

Brookline Housing Authority – Board of Commissioners Meeting Minutes

Date: June 17, 2025

Location: 90 Longwood Ave and Zoom

Present:

Chair, Michael Jacobs

Vice Chair, Sue Cone

Commissioner Karen Rojas

Commissioner Kimberley Richardson

Absent:

Commissioner Judy Katz

1. Time Called to Order: 4:30 PM

2. Board Reports

Summary:

- Update from the Community Preservation Act Committee:
 - Secured \$500,000 in funding for the Egmont Homes project scheduled for next year.
-

3. Election of Officers

Chair

- Nominated: Michael Jacobs (by Karen Rojas)
- **Vote:** Unanimously elected

Vice Chair

- Nominated: Sue Cohen (by Karen Rojas)
- **Vote:** Unanimously elected

Treasurer

- Nominated: Judy Katz (by Michael Jacobs)
 - **Vote:** Unanimously elected
-

4. Executive Director's Report Executive Director Ben Stone Report *(No Votes)*

General Updates:

- Acknowledged staff vacations
- Welcomed new Commissioner Karen Rojas

Staffing:

- Two new property managers joining (1 PT at Trustman, 1 FT at Egmont)
- Offers extended to Northeastern co-op students

Capital Projects:

- Multiple major projects launching summer/fall

- Maria Maffei retiring but will consult
- Redevelopment project manager/director hiring underway

Asset Management:

- Rising utility costs impacting LLC budgets
- Section 8 contingency planning underway
- Consulting with peer agencies
- Three capital needs assessments nearing completion

Risk Management:

- Training by Sarah O’Leary
- Identified policy improvement areas

Resident Services:

- Community Day: 200+ attendees
- Resident Opportunity Initiative launched
- SPP contract renewed
- Summer Wellness Program starts July 24

Redevelopment:

- 50 Pleasant St.: Roof change order
- 190 Harvard: Awaiting funding confirmation
- Walnut St.: 50% design due late June; pricing by mid-August

Federal/State Policy:

- Federal housing bill includes tax credit and Medicaid changes
- Faster volume cap approvals; credit pricing concerns remain
- State capital plan delayed; modest new vacancy initiative launched

Housing Choice Vouchers:

- Shortfall application submitted to HUD
- Regional funding discussions
- HUD reporting up to date
- Landlord engagement encouraged

Operations:

- Rent collection stable; review numbers increased slightly
- State housing vacancies reduced (Trustman fully leased; Egmont in progress)
- Staff commended for leasing and maintenance work

5. Public Comment

- No public comments raised.
-

6. Consent Agenda

Motion to Approve: Sue Cohen

Seconded by: Kimberley Richardson

Vote: Unanimous approval from Kimberley, Karen, Sue, and Chair

Items Approved:

- **6.A.** Approval of May 27, 2025, Meeting Minutes
 - **6.B.** Change Order #1 – Basement Floor, Trustman Apartments
 - 300-day extension due to crushed roof drain and permit delays
 - **6.C.** HILAPP Application
 - Approval to match Brookline’s CDBG FY26 funds
 - **6.D.** Certified Funding Authorizations – Signatory Authority
 - **6.E.** Contract Award – Video Recording Server Upgrades
 - \$90,277 to Lan-Tel Communications for security upgrades at five properties
-

7. Project Change Order #115 – 32 Marion Street

Motion to Approve: Kimberley Richardson

Seconded by: Sue Cohen

Vote: Unanimous approval

Summary: \$58,988.71 to revise roof vent routing due to solar panel and MEP conflicts

8. Project Change Order #121 – 32 Marion Street

Motion to Approve: Sue Cohen

Seconded by: Kimberley Richardson

Vote: Unanimous approval

Summary: \$79,148.16 for milling, paving, restriping, and signage on Foster Street (required by zoning board)

9. Contract Award – Environmental Consultants (32 Marion)

Motion to Approve: Sue Cohen

Seconded by: Karen Rojas

Vote: Unanimous approval

Summary: Affirmed emergency mold consulting/testing contract with Universal Environmental Consultants (max \$18,685)

10. Contract Award – Post-Retirement Consulting (Redevelopment)

Motion to Approve: Karen Rojas

Seconded by: Sue Cohen

Vote: Unanimous approval

Summary: Contract with Maria Maffei (retiring June 26) for support on construction, staffing, 190 Harvard, and 32 Marion loan conversion

11. Other Business**Summary:**

- No additional business raised.

12. Upcoming Meetings

Next Meeting Date: Tuesday, July 8, 2025, at 4:30 PM

13. Vote to Adjourn

Motion to Adjourn: Karen Rojas

Seconded by: Kimberley Richardson

Vote: Unanimous approval

Time Adjourned: 5:05 PM

A TRUE COPY

ATTEST



Ben Stone, Executive Director