

## Brookline Housing Authority Board Meeting Minutes

**Date:** January 14, 2025

**Time:** 4:35 PM

### 1. Call to Order

The meeting was called to order at 4:35 PM by Vice-Chair, Sue Cohen.

### 2. Board Reports

- Sue Cohen reported that they are currently working with the Housing Advisory Board to develop a unified system for administering funds received from the town or the Community Preservation Act. The process is progressing well, and town meeting action may be required in the future.
- No other board reports or comments were made.

### 3. Executive Director Report

- **Walnut High Application:** Lisa Brown, Interim Director, shared that the Walnut High application to EOHLC was not approved in the first round due to the volume of projects submitted. However, the design process continues, and the HUD application is currently in process. As a result, the project timeline will shift, but progress will continue.

- **2024 Accomplishments:**

Lisa Brown highlighted several achievements for the year 2024:

- Welcomed many new staff members to the team.
- Completed a successful audit with no findings.
- Maintenance teams completed 13,323 work orders, including 40 apartment turnovers.
- 22 units at Trustman property received new kitchens under the ARPA project grant.
- Kickham Apartments received a new roof.
- Emergency boiler replacements were made at several properties.
- Successfully housed 77 families from the waiting list.
- 100% lease-up of 50 Pleasant Street in December.
- The resident Services team met quarterly with residents to address concerns.
- Secured net metering credits at state properties.
- Implemented a new mass notification system.
- Partnered with the Metropolitan Area Planning Council to rewrite the BHA emergency plan.
- Delivered staff training on emergency management and violence against women.
- Launched the first-ever BHA Impact Report.
- Raised over \$30,000 in a holiday assistance campaign for families in need.
- Secured \$30 million in funding for Pleasant Street and \$7.5 million in commitments for Walnut High Phase 1 construction.
- Construction is underway at 32 Marion Street, with the building reaching the 5th floor, and the building will be weather-tight in January 2025.
- 50 Pleasant Street achieved substantial completion in October 2024 and completed third equity installation in November 2024.
- Walnut High received approval from the Brookline Planning Board for phases 1 & 2.

#### 4. Public Comment

- **Kelly Pope, Council on Aging (COA):** Kelly Pope, a resident and representative of COA, asked for an update on the BHA's communication system rollout and when it would be available for all tenants. She also inquired about the timeline for the emergency preparedness plan.
- Lisa Brown responded that the communication system has been piloted and will be rolled out soon once the property managers confirm that tenants' contact information is updated. A notice will be sent to all tenants to ensure accuracy. The system will include text messages and emails, and tenants should expect to receive a communication update in the next 4 to 6 weeks.
- Regarding the emergency preparedness plan, Lisa Brown confirmed that it is in progress and that efforts are being made to ensure residents are prepared and informed.
- **Kelly Pope, Council on Aging (COA):** Kelly raised concerns about emergency preparedness, particularly regarding power outages and extreme weather conditions.
- Chris Devoll, Director of Maintenance & Modernization, responded that current designated cooling and heating locations include 90 Longwood, 50 Pleasant, and 61 Park. These locations are available in emergencies. The Town is also working to provide additional cooling and warming stations during extreme weather events.
- **Kelly Pope:** She inquired about the timeline for rolling out a communication system to notify tenants in emergencies and ensure better preparedness.
- **Sheila, Director of Asset Management:** Sheila acknowledged the importance of the issue and shared that BHA is in the process of rolling out a mass notification system. A meeting is scheduled for Thursday morning to discuss the system's implementation and further steps to enhance emergency preparedness. The goal is to improve communication and coordination with residents and community partners.

#### 5. Consent Agenda

The consent agenda included:

- Approval of the December Board Meeting minutes
- Contract award for architecture and engineering services for High Stake Vets
- Contract award for OPM services at Trustman and Egmont State Apartments

No items were removed from the consent agenda for further discussion.

- **Motion to Approve the Consent Agenda:**
  - Moved by: Judy Katz
  - Seconded by: Kimberley Richardson
  - **Vote:** All in favor (Kimberley Richardson, Judy Katz, and Sue Cohen all voted Yes). The consent agenda passed.

#### 6. Change Order for 32 Marion Street

A change order for the 32 Marion Street project was introduced.

**Maria Maffei:** Presented a change order for the 32 Marion Street project to aero-seal the exhaust duct. This was initially included as an allowance in the budget, but it was not formally included in the final budget. The change order is important to ensure the building will meet passive house standards upon inspection. The recommended approval amount for the change order is **\$112,000**.

