

**BROOKLINE HOUSING AUTHORITY BOARD MEETING
TUESDAY, MAY 28, 2024, 4:30 PM
90 LONGWOOD AVE**

AND

**By Telephone Conference Call: (929) 205-6099
or by Meeting Link: [ZOOM](https://us02web.zoom.us/j/81078412753?pwd=Mjc1bFhzeHZGc1p0WWFDczhzL0hPQT09)**

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Meeting ID: 810 7841 2753

The meeting was called to order by Mr. Jacobs at 4:33 PM. Roll call: Ms. Cohen-here; Ms. Dugan-here, Ms. Richardson-here, and Mr. Jacobs-here. Absent: Ms. Katz.

1. Call to Order.
2. New Commissioner, Kimberley Richardson, was welcomed.

Board Reports. Ms. Cohen provided an update on the latest Domestic Violence Subcommittee meeting, which included a presentation by a member of the Domestic Violence Unit at the Brookline Police Department.

Ms. Cohen noted the recent Steps to Success gala was successful.

Mr. Jacobs reported a joint meeting of the Housing Advisory Board, Economic Development Advisory Board, and the Planning Board was held to review the study of a potential Commercial Linkage Program. This would bring many affordable housing dollars into the Housing Trust Fund.

3. Executive Director Report. No Votes.

Mr. Alperin reported the following:

New Hires—The BHA will welcome three new employees in June. Priyank Chhartralia's Modernization co-op ends June 28th and Abhishek Chowatia (another Northeastern grad student) is scheduled to start June 30th. Daniel Andrade will join the Maintenance Department as a Lead Mechanic on May 29th. Finally, Hannah Cross will join the Development Department as a Project Manager beginning June 3rd; having previously led development activities at the Newton Housing Authority. The BHA has active job listings and is conducting interviews for an additional Maintenance Lead Mechanic, LIHTC Property Manager, and Assistant Executive Director.

Impact Report—The BHA released an Impact Report in honor of its 75th anniversary. The report does a great job highlighting the BHA's recent accomplishments/growth and resident stories. Ms. Mendola, Director of Resident Services, was commended for coordinating this special project.

Brookline Community Foundation (BCF) Grant—The BCF approved a new \$21,100 grant for the BHA’s Resident Services Program to expand Health and Wealth Building Initiatives. These monies will be layered on top of the existing Self Sufficiency Program and Resident Impact Fund funding.

Town of Brookline ARPA Grant BHA Economic Mobility Program—The Brookline Select Board approved an additional American Rescue Plan Act (ARPA) grant in the amount of \$450,000 to expand the BHA’s economic mobility programs that enable residents to build income, assets, and competences.

HUD Capital Grant—The BHA will receive a HUD grant of \$999,773 to support capital improvements at its Federal public housing properties. This is a small decrease from last year’s funds. Grant funds are expected to continue decreasing as the BHA’s Federal affordable housing portfolio shrinks.

AFSCME Maintenance Union—The proposed MOA contract was unanimously approved. Pending approval by Commissioners, the BHA will have 100% of collective bargaining agreements completed until FY 2027.

Town Elections—The BHA provided two voting locations.

4. Public Comment. No Votes. No Comments.

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

5.A. Approval of Minutes. **Vote to approve the April 9, 2024, Board Meeting Minutes.**

5.B. Substantial Completion—11 Harris Street. **Vote to approve Substantial Completion of the exterior siding project at 11 Harris Street. Substantial Completion has been approved by the project Architect, Studio Umbra LLC.**

5.C. Final Completion—11 Harris Street. **Vote to approve Final Completion of the exterior siding project at 11 Harris Street with Morales General Contractor.**

5.D. Change Order—Kickham Apartments Repointing Project. **Vote to affirm change order #1 in the amount of \$3,012.00 with Contracting Specialists Inc. for removal of brick, installation of new flashing, and new brick between the storefront window and roof line for the Kickham Apartments repointing project. This change order has been approved by the project Architect, BWA Architecture.**

5.E. Change Order—High Street Veterans Bathroom Fan Phase II Project. **Vote to approve change order #1 in the amount of \$20,366.17 and 60 additional days with Araujo Bros. Plumbing Inc. for surge protection at new load centers as part of the High Street Veterans bathroom fan installation project phase 2.**

