

## **Meeting Minutes**

**Project:** Egmont & Trustman Window and Hallway Renovation Project

**Date:** July 24<sup>th</sup> – 4PM

**Location:** Zoom Meeting

**Facilitator:** Akil Alexander, Project Manager – Brookline Housing Authority (BHA)

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### **1. Welcome and Introductions**

- **Akil Alexander (BHA)** opened the meeting and introduced the purpose: to inform residents about the upcoming window and hallway renovations at Egmont and Trustman developments.
- The agenda included:
  - Team introductions
  - Project scope and timeline
  - Resident access and requirements
  - Q&A session

#### **Attendees introduced themselves:**

- Akil Alexander – Project Manager, BHA
  - Chris Devoll – Director of Maintenance & Modernization, BHA
  - Sharon Cowan – Modernization Housing Consultant, BHA
  - Ben Stone – Executive Director, BHA
  - Lisa Brown – Assistant Executive Director, BHA
  - Lisa Sun – Project Designer, Next Phase Studios
  - Ethan Butler & Liam Weiss – Owner's Project Managers
  - David Famoetto & David Frankel – General Contractors, H.J. Russell
  - Mike White – Environmental Consultant, American Environmental
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### **2. Meeting Logistics**

- Several residents joined during the call.
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### **3. Project Overview**

Akil Alexander provided a summary of the planned renovations:

#### **Egmont:**

- Painting of hallways
- Hardware removal
- Window replacement
- Entry door replacement (front and rear)
- Work to begin around September

**Trustman:**

- Concrete patching and exterior repairs
  - New lighting
  - Window replacement
  - Entry door replacement
  - Work follows shortly after Egmont
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**4. Resident Impact and Requirements**

- **Access:** Contractors will need access to resident units. BHA staff will accompany them at all times.
  - **Notice:** Residents will receive at least 48 hours' notice, though more time will typically be provided.
  - **Temporary Relocation:** During hazardous material abatement (e.g., window removal), residents will temporarily relocate to a lounge space at the rear of 15 Egmont:
    - Wi-Fi, TV, and furniture provided
    - Bathrooms available
  - **Timeline:** Each impacted resident can expect to return to their unit by the end of the day.
  - **Communication:** Updates and notices will be provided regularly. Akil's contact number will be included for direct support.
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**5. Logistics & Safety Notes**

- **Window Work:** The most disruptive portion will involve hazmat abatement. Residents cannot remain in units during this phase.
  - **Hallway/Stairwell Storage:** All personal belongings must be removed from both front and rear stairwells.
  - **Furniture Movement:** BHA staff can assist with moving items near windows. Boxes may be provided for small items.
  - **Construction Duration:** Estimated to begin August 1 (pending permit), lasting approximately one year.
  - **Documentation:** The meeting was recorded and will be posted on the BHA website.
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**6. Funding & Support**

- Project is funded through the Town of Brookline and Massachusetts EOHLC.
  - Expected to result in improved apartment comfort (e.g., reduced drafts) and enhanced building common areas.
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## **7. Q&A and Resident Engagement**

- No immediate questions were raised by residents during the meeting.
  - Sharon Cowan and other team members reiterated that follow-up meetings and ongoing updates would be scheduled as the project progresses.
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## **8. Closing**

- Residents were encouraged to reach out to Chris Devoll or Akil Alexander with any questions.
- The meeting concluded with final remarks from the team and a reminder that the session recording would be made available online.