

Brookline Housing Authority
Regular Meeting Minutes
February 12, 2019
90 Longwood Avenue
4:30 PM

The meeting was called to order by Mr. Jacobs at 5:05 PM. Those present included Ms. Sullivan and Ms. Cohen.

Construction Report

BHA Director of Capital Improvements, Sharon Cowan, reported the following:

- The mechanical/electrical upgrades at various federal developments are substantially complete.
- The High Street Veterans Apartments exterior stairway repairs and courtyard upgrade project is expected to go out to bid in March.
- A CDBG funding application has been submitted and includes work to replace front doors and locks at BHA Veterans developments and the repair of a retaining wall at High Street Veterans Apartments.

Executive Director Report

Mr. Dober reported the following:

- Included in the Board package this month is a resident services quarterly report compiled by BHA ESOL Director, Danielle Mendola. The numbers of residents served is impressive. The next quarterly report will include statistics from the Brookline Center and Springwell.

Ms. Cohen said that the resident services report highlights a very impressive array of services for a housing authority the size of the BHA.

- The Board has been provided this evening with an updated memo related to agenda number nine: Amendment to Section 8 Administrative Plan for Relocation Vouchers. Some of the language in the original memo has been changed for clarity.
- Raymond Jarvis has been hired as a BHA Maintenance Laborer. Mr. Jarvis is a BHA resident who worked for the BHA last summer. He is a recent graduate of the Jeremiah Burke High School in Boston and is in the Army National Guard.

Mr. Jacobs said that the BHA developments are undergoing an extraordinary transition from public housing to Section 8 tax credit status, and as such, new staff positions and training will be needed. In the next 30-60 days, he would like to see a staffing plan and budget implications. Mr. Dober agreed with this goal.

Consent Agenda

On a motion from Ms. Sullivan and a second from Ms. Cohen, the consent agenda was unanimously approved and authorized the following: the minutes of the Regular Meeting held on January 8, 2019; acceptance of DHCD Capital Funds for FYs 2021 and 2022 in the total amount of \$813,544.50; Substantial Completion of the contract with Multitemp Mechanical Corporation for the mechanical and electrical upgrades at the federal properties; and a contract to Odyssey Advisors, Inc. in the amount of \$6,500.00 to provide supplemental calculations of the BHA's costs related to retirement benefits.

RAD Update

BHA Director of Redevelopment, Maria Maffei, reported the following:

- With the two votes on 61 Park Street today, all major procurement will have been completed.
- Madison Park Development Corporation approved their partnership arrangement as the initial Investment Member in 61 Park Street LLC.
- Two pre-construction meetings with Colantonio have taken place. They plan to do investigatory demolition work in one of the vacant units, and they are planning to meet with the BHA relocation consultant, HOU.
- HOU staff are now on site.
- Conversations are taking place with Comcast and RCN on low-cost internet service.
- Colantonio plans to begin working on an RFQ for sub bids.
- The 61 Park Street timeline includes: 100% construction documents and trade bids by late April; RAD commitment from HUD by mid-April; project closing and construction start by the end of June.
- 90 Longwood Avenue conceptual design drawings are in progress.
- Upcoming Board votes at this meeting will be needed to apply for Construction Manager at Risk (CMAR) status and to approve organizational documents.
- The BHA intends to undertake a portfolio review for the remaining developments in the BHA federal portfolio.

Construction Manager Contract

Ms. Maffei reported the following:

- There were nine responses to the BHA's RFQ. Three proposals were submitted.
- Proposals were reviewed, and all three firms were interviewed.
- The selection committee ranked Colantonio the highest. They have: CMAR experience; experience renovating occupied elderly developments; and a staffing plan that is superior to what was offered by the other two firms.
- The fee proposal submitted by the second highest ranked firm was lower than Colantonio's. However, their pay rate for their project superintendent was low; their staffing levels were low; and their estimated construction period was ambitious.
- Colantonio offered to discount their rates for staffing. Their fees estimate a 16-month construction period (\$95,000.00 per month). If they finish early, the BHA will retain the savings.
- The Construction Manager fee will be amended once the Guaranteed Maximum Price is determined.
- The BHA has issued a notice to proceed.

