional VASH Vouchers through a competitive HUD application process. VASH Vouchers represent a new rental resource the BHA can provide to formerly homeless Veteran households in addition to the 20 VASH vouchers the BHA was awarded in 2022. The BHA’s partnership with the Boston VA Hospital to provide supportive and housing search services to participants has been very successful to date.

Holiday Gifts and Toy Drive for Families—The BHA, in partnership with the Brookline Community Development Corporation (BCDC), collected and delivered over 600 toys and over \$20,000 in holiday gift cards to BHA families. This was the largest number of holiday toys delivered to BHA households and was the first-time holiday toys and gift cards were also made available to Section 8 program participant families living in Brookline. Year-end holiday parties also occurred at BHA properties housing children and were well attended.

Staffing—The BHA continues to have an open Tax Credit Property Manager position. Other positions are pending –a new FT Admissions Administrative Assistant and PT Resident Outreach Assistant will start by the end of the month. Referrals are always welcome and encouraged. Priyank Chhatralia has joined the Brookline Housing Authority Modernization Department as a co-op temporary employee from Northeastern. Priyank will help Chris Devoll, Director of Maintenance and Modernization, and other Modernization Department staff to administer capital projects over the coming months. Commissioners will receive an updated organization chart soon.

Cross-learning Opportunity—A team from the BHA will visit the Boston Housing Authority (who received one of the first awards from MA Housing’s new Green Energy Fund) to discuss the BHA’s in-house development effort and to learn about how they have been successful in considering decarbonizing their properties to address long-term capital needs.

4. Public Comment. No Votes. No Comments.

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

5A. Approval of Minutes. **Vote to approve the December 12, 2024, Board Meeting Minutes and 2023 EOHLC Annual Plan Meeting Minutes.**

5B. Contract Approval Janitorial Service. **Vote to approve a contract with Horgan Enterprises in the amount of \$480,750.00 to perform Janitorial Services at BHA owned and managed properties for a term of three years.**

5C. Final Completion—High Street Veterans Bathroom Fan Phase I. **Vote to approve final completion of the bath fan phase I project at High Street Veterans Apartments with Araujo Bros. Plumbing, Inc.**

5D. Change Order—High Street Veterans Stairwell Renovation. **Vote to approve change order #1 with Homer Contracting, Inc. in the amount of \$169,580.70 plus additional time of 30-days for the Stairwell Renovation Project at High Street Veterans Apartments.**

5E. CDBG FY 2025 Application. **Vote to endorse the Brookline Housing Authority’s FY 2025 CDBG grant application to the Town of Brookline for the Resident Services Program.**

5F. Contract Award—Kickham Apartments A&E Roof Replacement. **Vote to award a contract in the amount of \$573,990.00 to Contracting Specialists, Inc. for the repointing project at Kickham Apartments.**

5G. Addendum—Kickham Apartments A&E Roof Replacement. **Vote to approve Addendum #1 in the amount of \$20,570 to the contract with BWA for A&E Services for the Roof Replacement Project at Kickham Apartments, allowing BWA to subcontract civil engineering and landscape services for upgrades required to the front entrance at Kickham Apartments.**

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

6. Contract Award—32 Marion Street Geo-Environmental Engineering. **Vote to approve a contract with McPhail Associates LLC to provide geo-environmental engineering services to oversee the soil excavation and disposal at 32 Marion Street in an amount not to exceed \$86,000.**

Ms. Maffei reported approximately 18,000 cubic yards of soil must be disposed of—some to make room for the foundation and some must be disposed of properly because it's urban fill and contains a little bit of lead. Services include assessing the lead portion, creating a backup plan for disposal in the event primary sites must shut down, and compliance services under State regulations. It's time and materials based (not to exceed \$86,000) and an important measure to protect the BHA, its lenders and investors.

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

7. Change Order—50 Pleasant Street. **Vote to approve Change Order #110 in the amount of \$330,029.88 with Daniel O'Connell's Sons for schedule acceleration authorizing Phase 3 and 4 Premium Time and General Conditions and General Requirements adjustments to meet the revised October 2024 substantial completion date.**

Ms. Maffei said the Board already approved an acceleration change order for Phase 2 which is proving very successful. This acceleration for Phases 3 and 4 will enable the BHA to pull the project back to close what it originally was; authorizing the construction crew to work weekends. With approval, the BHA can finalize a contract amendment with DOC that establishes a new completion date of October 2024 that the BHA can enforce.

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

8. Contract Designation and Negotiation—Walnut-High. **Vote to authorize the Brookline Housing Authority to enter into negotiations with Utile to determine mutually acceptable contract terms and costs for A&E Services for the redevelopment of Walnut-High, inclusive of reimbursable expenses and consultants.**

Ms. Youngstrom noted an RFP was issued for this project in August. Ten RFP proposals were received; six firms were interviewed. The evaluation committee unanimously ranked Utile the highest out of proposals received due, in part, to their availability of staff, master planning expertise, tax credit experience and commitment to diversity on their team. If mutually acceptable contract terms and costs are reached, the Board will be asked to approve the contract at a future meeting.

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

9. Other Business

10. Upcoming Meetings: January 30, 2024, at 5:30 p.m. (to discuss the Annual Budget).

11. Vote to Adjourn.

On a motion by Ms. Sullivan and a second by Ms. Katz, and a roll call taken: **Ms. Katz-aye, Ms. Sullivan-aye, Ms. Cohen (remote), and Mr. Jacobs-aye, it was unanimously agreed to adjourn the meeting at 5:09 PM.**

A TRUE COPY

ATTEST

A handwritten signature in blue ink, appearing to read 'M Alperin', is written over a horizontal line.

Michael Alperin, Executive Director