

**BROOKLINE HOUSING AUTHORITY BOARD MEETING
TUESDAY, NOVEMBER 12, 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/81396858762?pwd=Eb24kaZ26kFGLTVOj6BNcpEPqQbG9j.1)**

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Meeting ID: 813 9685 8762

Passcode: 235319

The meeting was called to order by Mr. Jacobs at 4:31 PM. Present: Ms. Cohen-aye, Ms. Dugan-aye, Ms. Richardson-aye, Ms. Katz (remote) aye, and Mr. Jacobs-aye.

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

Ms. Brown shared the following updates:

Staffing Updates:

Thanksgiving—The BHA will offer hybrid holiday options for senior residents. On the Wednesday before Thanksgiving, meals can either be delivered to residents and sit-down dinners will also be held at both 90 Longwood and 61 Park.

RAB update—A meeting was held on October 30th with about 16 residents attending. This is the first step in the HUD Annual Plan process. This year, the BHA will also be doing a five-year plan. The report is posted in draft form on the BHA website. Residents have a 45-day comment period before the Board is asked to vote on it January.

HUD—The Authority will be receiving money for the shortfall the Authority had on December 1st.

BHA Audit—An excellent audit report was received with no findings. The clean report reflects the BHA's commitment to accountability.

Modernization Department—An application was submitted for CPA funding to replace the roof at Egmont St. Vets. The BHA is also hoping to get some funding for this project from the EOHLC.

Vacancy Report update—The BHA continues to see a bit of an uptick in vacancies. A few residents have moved on to assisted living, some units at Egmont St. Vets and Trustman Apartments are being kept open for kitchen renovations, and some residents are over-housed and must be moved to one-bedroom units.

50 Pleasant St. Update—Residents were welcomed back with celebration lunch and a tote bag. Twelve new residents moved in during October with potentially more than 14 in November. Moving into December, the development is expected to reach close to 100% occupancy.

Walnut St./22 High—The first two site plan reviews and an abutters meeting were held. The next meeting will be held on December 10th.

32 Marion St. Update—The redevelopment project is progressing as planned.

4. Public Comment. No Votes. No Comments.

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

5.A. Approval of Minutes. **Vote to approve the October 8, 2024, Board Meeting Minutes.**

5.B. Change Order #2—Kickham Apartments. **Vote to affirm change order #2 for \$6,336.00 and 121 day no cost time extension with Almar LLC for the Kickham roof-parking lot project 33-7.**

5.C. Substantial Completion Kickham Apartments. **Vote to approve the substantial completion of the Kickham Roof and parking lot project. Substantial completion has been approved by the projects Architect at BWA Architecture.**

5.D. Fee Amendment—Kickham Apartments. **Vote to approve a fee increase to the architecture and engineering contract with BWA Architects in the amount of \$3,960 for the window replacement project at the Kickham Apartments.**

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

6. Change Order #224—50 Pleasant Apartments. **Vote authorizing BHA to approve Potential Change Order #224 for 50 Pleasant Apartments in the amount of \$60,421.26 for plaster repair in Phase 4 and skim coating on select walls in the common areas.**

Ms. Maffei explained the initial scope of work had a very low number for the amount of plaster repair needed, and there was a request to do additional skim coating in the hallways to cover marks left from the initial work performed. It is also expected that a surplus will be generated.

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

7. Contract Award—Walnut-High Preconstruction. **Vote to authorize a contract with Callahan Construction for Preconstruction Services for Phase 1 of the Walnut High Redevelopment for a not-to-exceed value of \$92,539.**

Ms. Youngstrom noted a procurement process was held in September with five proposals received. An evaluation committee made up of the BHA Development team and Waypoint used a qualifications-based evaluation method (provided in the RFP) to rank respondents. References were checked for the three top-ranked proposals. Callahan Construction is recommended for the job as their fees were reasonable, and both their qualifications and references indicated that they were the best.

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

8. Contract Award Hazardous materials testing and consulting. **Vote to authorize a contract for hazardous materials testing and consulting at Walnut High Apartments with Universal Environmental Consultants (UEC) for \$13,000.**

Ms. Youngstrom explained that prior to destruction of the site, it is important to get a sense of any hazardous materials on the site. A solicitation for proposals to test and advise on hazmat abatement was put out with three proposals received. UEC is being recommended as they provided the lowest quote, and the BHA has previously worked with them and were satisfied with their work.

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 (remote), Ms. Cohen-aye, Ms. Dugan, and Mr. Jacobs-aye.**

9. Contract Amendment Design Services—Kickham Apartments. **Vote to authorize the Interim Executive Director to execute a contract amendment with BWA Architecture for a total fee of up to \$1,161,970 for design services for the redevelopment of Kickham Apartments.**

Ms. Cross explained BWA Architecture was selected in 2018 for the redevelopment of Kickham Apartments and completed the schematic design. However, the project was put on hold due to lack of State bond volume. The conversation was restarted with what will hopefully be a 2025 bond allocation. BWA submitted an amendment to their original contract proposal. The BHA feels their revised contract fee is reasonable and inline for a project of this size.

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

10. Informational Item: Resident Services Quarterly Report. No Votes. The quarterly report on resident services was provided for review.

Ms. Mendola highlighted the following items from the report:

- Hebrew Senior Life (HSL) is tracking and supporting residents to have a File of Life ready in case of emergency.
- HSL held a series of flu clinics at all senior properties.
- Flu clinics to be held in collaboration with the Town of Brookline Health Department will be extended to family projects.
- Computer classes are starting at High Street Vets.

Information will soon be available on a toy drive to be held in collaboration with the Brookline Community Development Corporation and the Brookline Public Library.

Ms. Mendola acknowledged that during the Public Comment, a resident expressed interest in health and fitness. Ms. Mendola noted that this past summer, a Summer Wellness challenge was held, and 21 free gym memberships were provided by HealthWorks and GymFit to residents.

11. Other Business.

12. Upcoming Meetings. December 10, 2024, at 4:30PM.

13. Vote to Adjourn.

On a motion by Ms. Dugan and a second by Mr. Cohen, and a roll call taken: **Ms. Richardson-aye, Ms. Katz-aye (remote), Ms. Cohen-aye, and Mr. Jacobs-aye, it was unanimously agreed to adjourn the meeting at 5:16 PM.**

**A TRUE COPY
ATTEST**

Lisa M. Brown, Interim Executive Director