

Brookline Housing Authority  
Regular Meeting Minutes  
February 25, 2020  
90 Longwood Avenue  
4:30 PM

The meeting was called to order by Mr. Jacobs at 4:30 PM. Those present included Ms. Dugan, Ms. Katz, Ms. Sullivan, and Ms. Cohen.

Executive Director Report

Mr. Dober reported the following:

- Ana De La Puente, new BHA Property Manager for Trustman, Col. Floyd, and Kickham Apartments was introduced to the Board.
- BHA Director of Subsidized Housing and Applications, Carlos Hernandez, has agreed to serve as an interim BHA staff representative to the Steps To Success Board.
- BHA consultant, Garrett Anderson, has agreed to become a member of the BHA staff on a more full-time basis and is expected to eventually serve as the BHA's Owners Project Manager (OPM) during the Morse RAD construction work.
- The balcony repair capital improvement project at the Walnut Street Apartments is anticipated to start in early May.
- The BHA is optimistic about its proposal for fiscal year 2021 CDBG funding. The request is for approximately \$700,000, which is more than is likely to be available in total. Work items include High Street Veterans Apartments bathroom exhaust fans and front entrance door and lock replacement at Trustman Apartments.
- Next month's Board meeting will include a review of proposed operating budgets, with a separate budget for 61 Park, and a first ever asset management report relating to 86 Dummer and 61 Park.

Consent Agenda

Mr. Jacobs asked if the BHA commissions a capital needs study relevant to the federal capital plan. Mr. Dober said that approximately every five years the BHA hires a consultant to perform a professional capital needs study. Likewise, DHCD sponsors a capital needs firm to assess the needs of state-funded public housing about every five years.

Mr. Jacobs asked about the large difference in pricing from the two firms who bid for the sprinkler system maintenance and repair service contract. Mr. Dober said that firms sometimes propose high numbers hoping for a weak bidding response. The low bidder, Encore Fire Protection, is confident about the bid price they submitted. This firm also contracts with the Town of Brookline.

Ms. Dugan said that she planned to abstain from the consent agenda vote because she did not attend the January BHA Board meetings and could not attest to the meeting minutes.

**On a motion from Ms. Sullivan and a second from Ms. Cohen, the consent agenda was unanimously approved (with Ms. Dugan abstaining) and authorized the following: the minutes of the BHA Board meetings on January 23, 2020 and January 14, 2020; the BHA's 2020 – 2024 Capital Plan for federal public housing; Substantial Completion of the contract with Levangie Electric Co. for the fire alarm upgrade project at 50 Pleasant Street; Substantial Completion of the contract with Nationwide**

**Construction, Inc. for stairs repairs at 1057 Beacon Street; a contract for architect-engineering services to MacRitchie Engineering Incorporated for the steam trap replacement project at 22 High Street, in the amount of \$8,200; a contract to Encore Fire Protection to provide sprinkler system maintenance and repair service in the amount of \$6,844 per year, for an initial three year term with two one year extensions; a contract to FM Generator, Inc. to provide emergency generator maintenance and repair service in the amount of \$7,750 per year, for an initial three year term with two one year extensions; and a contract to Aetna Fire Alarm Services Company, Inc. to provide fire alarm maintenance and repair service in the amount of \$33,760 per year for an initial three year term with two one year extensions.**

#### Resident Services Report

ESOL Director, Danielle Mendola, reported the following:

- The quarterly consolidated social service report is a management tool that measures statistics and trends within the BHA's social service delivery collaborations.
- The BHA recently received a grant of \$60,000 from the Brookline Community Foundation, one of their largest annual operating grants to a single organization.
- Brookline Center for Community Mental Health's Healthy Lives program is having a positive impact for several at risk BHA resident households.
- Tax preparation services at family developments are ongoing and well attended.
- Comprehensive on-site senior services and activities are ongoing at BHA senior developments.
- The Brookline Food Pantry is set to open a new food pantry at High Street Veterans Apartments in March.
- Next Steps completed a series of computer classes in the fall.
- Over 60 students are enrolled in on-site English classes.

Mr. Dober praised Ms. Mendola for the leadership role she has taken with respect to BHA resident services.

#### Egmont Street Veterans Apartments Change Order

Mr. Dober said that this change order relates to unforeseen conditions.

**On a motion from Ms. Dugan and a second from Ms. Cohen, Change Order #1 to the contract with Thomas E. Snowden, Inc. for installation of bathroom fans at Egmont Street Veterans Apartments in the amount of \$151,472, increasing the contract amount to \$455,472 and extending the substantial completion date by 60 days to August 11, 2020, was unanimously approved.**

#### Redevelopment Update

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

61 Park Street

- An impressive team effort resulted in year-end financial statements and tax returns being delivered on time to investors.
- Phase one of apartment reconstruction is complete (the first 12 units). Phase two is near completion.
- A accelerated construction schedule will begin in March, increasing the number of units being worked on simultaneously by the contractor.
- Ground floor renovations are well underway. The community room will be off limits for one week beginning March 9<sup>th</sup>.

- Staff is preparing to rapidly fill the vacant units currently being utilized to temporarily house residents during construction, once these units are renovated.

#### 90 Longwood Avenue

- The BHA's financing plan was submitted to HUD in January.
- The BHA is awaiting word from HUD regarding the restructuring commitment.
- The RFQ process for construction subcontractors is nearly complete.
- Plans are progressing for the 90 Longwood Avenue central office/community space renovations and the relocation of staff to temporary offices within the building.
- The BHA intends to engage Garrett Anderson as OPM. Mr. Anderson is extremely skilled and has a deep background in public housing. Employing Mr. Anderson as a member of the BHA staff will be a benefit to him and will result in cost savings to the BHA (versus entering a contract with a professional OPM firm).