BHA resident, Shifra Freewoman, asked if project workers will be paid adequately. Ms. Maffei explained that workers are required to be paid prevailing wages.

Ms. Cohen suggested that since work with Colantonio has already commenced, some additional language to recognize this fact should be added to the board vote.

On a motion from Ms. Cohen and a second from Ms. Sullivan, the award of the Construction Manager contract for the renovation of 61 Park Street to Colantonio, Inc. pursuant to MGL Ch. 149A, with the amounts for pre-construction and construction period fees and general conditions as described in the attached memo from Maria Maffei and confirming and incorporating all actions undertaken to date by Colantonio, was unanimously approved.

Compliance and Training Contract

Ms. Maffei reported the following:

- Three proposals were submitted in response to the BHA's solicitation of Section 42 and RAD compliance and training services.
- All applicants were interviewed, evaluated, and ranked by the selection committee.
- Beacon Residential Management was ranked the highest. They clearly understood the scope of work and addressed the needs of the BHA; they are locally based and have a local training facility; they have a strong compliance division and very selectively take on new contracts for this type of work.
- Beacon's fee proposal was less than half of Nan McKay's proposal (the next highest ranked proposal). About 20% of Nan McKay's fee proposal was attributable to high travel costs, as they are not locally based.

On a motion from Ms. Sullivan and a second from Ms. Cohen, a contract to Beacon Residential Management to provide Sec. 42 and RAD compliance and training services to the BHA in relation to the redevelopment of 61 Park Street and 90 Longwood Avenue, for the amounts described in the attached memo from Maria Maffei, for an initial three-year term, renewable by the BHA for two additional one-year terms, was unanimously approved.

Section 8 Administrative Plan Amendment

BHA Director of Subsidized Housing and Applications, Carlos Hernandez, reported the following:

- The BHA approved last month a revised Administrative Plan for the Housing Choice Voucher program.
- An amendment is being sought that will allow for the offer of a limited number of Section 8 vouchers to BHA residents if needed to create the numbers of vacant units necessary to proceed efficiently with the RAD redevelopment projects going forward.
- There are currently nine vacant units at 61 Park Street. Twelve vacant units are needed to allow residents to be temporarily relocated while construction is taking place in their units.

On a motion from Ms. Cohen and a second from Ms. Sullivan, an amendment to the BHA's Section 8 Administrative Plan to establish a Relocation Preference allowing the BHA to offer mobile vouchers to public housing residents in order to facilitate building renovations, was unanimously approved.

Initial Ownership Structure for 90 Longwood Redevelopment

Ms. Maffei reported the following:

- The Board is being asked to approve the initial ownership structure for the redevelopment of 90 Longwood Avenue; this structure will be in place for the pre-development period.
- The stand-alone for-profit ownership entity, 90 Longwood LLC, will allow the receipt of tax credits; create finances separate from the BHA; and avoid liability for BHA officers and directors.
- The BHA will grant a long-term ground lease to 90 Longwood LLC.

- The BHA will be the sole Initial Member of 90 Longwood Manager LLC, with a minority member added once construction begins.
- Following the 15-year tax credit delivery period, the Investor Member will withdraw, and ownership will revert to the BHA.

Ms. Freewoman asked if someone other than the BHA would run the BHA redeveloped properties. Ms. Maffei said that although a new entity needs to be created to qualify for the financing needed for redevelopment, the BHA will have control of the properties.

On a motion from Ms. Sullivan and a second from Ms. Cohen, the attached Resolutions prepared by the BHA's law firm Nolan Sheehan Patten LLP to establish 90 Longwood LLC and 90 Longwood Manager LLC, their Managers, and their Authorized Signatories, as specified in the attached Operating Agreements and Certificates of Organization and as further described in the attached memo dated February 8, 2019 from Marie Maffei, was unanimously approved.

Construction Manager at Risk

Ms. Maffei said that the BHA needs to apply for use of the MGL Ch. 149A Construction Manager at Risk method of procurement for the 90 Longwood Avenue redevelopment project. This procurement method creates efficiencies through the collaboration of the Construction Manager, the Owner's Project Manager, and the architect.

