

Brookline Housing Authority Board Meeting Minutes Date:
February 11, 2025
Time: 4:30 PM

Present:

Chair: Michael Jacobs

Vice-Chair: Sue Cohen

Board Members: Judy Katz, Kimberley Richardson

Absent:

Board Member: Barbara Dugan

The Board of Commissioners' meeting was called to order by Mike Jacobs at 4:30 PM.

2. Board Reports:

- Commissioner Judy Katz announced the Steps to Success Annual Gala on May 3rd at the High School.

3. Executive Director's Report:

- Staffing Updates:
 - Jackie Laura was promoted to Financial Program Manager, leading asset-building efforts for federal and Section 8 housing.
- Current Hiring:
 - Positions open for Self-Sufficiency Program Coordinator and Maintenance Laborer.
- HUD Approval:
 - HUD approved the Wallet Street demolition and disposition. However, Mass Development prioritized other projects, postponing Kickham bond allocation.
- Emergency Management:
 - A meeting with the town's emergency team met with the BHA emergency team to review protocol for BHA residents and BHA buildings in the event of an emergency.
- Resident Services:
 - Early education fair was held, attended by nine families; ice skating lessons offered to families during February break; Lunar New Year events organized; and free tax filing assistance available.
- Section 8 Recertification:
 - A meeting to clarify the recertification process had 20 residents. We will continue holding info sessions as LLC recertification dates happen.
- Walnut Street Apartments:

A meeting with residents of Walnut Street apartments was held to discuss the process and expected timeline for moving to 32 Marion Street, including unit sizes and the Section 8 transfer process.

4. Public Comments:

- No public comments.
-

5. Consent Agenda:

- *Approved minutes from January meeting.
- Change orders, final completions, and contract awards for various projects, including:
 - Laracy Electrical Contractors for Brookline Fire Dept equipment (\$1,397.91).
 - Canniff Company for High Street Veterans water infiltration project completion.
 - Pine Ridge Technologies for High Street Veterans electrical project (\$3,663,197).
 - Aetna Fire Alarm Service for BHA fire alarm maintenance (\$74,678).
 - Trustman and Egmont windows and hallways renovations.
 - Endorsing CDBG and SSP grant applications for FY 2026.

Motion to approve the consent agenda made by Sue Cohen, seconded by Judy Katz, and approved unanimously.

**Mike Jacobs was absent from the January meeting and abstained from the Approval of Minutes*

6. Fiscal Year 2026 Budget:

Motion to approve FY 2026 budget and submit authorizations made by Judy Katz, seconded by Sue Cohen, and approved unanimously.

7. Solar Net Metering Contract:

- Authorized the Interim Executive Director to execute a solar net metering agreement with Agile Energy Inc. for LLCS and Federal sites.
 - Discussed potential impact of losing solar credits.

Motion to approve by Sue Cohen, seconded by Judy Katz, and approved unanimously.

8. Sussman Apartments Change Order:

- Change order for \$138,776.11 for ductwork relocation due to rooftop air handler placement.

Motion to approve by Judy Katz, seconded by Sue Cohen, and approved unanimously.

- Discussed increased maintenance involvement in project walkthroughs to avoid issues during construction.

9. 32 Marion Apartments Change Order:

- Approved \$87,500 change order for improvements at Park and Marion intersection.

Motion to approve by Judy Katz, seconded by Sue Cohen, and approved unanimously.

Other Business:

- No additional business.

Next Meeting:

- March 11th at 4:30 PM.

Adjournment:

- Meeting adjourned at 5:15 PM.

A TRUE COPY

ATTEST



Lisa Brown, Interim Executive Director