- **Discussion:**
  - The board discussed why this cost was not included in the original budget, despite being expected. Maria clarified that the item was not an allowance but an add alternate, which is typically a separate cost not initially included in the budget.
  - The board acknowledged the necessity of the expense to ensure the building passes passive house inspection.
- **Motion to Approve the Change Order:**
  - **Motion by:** Judy Katz
  - **Seconded by:** Kimberley Richardson
  - **Vote:**
    - Kimberly Richardson: Yes
    - Judy Katz: Yes
    - Sue Cohen: Yes
  - The motion passed.

#### 7. Amendment to McPhail Contract for Supplemental Assessment Services

- **Sue Cohen** Notified the board that a slight amendment to the motion was needed regarding the contract with McPhail. The original proposal was for **\$18,200**, but after discussions with McPhail, the scope was adjusted, and the revised amount is **\$17,300**.
- **Amelia:** Explained that McPhail was previously engaged for a phase one environmental site assessment at Walnut High. The assessment revealed historical conditions requiring further investigation, including the presence of an underground storage tank (UST) near the foundation of the 22 High building. The final step involves excavating around the UST and sampling the soil. The cost for this work is estimated at **\$14,400**. If petroleum contamination is found in the soil, further groundwater testing may be required, which could cost an additional **\$202,900**.
- **Sue Cohen:** Proposed an amendment to change the amount in agenda item 7 from **\$18,200** to **\$17,300** and asked the board to approve the amended motion.

#### Motion to Amend:

- **Motion by:** Judy Katz to amend agenda item 7 to reflect the change from \$18,200 to \$17,300.
- **Seconded by:** Kimberley Richardson
- **Vote:**
  - Kimberly Richardson: Yes
  - Judy Katz: Yes
  - Sue Cohen: Yes
- The motion to amend was **approved**.

#### Motion on Main Contract:

- **Judy Katz:** Moved to authorize a contract with McPhail for supplemental assessment services related to the underground storage tank at Walnut High, for an amount **not to exceed \$17,300**.
- **Seconded by:** Kimberley Richardson
- **Vote:**
  - Kimberly Richardson: Yes
  - Judy Katz: Yes
  - Sue Cohen: Yes
- The motion **passed as amended**.

## 8. Renewal of Section 8 Project-Based Voucher Contract with St. Aidan's LLC

- **John Hillis, Director of Leased Housing & Applications:** Presented the renewal of the Section 8 Project-Based Voucher contract with St. Aidan's LLC, located at 150 Pleasant Street, Brookline. The contract covers 6 units (1 one-bedroom, 4 two-bedrooms, and 1 three-bedroom). The current contract has been in place since 2009, and the board is now being asked to approve an extension of the contract through 2039.
- John Hillis Explained that if the board does not approve the extension, the units will convert to mobile vouchers. However, the need for affordable housing in Brookline, particularly for 2- and 3-bedroom units, remains high.
- John Hillis asked the board if there were any questions.
- **Kimberley Richardson:** No questions.

### Motion:

- **Motion by** Judy Katz to approve the 15-year extension of the Section 8 Project-Based Voucher contract with St. Aidan's LLC for the 6 units at 150 Pleasant Street.
- **Seconded by:** Kimberley Richardson
- **Vote:**
  - Kimberly Richardson: Yes
  - Judy Katz: Yes
  - Sue Cohen: Yes
- The motion **passed unanimously** to extend the contract.

## 9. Endorsement of BHA's FY 2025 Grant Application to the Town of Brookline for CDBG Capital Funds

- **Sue Cohen:** Introduced the item regarding the fiscal year 2025 application for Community Development Block Grant (CDBG) capital funding in the amount of \$1,005,685.
- **Chris:** Provided details about the two projects to be funded:
  1. Priority 1: Painting of the interior front and rear railings in the stairwells at High Street Bets, which was not covered under the previous painting project.
  2. Priority 2: Replacement of the rear entry doors.
- **Sue Cohen:** Asked the board if there were any questions.
- **Kimberley Richardson:** No questions.

### Motion:

- **Motion by:** Sue Cohen to endorse BHA's fiscal year 2025 application for CDBG capital funding from the Town of Brookline in the amount of \$1,005,685 for the two projects mentioned.
- **Seconded by:** Kimberley Richardson
- **Vote:**
  - Kimberley Richardson: Yes
  - Judy Katz: Yes
  - Sue Cohen: Yes
- The motion **passed unanimously** to endorse the grant application.

## 10. Other Business

- **Sue Cohen:** Asked if there were any additional items for discussion and confirmed that the next meeting would be held on February 11, 2025. Also noted that the board had considered holding a second meeting in January but determined it was not necessary.

## Adjournment

- **Judy Katz:** Moved to adjourn the meeting.
- **Kimberley Richardson:** Seconded the motion.
- **Vote:**
  - Kimberley Richardson: Yes
  - Judy Katz: Yes
  - Sue Cohen: Yes
- **The meeting was adjourned at 5:06 PM.**

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ATTEST



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Lisa Brown, Interim Executive Director