On a motion from Ms. Cohen and a second from Ms. Sullivan, authorization for the BHA to utilize the MGL Ch. 149A Construction Manager at Risk method of procuring the construction manager and subcontractors for the renovation of 90 Longwood Avenue and to approve the attached Resolutions prepared by the BHA's law firm, Nolan Sheehan Patten LLP, as further described in the memo from Maria Maffei dated February 9, 2019, was unanimously approved.

Rent Increases for The Village at Brookline

Mr. Hernandez reported the following:

- On an annual basis, Section 8 participant owners can ask for a rent increase for Enhanced Voucher units (EVs).
- There are currently 230 vouchers administered by the BHA at The Village at Brookline, 130 of which are EVs.
- Winn Management commissioned and submitted a rent comparability survey as did the BHA for the EVs.
- The proposed rent increases utilize the lower of the survey figures for each of the bedroom sizes.

On a motion from Ms. Cohen and a second from Ms. Sullivan, 2018 rents for the Section 8 Enhanced Voucher units at The Village at Brookline at the levels recommended in the attached memo from Carlos Hernandez dated February 9, 2019, were unanimously approved.

86 Dummer Street Budget Review

Ms. Maffei reported the following:

- The 2018 budget projected expenses of \$460,000 and a cash flow of \$62,000. Factoring out fixed financial expenses, the 2018 budget projections were 3.7% higher than the 2017 budget.
- Actual expenses were 17% higher, or \$40,000 higher than projected.
- Expenses that came in higher than anticipated include: legal, trash removal, utilities, and fire alarm maintenance. Salaries were lower because of a staffing change.
- The vacancy rate was higher than expected due to one extended special use unit vacancy. This vacancy was prolonged because of the inexperience of new staff and inadequate supervision.
- The negotiated 2019 budget has been carefully and conservatively constructed.
- Peabody Properties has been instructed to implement small rent increases; the lesser of 2% or \$25 per month for non-Section 8 Tax Credit rents. There will also be a rent increase for Section 8 project-based units.
- The performance of Peabody Properties has been below BHA standards in some regards. The BHA is requesting greater supervision of their site property manager and more timely responses to BHA concerns. Their contract can be terminated with a 60-day notice.

Mr. Dober said that Peabody Properties' performance during rent up was very strong.

Ms. Cohen asked how staff will monitor Peabody Properties performance going forward. Ms. Maffei said that the BHA will closely monitor the budget.

Other Business

Ms. Freewoman asked about the relationship of the BHA Board to residents. She knows that staff work hard but work orders sometimes takes longer than desired to get done. She would like to see more community engagement, although she is encouraged by the work that Springwell is doing. She questioned whether non-toxic materials were consistently being used by the Maintenance Department. She is also concerned about the plight of homeless people in Brookline.

Mr. Jacobs said that the BHA Board of Commissioners is a policy board, dealing with big picture issues. BHA staff, rather than the Board, deals with day to day issues. Most of the measures the Board voted on tonight are part of an effort to bring in money to redevelop BHA buildings so that many of the issues Ms. Freewoman has raised can be addressed.

Mr. Dober said that the BHA's public housing and Section 8 programs have a high preference for Brookline residents who are homeless. He agrees with her regarding the importance of community engagement and noted that Jewish Family and Children's Services is also offering community engagement activities for residents. He said that it is the BHA's policy to order green materials whenever possible and would double check with the Maintenance Department.

BHA resident, Ann Stitt, said that a group of residents at Morse Apartments has organized two "Meetings of Minds and Hearts" to encourage community tolerance and good behavior. She has noted some progress in the building.

The Board confirmed that the next meeting will be held at Morse Apartments at 4:30 PM on March 12, 2019.

On a motion from Ms. Sullivan and a second from Ms. Cohen, it was unanimously agreed to adjourn the meeting at 6:30 PM.

**A TRUE COPY
ATTEST**

A handwritten signature in black ink that reads "Patrick L. Dober". The signature is written in a cursive style with a large initial 'P' and a distinct 'L'.

**Patrick Dober
Executive Director**