

AGENDA

BROOKLINE HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

TUESDAY, NOVEMBER 18, 2025, AT 4:30 PM

In Person 90 Longwood Avenue, Community Room

or by Zoom Meeting Link:

<https://us02web.zoom.us/j/86445081988>

1. Call to Order	
2. Board Reports	No Votes
3. Executive Director Report	No Votes
4. Resident Services Quarterly Report & Guest Presentation	Brookline Community Mental Health Center Presentation. No Votes
5. Consent Agenda	Vote to approve Consent Agenda, Items 5.A. through 5.H.
A. Approval of Minutes	Vote to approve the meeting minutes from October 14, 2025, for both the Board of Commissioners and the Brookline Housing Authority Corporation.
B. Change Order #2 Hallway & Window Renovation Egmont and Trustman	Vote to affirm change order #2 with HJ Russell & Co. for \$28,730.00 to change flooring scope from spot replacement to full replacement of rear stairwell flooring at Trustman.
C. Change Order #3 Hallway & Window Renovation Egmont and Trustman	Vote to approve change order #3 with HJ Russell & Co. for \$206,880.33 to change flooring scope from spot replacement to full replacement.
D. Change Order Window project Kickham Apartments	Vote to affirm change Order No. 2 in the amount of \$11,287.00 with Aegean Builders for the addition of two windows in the Modernization office, which were excluded from the original scope.
E. Contract Award Hallways & Windows Egmont/Trustman	Vote to approve a contract with Tompson & Lichtner for \$19,800. The Testing service will test one window of each of the 39 different size windows between the two properties.

F. Contract Award Flooring Replacement Vinfen Properties	Vote to approve a contract for the flooring replacement project at three Vinfen Properties to Capital Carpet & Flooring Specialists, Inc. in the amount of \$195,485.
G. Fee Amendment High Street Veterans Architectural and Engineering	Vote to affirm a fee amendment to the contract for architectural and engineering services with Shekar Engineering Inc., in the amount of \$28,500 for the master meter electrification project at High Street Veterans.
H. 32 Marion Street Potential Change Orders	Vote to affirmation of 7 Potential Change Orders totaling \$64,547.33 for the 32 Marion Street project, as detailed in the attached memos. These changes include additional paving at Foster Street Extension; relocation of water heaters; final MEP wiring adjustments; installation of a hard ceiling in the elevator machine room; framing of a shaft wall in "06" unit kitchens; wiring for automatic door openers in accessible units; and post-construction surveys of abutting properties and town roadways. All costs have been reviewed and approved by staff.
6. Potential Change Order #167 32 Marion	Vote to approve Potential Change Order #167 for 32 Marion Street in the amount of \$90,151.93 - the cost to provide labor and materials for additional wiring for condensate pumps within the mini-split units. Condensate drains bring excess moisture from the HVAC units to storm drains.
7. Potential Change Order #178 32 Marion	Vote to approve Potential Change Order #178 for 32 Marion Street in the amount of \$55,388.07 - the cost of labor and materials to install PVC and finishing (painting, caulking) along the north (Marion St.) and south canopy of the building along the garden level, totaling about 400 linear feet.
8. Policy Approval BHA Parking Policy	Vote to approve updated BHA Parking Policy.
9. Language Access Plan Self-Assessment	Vote to approve the updated Four-Factor Self-Assessment Analysis for inclusion in the Brookline Housing Authority's Language Access Plan.
10. Public Comment	No Votes
11. Other Business	
12. Upcoming Meetings	Tuesday, December 9, 2025, at 4:30 PM
13. Vote to Adjourn	