

Brookline Housing Authority Board Meeting Minutes

Date: May 27, 2025

Location: Hybrid (in-person – 90 Longwood Ave and zoom)

Board members in attendance:

- Mike Jacobs
- Susan Cohen
- Judy Katz
- Kimberly Richardson

Absent: None

Time Called to Order: 4:30 PM

2. Board Reports (*No Votes*)

- Community Preservation Act Committee (CPA) to present recommendations at the second night of the Town Meeting.
- BHA's Phase II of Egmont Street is expected to receive a \$500,000 award.
- Pre-application meetings begin soon; housing category pre-app tentatively June 18.

Steps to Success Gala

- Gala drew ~200 attendees and met its fundraising goal.
- Speakers included a BHA employee, a Parent Council representative, and a BHA alum college student.

3. Executive Director Ben Stone Report (*No Votes*)

- Two months in role; visited all sites and attended resident events.
- Property Management nearing full staffing.
- Maria Maffei will retire but remain temporarily in a consulting role.
- Project Manager Hannah Cross departing; development team to be reduced.
- Capital needs assessments completed, planning for façade repairs at 61 Park.
- Utility overbilling at 50 Pleasant resolved.

4. Public Comment (*No Votes*)

No public comment was received

5. Resident Services Report (*No Votes*)

- Events slide show highlighted resident engagement.

- Community Day rescheduled to June 3 with over 20 vendors.
- Public Health Department partnership supports outreach and nutrition programs.
- Self-Sufficiency and Revenue Opportunity Initiatives launching next week.
- Plans to expand Senior Life nurse services at 32 Marion.

6. Consent Agenda

Motion to Approve: Sue Cohen

Seconded by: Judy Katz

Vote: Approved unanimously

Items Approved:

A. Approval of Minutes

- April 8, 2025, and May 2, 2025, Board Meeting Minutes approved.

B. Reimbursable Fee – High Street Veterans Door Replacement

- \$13,926 to Garofalo Design Associates approved.

C. Proprietary Item – Door Replacement (High Street Veterans)

- Use of Proprietary Products in bid specifications approved.

D. Contract Award – FM Generator

- \$49,650 contract for service at five properties approved.

E. Contract Award – A&E Services (153 Kent, 1057 Beacon, 11 Harris)

- \$43,361 contract with Garofalo Design Associates approved.

F. Contract Award – Environmental Consultants (190 Harvard)

- \$30,250 contract with Universal Environmental Consultants approved.

G. Section 8 Management Assessment Program Certification

- Submission and certification approved.

7. HUD Capital Plan FY2025–FY2029

Motion to Approve: Judy Katz

Seconded by: Sue Cohen

Vote: Approved unanimously

- Five-year capital plan approved for submission to HUD.

8. FY 2025 EOHLC Year-End Certifications

Motion to Approve: Kimberley Richardson

Seconded by: Judy Katz

Vote: Approved unanimously

- Year-End Income and Expense Reports and Certifications approved.
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9. Contract Award – Fitness Equipment (32 Marion)

Motion to Approve: Kimberley Richardson

Seconded by: Sue Cohen

Vote: Approved unanimously

- Not to exceed \$42,222.99 with Advantage Sports & Fitness, Inc.
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10. Change Order #114 – 32 Marion

Motion to Approve: Judy Katz

Seconded by: Kimberley Richardson

Vote: Approved unanimously

- \$95,039.84 authorized for sidewalk installation.
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11. 2025 Payment Standards – Housing Choice Vouchers

Motion to Approve: Sue Cohen

Seconded by: Kimberley Richardson

Vote: Approved unanimously

- Brookline payment standards frozen at 2024 levels; modest increases outside Brookline approved.
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12. Section 8 Administrative Plan Updates

Motion to Approve: Judy Katz

Seconded by: Sue Cohen

Vote: Approved unanimously

- Administrative Plan revised to reflect HUD's model plan, HOTMA changes, and shortfall procedures.
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13. Direct Services for BHA Residents – Funding Recommendations

Motion to Approve: Sue Cohen

Seconded by: Kimberley Richardson

Vote: Approved unanimously

- Up to \$25,000 each, \$100,000 total for:
 - Brookline Community Development Corporation
 - Brookline Teen Center
 - Steps to Success Inc.
 - Women Thriving Inc.
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14. Contract Award – Search Consultant

Motion to Approve: Judy Katz

Seconded by: Kimberley Richardson

Vote: Approved unanimously

- Shannon Weiss (Mission Aligned) hired for redevelopment, hiring support.
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15. Other Business

- Maria was thanked for her service.
 - Acknowledgment of team efforts across departments.
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16. Upcoming Meetings

- Next Board Meeting: Tuesday, June 17, 2025, at 4:30 PM
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17. Vote to Adjourn

Motion to Approve: Sue Cohen

Seconded by: Judy Katz

Vote: Approved unanimously

Time Adjourned: 5:25 PM

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ATTEST



Ben Stone, Executive Director