

BROOKLINE HOUSING AUTHORITY BOARD MEETING
TUESDAY, SEPTEMBER 10, 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/81039619201?pwd=QHijbXTlTbBzVKQMPBxnGYeAXa6gTY.1)

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Meeting ID: 810 3961 9201

Passcode: 583120

The meeting was called to order by Mr. Jacobs at 4:37 PM. Present: Ms. Richardson, Ms. Katz, Ms. Cohen (remote), and Mr. Jacobs. Absent: Ms. Dugan.

1. Call to Order.
2. Board Reports.

Ms. Cohen reported a CPA meeting was held, submissions for eligibility were discussed, and the BHA's request of \$500,000 for a second phase of roof replacement at Egmont St. Veterans was received positively by the Board. The BHA received notification that it can now submit a full application within the designated time period. Ms. Cohen anticipates its approval.

3. Executive Director Report. No Votes.

Mr. Alperin reported the following:

HAB Update: The Housing Advisory Board (HAB) recently voted on a \$7.5M commitment for affordable housing trust funds for the BHA's Walnut-High project. The vote must now be approved by the Town of Brookline's Select Board and Mr. Alperin anticipates making a final presentation to them later in the month. Commitment from the Town is necessary to provide the Authority with part of its pre-application to the State for competitive State and Federal financing. It will also cause the State to view this as a priority project.

Hiring Update: Carla Joseph—is the new Program Representative in the Finance Department. A Lead Mechanic position is still open in the Maintenance Department.

Self Sufficiency Program: The 2nd annual graduation will be held on Sept. 19th.

HUD Designed Housing Plan: The BHA's Federal public housing portfolio has shrunk. Updating this plan allows the BHA to continue to lease/designate Walnut-High and Kickham Apartments as elderly units as there is a shortage of such units.

Housing Now Funding: The BHA's was successful in its application for funding; receiving an annual commitment of \$152,500 over the coming and a 10-month commitment of \$127,083.33.

This program helps bring at least seven families each year to move out of the shelter system and be permanently housed in State public housing and receive supportive services in conjunction with the Brookline Center for Mental Health.

Department of Labor Standards Update: On July 31st, the BHA received a letter which promulgated new wage rates applicable to Maintenance positions for the period of April 1, 2024-March 2025. Some rates are higher than those agreed upon with the AFSCME Union (which represents the Maintenance Department). Under State law, the BHA is required to take immediate and retroactive action to compensate Maintenance staff back to April 1, 2024. The cost to do so is approximately \$125,000 annually of additional salary and overtime. This means the BHA cannot afford to hire a second Lead Mechanic (currently in the budget), attritted the position and notified the Union. Understaffing in the department may adversely affect the ability to address maintenance issues.

MIAA Insurance Grant: The BHA received a grant of \$6185.43 to provide new safety equipment to help keep maintenance employees safe.

4. Public Comment. No Votes. No Comments.

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

5.A. Approval of Minutes. **Vote to approve the August 13, 2024, Board Meeting Minutes**

5.B. Change Order—190 Harvard Street Roof and Parking. **Vote to approve Change Order #1 for an increase in the paving scope to include right-side driveway/dumpster area and revised landscape plantings to the 190 Harvard Street roof-parking lot project in the amount of \$14,638 with Almar LLC.**

5.C. Change Order— High Street Veterans Stairwell Renovation Project. **Vote to approve change order #2 in the amount of \$36,474.70 with Homer Inc. Contracting and a time extension of 82 days for the High Street Veterans stairwell renovation project.**

On a motion by Ms. Katz and a second by Ms. Richardson, **agenda items 5.A. through 5.C. were unanimously approved by a roll call taken: Ms. Richardson-aye, Ms. Katz-aye, Ms. Cohen-aye, and Mr. Jacobs-aye.**

6. Contract Approval—190 Harvard Street Window Replacement. **Vote to approve a contract with BWA Architects for design and construction administration services for window replacement at 190 Harvard Street for a not to exceed fee of \$50,100.**

Ms. Cross explained the Authority is waiting to receive a bond allocation for the total rehab planned. BWA Architects has already completed masonry repairs and roof replacement. Window replacement is next, and the Authority would like to get started with the design and administration piece.

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

7. Policy Approval Emergency Management Plan. **Vote to approve the Emergency Management Plan as prepared by MAPC to ensure the safety and well-being of residents and staff in the event of an emergency.**

According to Ms. O’Flaherty, September is Emergency Preparedness Month. A presentation of the new plan was provided by specialists from MAPC, and the Board was asked to approve it.

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

8. Contract Increase—50 Pleasant Street Design Services. **Vote to increase the existing contract with BWA Architects for design services including an additional month of construction administration and revised drawings to add bollards to the garden walkway at the 50 Pleasant Street redevelopment for an additional not to exceed fee of \$30,010.**

Ms. Maffei explained this request is to ramp up construction at 50 Pleasant Street. The project is on schedule (despite some initial setbacks) and underbudget.

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

9. Contract Increase—50 Pleasant Street Owners Project Management Services. **Vote to increase the existing contract with Waypoint KLA for owners’ project management services for an additional five-month period at the 50 Pleasant Street redevelopment for an additional not to exceed fee of \$108,000.**

Ms. Maffei explained this request is also to ramp up the project which is now longer. Additional services from Waypoint KLA are anticipated after BWA’s work concludes.

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

10. Contract Approval—Walnut-High Redevelopment. **Vote to approve a contract for a Phase II Environmental Site Assessment and supplemental geotechnical engineering services for the Walnut-High Redevelopment Project in the amount of \$60,750 with McPhail Associates.**

Ms. Maffei explained the Phase I environmental report indicated some probable findings of concern. This necessitates the need to conduct a Phase II assessment to determine what, if any, recognizable environmental concerns are onsite and then develop a plan to address them.

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

11. Policy Approval BHA Personnel Policies. **Vote to approve updated Personnel Policies for BHA employees.**

Ms. Brown reported the last time the Personnel Policies Handbook was updated was in 2021. There were new policies to be added and small sections to be updated.

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

12. Other Business.

13. Upcoming Meetings. October 8, 2024, at 4:30PM.

14. Vote to Adjourn.

On a motion by Ms. Katz and a second by Ms. Richardson, and a roll call taken: **Ms. Richardson-aye, Ms. Katz-aye, Ms. Cohen-aye, and Mr. Jacobs-aye, it was unanimously agreed to adjourn the meeting at 6:05 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