

## **Brookline Housing Authority – Board of Commissioner’s Meeting Minutes**

**Date:** July 8, 2025

**Present:**

- Chair, Michael Jacobs
- Vice Chair, Sue Cohen
- Treasurer, Judy Katz
- Commissioner Karen Rojas
- Commissioner Kimberley Richardson

**Absent:**

None

**Time Called to Order:** 4:30 PM

**Presiding Officer:** Michael Jacobs

### **2. Board Reports**

The board briefly discussed recent federal budget proposals, including concerns about potential impacts on housing funding. It was clarified that while the Trump Administration's proposed budget for FY2026 includes a provision to convert Section 8 funding into block grants to states, this has not been enacted and was not included in the recently passed Reconciliation Bill. The proposal, if advanced, could significantly affect housing subsidies, but at this time, no direct impact on BHA operations is anticipated. Members were encouraged to stay informed and contact legislators as appropriations discussions progress.

### **3. Executive Director’s Report**

**Presenter:** Ben Stone

Ben provided updates across multiple operational and policy areas:

- **Staffing:** Two new property managers (Djamila Evora at Egmont and Steve Brown at Trustman); two Northeastern interns started in modernization department; Development Project Manager interviews upcoming.
- **Asset Management & Capital Planning:** Completed capital needs assessments; exploring utility monitoring at 32 Marion.
- **Resident Services:** Enrollment underway for the Resident Opportunity Initiative; partnership with BCF confirmed for ARPA disbursement; Summer Wellness Program starting July 24.
- **Development Updates:**
  - *32 Marion:* On track for Jan 2026; site-specific waitlist in effect.
  - *32–40 Walnut:* 50% design set received; pre-app submitted for EOHLC mini-round.
  - *190 Harvard:* Financial gap analysis underway with consultant Sharon Loewenthal.
- **Federal & State Policy:** "One Big Beautiful Bill" passed; includes 4% tax credit expansion and cuts to Medicaid and SNAP rolling out over next few years; MA FY26 budget signed with 2.3% operating subsidy increase.
- **Capital Funding:** FY26 Capital Investment Plan includes a \$27M increase for public housing, with a \$10M additional increase for FY27.

- **HUD Evaluation & Audit:** BHA received a perfect SEMAP score (135/135) for our Section 8 program; HUD OIG conducting improper payment audit.
- **Rent Collection & Reporting:** June collections were below benchmarks; write-offs and report timing issues noted; corrective measures and improved reporting underway.
- **Vacancy Updates:** No vacancies at Egmont or Trustman; High Street Vets has 8 but progress is steady.
- **Payment Systems:** Dropboxes to be installed; info to be included in resident newsletter and handbook; exploring electronic options.
- **Operating Subsidy Concerns:** 2.3% state increase may not offset inflation; using conservative estimates for LIHTC due to valuation concerns.

#### **4. Public Comment**

No public comments raised.

#### **5. Consent Agenda**

**Motion to Approve:** Judy Katz

**Seconded by:** Karen Rojas

**Vote:** Passed unanimously

#### **5.A. Approval of Minutes**

**Motion to approve the June 17, 2025, BOC Meeting Minutes with the following amendments:**

- **Correction to officer nominations:**
  - Michael Jacobs nominated Judy Katz for **Treasurer**.
  - Karen Rojas nominated Michael Jacobs for **Chair**.
  - Kimberley Richardson clarified she did **not** nominate anyone.
- **Committee name correction:**
  - The committee listed as the **"Opportunities Preservation Committee"** should be corrected to the **"Community Preservation Act Committee."**

**Moved by:** Sue Cohen

**Seconded by:** Kimberley Richardson

**Vote:** Passed unanimously

#### **5.B through 5.G – Contracts Approved**

**Motion to approve Items 5.B through 5.G:**

**Moved by:** Sue Cohen

**Seconded by:** Kimberley Richardson

**Vote:** Passed unanimously

- **B.** Shekar Engineering – \$24,000 (electrification at High Street Veterans)
- **C.** Shekar Engineering – \$12,000 (fire alarm upgrades)
- **D.** Casella for Solid waste/recycling – \$1,021,144 over five years
- **E.** CBA Landscape Architects – \$22,100 fee increase

- **F.** Garofalo Design Associates – \$12,600 fee increase
- **G.** BWA Architecture – \$71,855 contract amendment for elevator upgrades

#### **6.Change Order – 32 Marion Street**

**Motion to Approve:** Sue Cohen

**Seconded by:** Kimberley Richardson

**Vote:** Passed unanimously

- Approved Change Order #132 for \$137,521.87
- Covers additional carpentry work, electrical compliance, and a new wall; allows use of contingency funds for expanded maintenance office space, a bathroom, and building management system

#### **7. ARPA Funds Disbursement Agreement**

**Motion to Approve:** Judy Katz

**Seconded by:** Karen Rojas

**Vote:** Passed unanimously

- Authorized Executive Director to execute a \$100,000 ARPA relief disbursement agreement

#### **8. Other Business**

**Summary:**

No other business was presented.

#### **9. Upcoming Meetings**

**Next Meeting Date:** August 19, 2025

- Note: Retirement celebration for Barbara Dugan scheduled at 3:00 PM on the same day

#### **10. Vote to Adjourn**

**Motion to Adjourn:** Kimberley Richardson

**Seconded by:** Judy Katz

**Time Adjourned:** 5:26 PM

**Vote:** Passed unanimously

**A TRUE COPY**

**ATTEST**



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**Ben Stone, Executive Director**