

Brookline Housing Authority  
Meeting Minutes  
July 14, 2020  
By Teleconference  
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:

- The Gateway East project is progressing quickly, with construction noise a nuisance for residents of Walnut Street Apartments. Residents will benefit once the work is completed from enhanced pedestrian and vehicle safety. Ms. Dugan who resides at Walnut Street Apartments said that she is pleased with the construction progress and is looking forward to its completion.
- Concern was expressed by a resident at the last BHA Board meeting regarding her lack of access during the pandemic to the resident computers located in her building's community room. She was provided with a Chromebook and instruction for its use by BHA staff.
- The Boston Globe published an article about the Boston Housing Authority's decision to extend the state rent eviction moratorium until the end of the calendar year.

Ms. Cohen said that the Cambridge Housing Authority came to the conclusion that prolonging the moratorium would allow many rent balances to build to a critical point and would have a negative impact on these residents in the long run. Their efforts will be focused on interim rent adjustments for residents who have lost income, follow-ups with those getting further behind in their rent, and referrals to agencies offering rent payment support.

Mr. Dober said that the BHA has strong eviction prevention processes in place, working closely with social service partners.

Mr. Dober continued his report:

- He and incoming Executive Director, Michael Alperin, have been meeting regularly.
- An Executive Director transition celebration is planned for September 25, 2020.
- Congratulations to Danielle Mendola, Lisa Brown, and Connor Clark on their new job titles reflecting expanded roles and responsibilities.
- The process of approving \$6.5 million in Town funding for the redevelopment of Col. Floyd Apartments has generated greater awareness by Town Meeting Members of the BHA as a resource to the community.
- Overall, the BHA is heading in a positive direction. The BHA is a small/medium sized organization doing the job of a large organization. The combined efforts of the Board and staff and the support of the community leads to success. Mr. Dober thanked each Board Member for their unique contributions to these efforts.

### Construction Report

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

- DHCD awarded the BHA \$136,000 in emergency remediation funding for the rodent mitigation project at the Trustman/Dummer Street site. 86 Dummer Street will contribute an additional \$97,000 to the costs. The process of procuring an architect/engineer has begun.
- The Town has awarded the BHA \$358,000 in CDBG funding which will go towards new boilers at High Street Veterans Apartments and replacement of entrance doors at Trustman Apartments.

### Consent Agenda

**On a motion from Ms. Dugan and a second from Ms. Cohen, the consent agenda was unanimously approved and authorized the following: the minutes of the Board meetings held on June 9, 2020 and on June 18, 2020; an amendment to BHA's Contract for Financial Assistance (CFA) with DHCD in the combined amount of \$486,698; Substantial Completion of the contract with Araujo Brothers Plumbing & Heating, Inc. for the underground water pipe replacement project at Col. Floyd Apartments; Substantial Completion of the contract with Unicon, Inc. for the renovation of BHA offices at 190 Harvard Street; a fee increase to the architecture contract with Garofalo Design Associates (GDA) in the amount of \$2,660 for the exterior doors and locks project at the High Street Veterans and Egmont Street Veterans properties, increasing the total contract amount to \$34,430; a contract to S.I. Services Inc. for the installation of gutters, downspouts, and snow guards at the family wheelchair units at High Street Veterans and Egmont Street Veterans Apartments in the amount of \$26,600; and a contract to South Shore Generator Service Inc. to supply and install a new emergency generator for the 22 High Street building, in the amount of \$36,765.**

### Resident Services Report

BHA Director of Resident Services, Danielle Mendola, reported the following:

- The BHA has made great efforts to expand and enhance services during the pandemic.
- Resident communications have been critical. A Summer Resources Guide was distributed to resident through email, text, and print. A raffle is being conducted to encourage residents to sign up to receive BHA email messages and text messages.
- The Tech Goes Home program begins a new round of classes next week. The classes will be virtual for the first time, and Chromebooks will be distributed at the program's start.
- Public Schools of Brookline began summer meals programs for students at the BHA's three family developments.
- A group of seven partner organizations are meeting regularly with BHA staff to coordinate services.
- Ms. Mendola thanked Mr. Dober for building resources and relationships that will continue to serves BHA residents for years to come.

### Affordable Housing Legislation

Mr. Dober said that the Board is being asked to consider supporting legislation that Governor Baker is championing to promote affordable housing. The legislation would adjust the percentage of votes needed to approve local zoning changes at Town Meeting from two-thirds to a simple majority. **On a motion from Ms. Sullivan and a second from Ms. Katz, an endorsement of state Bill H.4263 – An Act to Promote Housing Choices, was unanimously approved.**

### Shared Streets Proposal

Mr. Dober said that the Board is being asked by Town Meeting Member and Transportation Board Member Linda Olson Pehlke to support the concept of repurposing a portion of Pleasant Street for recreation and bicycling. The change would affect Egmont Street Veterans Apartments and Sussman House, both located off of Pleasant Street. Board Members had questions regarding details of the proposal, such as its effect on traffic to and from the developments and the ability to park a vehicle to drop something or someone off at the developments. The Board decided to defer the vote until next month in order to get feedback from Ms. Olson Pehlke.