5.F. Contract Award—61 Park Street Mailbox Replacement. **Vote to approve a contract in the amount of \$28,396.50 with Brookline Lock Company for new mailboxes at 61 Park Street.**

5.G. Contract Award—Translation Services. **Vote to approve a contract with Cross Cultural Communication Systems, Inc. in the amount of \$80/hour to provide translation services at resident meetings.**

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

6. HUD Capital Plan FY 2024 – 2028. **Vote to approve the Brookline Housing Authority’s FY 2024 – 2028 Capital Plan for Federal Public Housing for projects in the HUD Capital Funds Program (CFP).**

Mr. Alperin noted a list of priority capital projects was included in the Commissioners’ packets and that the BHA was asked by HUD to reaffirm and accept the Plan. Funds will be allocated over a two-year period. Mr. Devoll outlined the various projects and answered questions.

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

7. Contract Award Mass Notification System. **Vote to approve a one-year service contract in the amount of \$5,400.00 with Everbridge, Inc. for a Mass Notification System to better contact and inform BHA residents and staff.**

Ms. O’Flaherty reported that because there are many BHA residents of various nationalities (and some with hearing loss), a committee was formed to address how to better communicate when an emergency arises. This text/email-based communication system can communicate in a resident’s preferred language and is being recommended for approval by Commissioners.

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

8. Section 8 Management Assessment Program. **Vote to approve the Section 8 Management Assessment Program Certification and submission.**

Mr. Hillis explained the BHA is seeking approval to submit this annual program certification to HUD. It must be submitted annually, no later than 60 days past the end of the fiscal year.

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

9. Administrative Plan Housing Choice Voucher Program. **Vote to approve the updated Administrative Plan including updates to ensure compliance with Housing Opportunity Through Modernization Act (HOTMA) as required by HUD.**

Mr. Hillis sought approval to have updates to the Administrative Plan approved and circulated. Major edits to the Plan were made to comply with the new HOTMA regulations and to clarify some language in other areas of the Plan. Discussion of the newly proposed language ensued. It was agreed to approve the Plan and make necessary amendments to the language at a future date.

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

10. FY 2024 EOHLC Year End Certifications. **Vote to approve the FY 2024 Year-end Income and Expense Reports and EOHLC Certifications.**

Mr. Kelley said a summary of highlights of the FY was previously circulated. The BHA had a great year, and after Board approval of forms staff will upload them to EOHLC.

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

11. 32 Marion Street Change Order. **Vote to approve change order #020 in the amount of \$53,560 for the cost to switch out duct smoke detectors to common areas in place of dampers smoke/fire dampers to residential to response to a review by the code compliance consultant and other small miscellaneous items.**

Ms. Maffei explained the change order was necessitated because of a review done by the person handling BHA compliance issues. It includes the cost of five additional days of work.

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

Vote to approve change order #027 in the amount of \$205,916 to reimburse the contractor contingency for the cost of the electrical and plumbing permits. MEP permits are not included in the Town's waiver of permitting fees, but the construction contract assumed that all building-related permits would be waived.

Ms. Maffei explained that the BHA does receive a waiver from the Town for the building permit but there are separate MEP permits for which the Town is also charging fees. The BHA's contract with Delphi assumes all building permits will be waived, and there is a charge for electrical and plumbing. A permit for the HVAC will also be needed.

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

12. Other Business.

13. Upcoming Meetings. June 11, 2024, at 4:30PM.

14. Executive Session. Discussion of AFSCME Collective Bargaining terms and potential vote to authorize Memorandum of Agreement by and between Brookline Housing Authority and AFSC Council 93, Local 1358. Conduct strategy session in preparation for negotiations with nonunion personnel.

Executive Session was entered at 5:58PM and **was unanimously approved by a roll call taken: Ms. Richardson-aye, Ms. Dugan-aye, Ms. Cohen-aye, and Mr. Jacobs-aye.**

The AFSCME collective bargaining contract was approved 4-0 at 6:12 pm.

The Executive Session was adjourned at 6:12 pm.

15. Vote to Adjourn.

The meeting was reconvened for purposes of adjournment at 6:13pm.

On a motion by Ms. Cohen and a second by Ms. Dugan, and a roll call taken: **Ms. Richardson-aye, Ms. Cohen-aye, Ms. Dugan-aye, and Mr. Jacobs-aye, it was unanimously agreed to adjourn the meeting at 6:13 PM.**

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ATTEST



Michael Alperin, Executive Director