

AGENDA

**BROOKLINE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
TUESDAY, October 8, 2024, 4:30 PM**

In Person 90 Longwood Avenue, Community Room

or

By Telephone Conference Call: (929) 205 - 6099

Meeting ID: 857 9563 0378 Passcode: 246183

or by Zoom Meeting Link:

<https://us02web.zoom.us/j/85795630378?pwd=Be5JKPkWsv3dPFu6JdKgubrvLtSw50.1>

1. Call to Order	
2. Board Reports	No Votes
3. Executive Director Report	No Votes
4. Public Comment	No Votes
5. Consent Agenda	Vote to approve Consent Agenda, Items 5.A. through 5.F.
A. Approval of Minutes	Vote to approve the September 10, 2024, Board Meeting Minutes.
B. Change Order High Street Veterans Bathroom Fan Project	Vote to approve Change Order #2 for a credit in the amount of \$14,806.08 with Araujo Bros. Plumbing, Inc. for the High Street Veterans bathroom fan phase II project.
C. Change Order High Street Veterans Stairwells and Hallways Project	Vote to approve Change Order #3 for a credit in the amount of \$3,975.63 with Homer Contracting, Inc. for the High Street Veterans stairwell and hallway renovation project.
D. Change Order 190 Harvard Street Exterior Façade Project	Vote to affirm Change Order #3 for a credit in the amount of \$247.45 and a no cost time extension of 92 days with Contracting Specialists Inc. for the 190 Harvard Street façade and brick repointing project.

<p>E. Substantial Completion 190 Harvard Street Exterior Façade Project</p>	<p>Vote to approve Substantial Completion with Contracting Specialists Inc. for the 190 Harvard Street façade and brick repointing project. Substantial Completion has been approved by the project architect at BWA Architecture.</p>
<p>F. Final Completion 190 Harvard Street Exterior Façade Project</p>	<p>Vote to approve Final Completion with Contracting Specialists Inc. for the 190 Harvard Street façade and brick repointing project. Final Completion has been approved by the project architect at BWA Architecture.</p>
<p>6. 2025 Payment Standards Housing Choice Vouchers</p>	<p>Vote to approve payment standards for the Housing Choice Voucher (Section 8) Program at 98% of the HUD FY 2025 Small Area Fair Market Rents for tenant-based and project-based units in Brookline, and at 110% of the Metropolitan Area Fair Market Rents for municipalities outside Brookline.</p>
<p>7. Administrative Plan Housing Choice Vouchers</p>	<p>Vote to approve the updated Administrative Plan to reflect changes made to HUD’s requirements and regulations for the Mainstream voucher program as outlined in PIH Notice 2024-30, as well as changes clarifying VASH Program eligibility requirements.</p>
<p>8. Contract Amendment Solar Energy Procurement</p>	<p>Vote to approve an Addendum to the Power Purchase Solar Net Metering Contract with Agilitas Energy, LLC to revise the agreement to cover BHA State Public Housing electric accounts.</p>
<p>9. Change Order 32 Marion Street</p>	<p>Vote to approve Project Change Order #037 in the amount of \$166,925.92 with Delphi Construction, Inc. for the 32 Marion Apartments development project for: 1. Change carpet tile in Multi-purpose room to Flotex flooring, 2. Change carpet tile in offices/meeting room to LVT acoustical flooring, 3. Change Flotex Flooring in dining space to ceramic tile, and 4. Change LVT from click assembly to LVT acoustical tile.</p>
<p>10. Change Order 32 Marion Street</p>	<p>Vote to approve Project Change Order #052 in the amount of \$162,860.19 with Delphi Construction, Inc. for the 32 Marion Apartments development project for: 1. The addition of a 6” water gate at the existing water main, 2. The extension of the proposed 8” sewer line, 3. Demo and replacement of the RCP storm drain piping, 4. Binder of new work area, and equipment/signage to accomplish added scope.</p>
<p>11. Physical Needs Assessment Update Walnut-High Redevelopment</p>	<p>Vote to approve a contract in the amount of \$11,750 with Dominion Due Diligence Group (D3G) to update the Physical Needs Assessment (PNA) for Walnut High Apartments to be submitted as part of the Section 18 Demolition/Disposition Application to HUD.</p>

