

Brookline Housing Authority Board Meeting Minutes

Date: March 11, 2025

Time: 4:30 PM

Present:

Chair: Michael Jacobs

Vice-Chair: Sue Cohen

Board Members: Judy Katz, Kimberley Richardson, Barbara Dugan

Absent:

N/A

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

2. Board Reports:

There were no Board Reports.

3. Executive Director Report

CDBG:

- The Brookline Housing Authority (BHA) has successfully completed the CDBG (Community Development Block Grant) award process.

Job Openings:

- BHA currently has several job openings, including:
 - Property Manager
 - Maintenance Mechanic
 - Maintenance Laborer
 - Capital Improvements Coordinator
- Several strong resumes have been received, and interviews are being scheduled.

Property Management and Maintenance:

- Ana de La Puente, Director of Property Management, has been handling the Trustman and Egmont properties in addition to her usual responsibilities. Maintenance staff are going above and beyond despite being short-handed.

Vacancy Report and Housing Transfers:

- There are vacancies at the Trustman and Egmont properties, mainly due to ongoing kitchen renovations. Plans are in place to transfer residents from over-housed units at High Street Veterans to newly renovated one-bedroom units.
- The vacancy report now includes detailed information such as the number of bedrooms, waivers, kitchen upgrades, and move-in dates.

Resident Services:

- BHA Resident Services is planning a job fair on March 28. This fair will focus on government and town employment opportunities, helping with job applications, resume support, and other assistance.

4. Public Comments:

There were no public comments.

5. Consent Agenda Items 5A through 5E:

5A. Approval of Minutes

- Vote to approve March 11, 2025, Board Meeting Minutes.

5B. Contract Award - Window Replacement, Kickham Apartments

- Vote to approve a contract for the window replacement project at Kickham Apartments with Aegean Builders, LLC in the amount of \$419,000.

5C. Contract Award - Electricity Supply

- Vote to approve a 49-month contract with IGS Energy for a fixed rate on electricity supply charges for all BHA properties.

5D. Contract Award - Landscaping Services

- Vote to approve a contract with Ciro Carbone & Sons Landscaping Inc for \$204,000. The five-year contract covers landscaping services for all BHA properties.

5E. Substantial Completion - Fire Alarm Upgrade, 1057 Beacon Street

- Vote to approve the substantial completion for the 1057 Beacon Street Fire Alarm upgrade, project #04611.

Motion:

- **Michael Jacobs:** "Can I have a motion for approval?"
- **Sue Cohen:** "So moved."
- **Michael Jacobs:** "Can I have a second?"
- **Judy Katz:** "Second."
- **Michael Jacobs:** "All those in favor, please say aye."
- The motion passed unanimously.

6. Change Order - 32 Marion Apartments

- Vote to authorize the BHA to approve Project Change Order #091 for 32 Marion Apartments in the amount of \$50,605.44.

Motion:

- **Michael Jacobs:** "Can I have a motion for approval?"
- **Judy Katz:** "So moved."
- **Michael Jacobs:** "Can I have a second?"
- **Kimberley Richardson:** "Second."
- **Michael Jacobs:** "All those in favor, please say aye."

- The motion passed unanimously.

7. Contract Award - Accessibility Services, Walnut – High

- Vote to approve a contract with United Spinal Association’s Accessibility Services for consulting on Phase 1 of the Walnut High Redevelopment Project for an amount not to exceed \$16,400.

Motion:

- **Michael Jacobs:** “Can I have a motion for approval?”
- **Barbara Dugan:** “So moved.”
- **Michael Jacobs:** “Can I have a second?”
- **Sue Cohen:** “Second.”
- **Michael Jacobs:** “All those in favor, please say aye.”
- The motion passed unanimously.

8. Contract Award - Accessibility Services, 32 Marion

- Vote to approve a contract with United Spinal Association’s Accessibility Services for consulting on 32 Marion in the amount of \$13,900.

Motion:

- **Michael Jacobs:** “Can I have a motion for approval?”
- **Judy Katz:** “So moved.”
- **Michael Jacobs:** “Can I have a second?”
- **Kimberley Richardson:** “Second.”
- **Michael Jacobs:** “All those in favor, please say aye.”
- The motion passed unanimously.

9. Executive Director Interview and Expected Vote

- **Vote to hire Ben Stone** as the Executive Director of the Brookline Housing Authority and authorize the Board Chair to negotiate the employment contract terms, which will be approved at a later date by the Board of Commissioners.

Executive Director Search and Appointment:

- The BHA previously parted ways with their initial consultant firm and began a new search process with Ann Silverman Consulting.
- After reviewing 14 applications, 3 candidates were interviewed, and Ben Stone was chosen as the final candidate.
- Ben Stone comes with extensive experience, including his role as the Undersecretary of Public Housing and Rental Assistance, overseeing 229 State-aided housing authorities and a budget of over \$800 million. He has held several leadership positions within state housing departments.

- He holds a bachelor's in political economy from Georgetown and a master's in public policy from the University of Chicago.

Introduction of Ben Stone:

- Ben Stone was formally introduced to the board and thanked for his upcoming leadership.
- Ben expressed excitement about transitioning from state-level work to the more hands-on, community-oriented responsibilities at BHA. He highlighted his eagerness to work with staff, residents, and the town.

Board and Staff Remarks:

- Board members praised Ben's experience, professionalism, and reputation. They are confident that his skills and background will greatly benefit the Brookline Housing Authority.
- A special mention was made of the interim leadership provided by Lisa, who stepped up during a time of uncertainty. The board recognized her outstanding work and professionalism in maintaining stability during the transition.
- The senior staff was also acknowledged for their support and continued hard work during a period of leadership change.

Motion:

- **Michael Jacobs:** "Can I have a motion for approval?"
- **Barbara Dugan:** "So moved."
- **Michael Jacobs:** "Can I have a second?"
- **Judy Katz:** "Second."
- **Michael Jacobs:** "All those in favor, please say aye."
- The motion passed unanimously.

12. Upcoming Meeting and Open Meeting Law Update:

- There was a discussion about upcoming meetings, particularly regarding hybrid meeting formats. A potential change in open meeting laws could require in-person attendance for future meetings.
- It was noted that the legislature's decision on this matter is expected soon, with the possibility that meetings will have to be in person starting in April 2025 unless the law is extended.
- The next BHA meeting is scheduled for April 8 at 4:30 PM, and the hybrid meeting format will depend on the legislative extension.

13. Adjournment:

- A motion to adjourn the meeting was made and passed. The meeting ended at 5:15 PM.

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ATTEST



Lisa Brown, Interim Executive Director