### Federal Public Housing Waivers

BHA Assistant Executive Director, Matthew Baronas, recommended that the Board approve the following COVID-19 regulatory waivers for federal public housing allowed under the Coronavirus Aid, Relief and Economic Security Act (CARES):

- The ability to delay annual reexaminations of income and household composition until December 31, 2020.
- The suspension of Community Service and Self-Sufficiency requirements for non-exempt public housing residents until their next annual reexamination.
- The extension of the deadline to submit an audited financial statement until June 30, 2020.
- The ability to submit HUD 50058 (rent reexamination form) for annual reexaminations 30 days later than required, expiring on December 31, 2020.

**On a motion from Ms. Sullivan and a second from Ms. Katz, waivers pursuant to the federal CARES Act in response to the COVID-19 national emergency as described in the attached memo from Matthew Baronas, were unanimously approved.**

### Change in Managers for BHA LLCs

Mr. Dober said that the Board needs to authorize Michael Alperin as one of the three Managers (including the BHA Board Chair, Treasurer, and Executive Director) of the LLC that is the ownership entity for 86 Dummer Street LLC, 61 Park LLC, and 90 Longwood LLC. Mr. Dober plans to sign closing documents for 90 Longwood LLC prior to Mr. Alperin becoming the BHA Executive Director.

Ms. Cohen asked if this would be a problem if the closing of 90 Longwood LLC is delayed until August. Mr. Dober said that in concept, his signatures would be held in escrow until closing. Ms. Cohen said that if Nolan Sheehan Patton is recommending this, she is fine with the concept. She recommended that the Board vote to change Managers now, and that the Board could vote again on the matter if a different authorized signatory becomes necessary. **On a motion from Ms. Cohen and a second from Ms. Sullivan, the appointment of incoming Executive Director Michael Alperin to replace Patrick Dober in the roles of Manager and Authorized Signatory for 86 Dummer Manager LLC, 61 Park Manager LLC, 90 Longwood Manager LLC, and BHA Holding Company LLC, as further described in the Resolutions prepared by the BHA's law firm Nolan Sheehan Patten LLP, was unanimously approved.**

### Redevelopment Report

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

61 Park Street

- The estimate for the increase in costs related to the pandemic is now \$1.2 million. Contingency funds should cover about three quarters of this cost, and the LEAN Program grant award should cover the rest.

- Construction is proceeding well. A new approach will allow for an accelerated construction schedule.

#### 90 Longwood Avenue

- COVID-19 related delays in Santander Bank’s review of the closing documents could delay the closing until August.
- The contractor is prepared to start construction on August 3, 2020.
- Construction will begin on the ground floor. BHA central office temporary relocation is underway.
- The resident relocation plan is in place, with a projected start in mid-August.

#### Col. Floyd Apartments

- With the Town approving \$6.5 million in funding, an RFP for architectural services will be issued tomorrow.
- A preliminary zoning appeal has been filed.
- Staff is hopeful this project will be included in the 2022 funding round.

#### Change Order

Ms. Maffei said that this change order is required to cover the cost of sales tax on the portion of construction materials that could not be purchased tax-exempt prior to admission of the investor limited partner in January of 2020. \$150,000 was saved by buying as much materials as possible prior to this date, but \$122,000 in sales taxes have been accumulated since. **On a motion from Ms. Sullivan and a second from Ms. Cohen, Change Order #7 to the construction contract with Colantonio Inc. for the renovation of 61 Park Street, in the amount of \$122,554.16, increasing the Contract Sum to \$16,854,132.01, was unanimously approved.**

Michael Alperin said that standard guaranteed maximum price contracts incorporate taxes into the price. Ms. Maffei said that a mutually agreed upon strategy had been worked out with the Construction Manager, Colantonio, to purchase as much building materials as possible prior to the admission of the investor. This method was proposed as a way to save money on the deal. There was no expectation that the construction manager would assume any sales tax costs.

Mr. Dober said that this is a valid issue. He recommended checking with counsel, and clarifying the matter in future contracts.

Ms. Cohen shared Mr. Alperin’s concerns and felt that the BHA should examine the language of the construction contract as it pertains to sales taxes. The BHA could rescind the current vote and adopt something different at a subsequent meeting if necessary.

#### Other Business

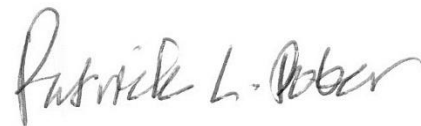
Mr. Jacobs said that he wanted to recognize Mr. Dober for his many contributions to the BHA over the last nine years. Significant accomplishments include 86 Dummer Street and the two RAD projects. More significant though, is the internal transformation he fostered within the BHA, including: the organizational changes and new senior staff positions created to adapt to new demands; and the expansion of services to BHA residents. Externally, the BHA is looked upon as a valued resource as never before. Mr. Dober leaves a great legacy, he was a great leader, and he will be missed terribly.

Mr. Dober said it has been a joy to hold the management leadership position at the BHA. He thanked the Board, the staff, and the community for their support.

The Board confirmed that the next two meetings will be held by teleconference on August 11, 2020 at 4:30 PM, and on September 15, 2020 at 4:30 PM.

**On a motion from Ms. Sullivan and a second from Ms. Katz, it was unanimously agreed to adjourn the meeting at 6:05 PM.**

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ATTEST**



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**Patrick Dober  
Executive Director**