<p>12. Section 18 Demolition/Disposition Application Walnut-High Redevelopment</p>	<p>Vote to approve a resolution authorizing the submission of the Section 18 Application to HUD for disposition of the Walnut High Apartments to a new ownership structure in conjunction with the tax credit redevelopment of Walnut-High Apartments.</p>
<p>13. Contract Award Audit/Tax Services</p>	<p>Vote to award a contract to Daniel Dennis & Co for audit and tax return services for 86 Dummer LLC, 61 Park LLC, and 90 Longwood LLC in an amount of \$45,000 increasing 3% annually with an initial term of three years with two one-year renewal options.</p>
<p>14. Signatory Authority</p>	<p>Vote to approve that the BHA appoint, pursuant to the terms set forth in the respective operating agreements of the Company Entities, the Executive Director, the Assistant Executive Director and the Chief Financial Officer of the BHA, upon their appointment by the Board from time to time, each as an authorized signatory of the Company Entities, who along with Michael Jacobs, acting singly, and in such capacity to be authorized to execute, acknowledge, deliver and record any instrument on behalf of the Company Entities.</p> <p>Vote to approve that Barbara Dugan be removed as a Manager of Manager Entities and BHA Holding Company LLC and an authorized signatory of the Company Entities, the Manager Entities and BHA Holding Company LLC.</p> <p>Vote to approve that the BHA appoint the Executive Director, the Assistant Executive Director and the Chief Financial Officer of the BHA, upon each person's appointment to such position by the Board, each as a Manager of the Manager Entities and BHA Holding Company LLC, along with Michael Jacobs, in accordance with the terms of the respective operating agreement for each entity.</p> <p>Vote to approve that the BHA appoint the Executive Director, the Assistant Executive Director and the Chief Financial Officer of the BHA, upon each person's appointment to such position by the Board, each as an authorized signatory of the Company Entities, the Manager Entities and BHA Holding Company LLC, who along with Michael Jacobs, acting singly, and in such capacity to be authorized to (i) execute any documents on behalf of the Company Entities, the Manager Entities and/or BHA Holding Company LLC to be filed with the Secretary of The Commonwealth of Massachusetts, and (ii) execute, acknowledge, deliver and record any recordable instrument on behalf of the Company Entities, the Manager Entities and/or BHA Holding Company LLC purporting to affect an interest in real</p>

property, whether to be recorded in the registry of deeds or a district office of the Land Court.

Vote to approve that the BHA ratifies and confirms the formation of 50 Pleasant LLC and 50 Pleasant Manager LLC by the filing of a certificate of organization for each entity on August 19, 2021 with the Secretary of State of the Commonwealth of Massachusetts.

Vote to approve that the BHA ratifies and confirms the formation of 190 Harvard LLC and 190 Harvard Manager LLC by the filing of a certificate of organization for each entity on September 26, 2022 with the Secretary of State of the Commonwealth of Massachusetts.

Vote to approve that the prior votes authorizing the formation of the Company Entities, the Manager Entities, and BHA Holding Company LLC remain in full force and effect except to the extent modified by the foregoing votes and that Michael Jacobs shall continue as an Authorized Signatory and as a Manager of such entities as set forth in such prior votes.

Vote to approve that the Executive Director, the Assistant Executive Director or the Chief Financial Officer of the BHA or Michael Jacobs, each acting singly, be and hereby is, authorized, empowered and directed to take such actions and to execute such agreements and other documents (i) on behalf of the BHA itself, (ii) on behalf of the BHA in its capacity as the sole member of BHA Holding Company LLC, (iii) on behalf of the BHA in its capacity as the sole member of 86 Dummer Manager LLC, (iv) on behalf of the BHA in its capacity as the managing member of 61 Park Manager LLC, (v) on behalf of the BHA in its capacity as managing member of 90 Longwood Manager LLC, (vi) on behalf of the BHA in its capacity as managing member of 50 Pleasant Manager LLC, (vii) on behalf of the BHA in its capacity as the sole member of 190 Harvard LLC and 190 Harvard Manager LLC, and (viii) as an authorized signatory on behalf of the Company Entities, the Manager Entities and the BHA Holding Company LLC, as such person may deem necessary or appropriate in connection with the matters authorized in the foregoing resolutions. The performance by the Executive Director, the Assistant Executive Director or the Chief Financial Officer of the BHA, or Michael Jacobs, of any action and the signature of such Executive Director, the Assistant Executive Director or the Chief Financial Officer of the BHA, or Michael Jacobs, on any agreement or other document shall be conclusive evidence of such person's authority to take such action or to execute such agreement or other document on behalf of such entities.