Ms. Cohen said that she has worked with Mr. Anderson at the Cambridge Housing Authority and is confident that he will be an asset to the BHA as an OPM and in other valuable roles.

Ms. Dugan asked about feedback from residents at 61 Park who have moved back into their apartments. Ms. Maffei said that comments have been mostly favorable. After some adjustment, residents are getting used to their new HVAC systems. A common resident concern was the small size of the kitchen sinks; as a result, plans are in place to incorporate new larger sinks in all apartments.

Ms. Maffei continued her report with respect to Col. Floyd Apartments:

- The BHA has begun preliminary analysis of redevelopment options for Col. Floyd Apartments. This was prompted by negotiations between the Town of Brookline and the senior living developer, Welltower, regarding Welltower's plans for the former Newbury College campus.
- There is the potential that a \$6.5 million infusion of funds from the Welltower development into the Town's Housing Trust Fund could be made available to the BHA for redevelopment purposes at Col. Floyd Apartments.
- Col. Floyd Apartments was built 60 years ago and by today's standards, its design as senior housing is obsolete. The site is low density and could support a significant number of additional low-income housing units.

Mr. Jacobs said that the Welltower first option is the construction of 18 one-bedroom affordable ownership units as part of their development plans for the old Newbury College campus. This option would need to be approved by a two-thirds majority at Town Meeting. If this option is not approved, the second option would result in \$6.5 million going to the BHA for redevelopment purposes.

BHA resident, Ken Drummond, said that there are concerns among Col. Floyd residents regarding the BHA's plans for redevelopment of the property. Ms. Maffei said that the BHA plans to hold meetings at its federal developments to discuss redevelopment plans, as required by HUD. The meeting at Col. Floyd Apartments is scheduled for March 13, 2020.

Ms. Cohen said that she has interest in learning how the Town came up with the \$6.5 million valuation.

Mr. Jacobs said that under the Town's Inclusionary Zoning ordinance formula, the developer must construct 18 affordable units or negotiate with the Town for an equivalent financial contribution to the Housing Trust Fund. The Town hired an appraiser to come up with this figure.

Mr. Dober said that the Town has detailed materials on this subject available. He believes that newly mobilized affordable housing groups may support the BHA option.

61 Park Change Orders #4, #3, and #2

Ms. Maffei said that two change orders need BHA Board affirmation, and one change order needs BHA Board approval as it is over the agreed upon affirmation limit. The total of the change orders is approximately \$400,000 which is covered under the owner's construction contingency. When these change orders are factored in, it would leave approximately \$900,000 in contingency funds going forward.

**On a motion from Ms. Cohen and a second from Ms. Katz, Change Order #4 to the construction contract with Colantonio, Inc., in the amount of \$48,151.11, increasing the total contract amount to \$16,640,762.52 was unanimously affirmed.**

**On a motion from Ms. Sullivan and a second from Ms. Katz, Change Order #3 to the construction contract with Colantonio, Inc., in the amount of \$366,077.13, increasing the total contract amount to \$16,592,611.41 was unanimously approved.**

**On a motion from Ms. Dugan and a second from Ms. Sullivan, Change Order #2 to the construction contract with Colantonio, Inc., in the amount of \$21,822.28, increasing the total contract amount to \$16,226,534.28 was unanimously affirmed.**

Contract Amendment

Ms. Maffei said that the BHA entered a contract with HOU in November of 2018 for resident relocation services at 61 Park Street. The contract has two parts: the first part for services and the second part to cover actual costs of moving residents' belongings. This amendment would cover costs related to an extended period of time for which services will be necessary.

**On a motion from Ms. Cohen and a second from Ms. Katz, an amendment to the resident relocation contract for 61 Park and 90 Longwood with HOU, Inc., to increase the contract amount by \$133,793, which increases the total contract to \$615,436, was unanimously approved.**

Contract Award

Ms. Maffei said that staff would like to enter a contract with a consulting architect firm for a preliminary study related to redevelopment options for Col. Floyd Apartments. This study would support the BHA's position for use of Inclusionary Zoning funds related to the Welltower development project.

**On a motion from Ms. Dugan and a second from Ms. Katz, a short-term contract to prepare schematic drawings for the possible redevelopment of Col. Floyd Apartments, to the firm Davis Square Architects, in the amount of \$8,000, was unanimously approved.**

Contract Award

Mr. Dober said that the Board of Commissioners is seeking to hire a consultant to support their search for a new Executive Director. This specialized service would include outreach; identification and

screening of candidates; interview scheduling; and background checks. Egmont Associates specializes in this type of search and comes highly recommended.

Ms. Katz said that a few years ago, Egmont Associates assisted Steps To Success in their search for an Executive Director. She has nothing but good things to say about them.

**On a motion from Ms. Katz and a second from Ms. Sullivan, a contract for executive search services to Egmont Associates, to support the Board of Commissioners and coordinate the process of identifying, assessing, and hiring candidate(s) to be the Executive Director (ED) of the Brookline Housing Authority, with a fee equal to 30% of the new ED's first-year compensation and such fee will not be less than \$49,500, was unanimously approved.**

Other Business

The Board confirmed that the next meeting will be held at Morse Apartments at 4:30 PM on March 17, 2020.

**On a motion from Ms. Sullivan and a second from Ms. Cohen, it was unanimously agreed to adjourn the meeting at 5:35 PM.**

**A TRUE COPY  
ATTEST**



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**Patrick Dober  
Executive Director**