<p>15. Executive Director Interim Appointment</p>	<p>Vote to approve Lisa Brown, Assistant Executive Director, as Interim Executive Director as of October 21, 2024 upon the completion of current Executive Director Michael Alperin’s tenure and until such time as a new Executive Director is appointed by the Brookline Housing Authority Board.</p>
<p>16. Contract Approval</p>	<p>Vote to approve a contract with Michael Alperin beginning October 21, 2024 for various consulting services and training of a new Executive Director at an hourly rate of \$170 per hour.</p>
<p>17. Contract Approval Search Consultant</p>	<p>Vote to approve a contract with Ann L Silverman Db a Ann Silverman Consulting in an amount to assist the Brookline Housing Authority with executive search functions in conjunction with the hiring of a new Executive Director in the amount of \$35,600. Costs under the contract may increase at an hourly rate of \$160 per hour as approved by the Board Chair and Search Committee.</p>
<p>18. Other Business</p>	
<p>19. Upcoming Meetings</p>	<p>November 12, 2024, at 4:30PM</p>
<p>20. Executive Session</p>	<p>Discussion and potential vote to authorize Memorandum of Agreement by and between Brookline Housing Authority and AFSCE Council 93, Local 1358 for revision to existing contract.</p> <p>Conduct strategy session in preparation for negotiations with nonunion personnel and provide authority to the Executive Director to conduct nonunion negotiations.</p>
<p>21. Vote to Adjourn</p>	
<p>22. Brookline Housing Authority Corporation, Inc.</p>	<p>Convene Meeting of Brookline Housing Authority Corporation, Inc.</p> <p>Vote to appoint the Executive Director, Assistant Executive Director, and Chief Financial Officer of the Brookline Housing Authority, as authorized signatories of 32 Marion Apartments Manager LLC and 32 Marion Apartments LLC along with Michael Jacobs, Board Chair.</p> <p>Vote to approve that BHAC is authorized to remove Barbara Dugan as a Manager of 32 Marion Apartments Manager LLC and an authorized signatory of 32 Marion Apartments LLC and 32 Marion Apartments Manager LLC.</p>

Vote to approve that BHAC is authorized, empowered and directed to appoint the Executive Director, the Assistant Executive Director and the Chief Financial Officer of the BHA, upon each person's appointment to such position by the Board of the BHA, each as a Manager of 32 Marion Apartments Manager LLC, in accordance with the terms of the operating agreement for 32 Marion Apartments Manager LLC.

Vote to approve that BHAC is, authorized, empowered and directed to appoint the Executive Director, the Assistant Executive Director and the Chief Financial Officer of the BHA, upon each person's appointment to such position by the Board of the BHA, each as an authorized signatory of 32 Marion Apartments Manager LLC and 32 Marion Apartments LLC, who along with Michael Jacobs, acting singly, and in such capacity to be authorized to (i) execute any documents on behalf of the 32 Marion Apartments Manager LLC and 32 Marion Apartments LLC to be filed with the Secretary of The Commonwealth of Massachusetts, and (ii) execute, acknowledge, deliver and record any recordable instrument on behalf of the 32 Marion Apartments Manager LLC and/or 32 Marion Apartments LLC purporting to affect an interest in real property, whether to be recorded in the registry of deeds or a district office of the Land Court.

Vote to approve that the prior votes authorizing the formation of 32 Marion Apartments Manager LLC and 32 Marion Apartments LLC remain in full force and effect except to the extent modified by the foregoing votes and that Michael Jacobs shall continue as an Authorized Signatory and as a Manager of such entities as set forth in such prior votes.

Vote to approve that the Executive Director, the Assistant Executive Director or the Chief Financial Officer of the BHA or Michael Jacobs, each acting singly, be and hereby is, authorized, empowered and directed to take such actions and to execute such agreements and other documents (i) on behalf of the BHAC itself, (ii) on behalf of the BHAC in its capacity as the managing member of 32 Marion Apartments Manager LLC, and (iii) as an authorized signatory on behalf of 32 Marion Apartments LLC and 32 Marion Apartments Manager LLC, as such person may deem necessary or appropriate in connection with the matters authorized.

Vote to appoint the Executive Director of the BHA, upon such person's appointment to such position by the Board of the BHA, be and hereby is, appointed as the Clerk of the BHAC.

	Vote to Adjourn.
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