

Brookline Housing Authority  
Regular Meeting Minutes  
December 11, 2018  
90 Longwood Avenue  
5:00 PM

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

Board Report

Ms. Dugan said that she attended the annual holiday dinner that the Kickham family hosted for residents of Kickham Apartments and Col. Floyd Apartments on December 1, 2018. It was a wonderful event. BHA Property Manager, Sheila O’Flaherty, did an outstanding helping to coordinate.

Brookline Police Department

Ms. Sullivan welcomed Brookline Police Department Chief Albert Lipson. Chief Lipson said that it is an honor to succeed Chief Daniel O’Leary, and that he is looking forward to continuing Chief O’Leary’s legacy and the strong partnership between the Brookline Police Department and the BHA.

Ms. Dugan asked why there is no categorization of domestic violence crimes in the BHA crime statistics provided by the Brookline Police Department. Chief Lipson said that the crime statistics reflect federal reporting categories. Town-wide, there have been 76 domestic assault investigations in 2018. He will work to include domestic violence statistics in future crime reports to the BHA.

Mr. Dober noted that historically, crime within BHA developments has been at or below Town-wide averages.

BHA resident, Kenneth Drummond, said that residents of BHA’s elderly/disabled developments appreciate the visibility of the Walk and Talk Program officers.

Executive Director Report

Mr. Dober reported the following:

- Mr. Dober and BHA Director of Maintenance, David Perry, are interviewing candidates to fill two “Lead Mechanic” positions. Response to the job advertisement has been somewhat limited, most likely due to the strong job market.
- In response to an issue raised by Ms. Dugan at the last meeting, repairs have been made to the exterior concrete decks at the rear of the elderly/disabled buildings on Walnut Street. The comprehensive repair/replacement of these decks is on the federal capital plan schedule.
- Elevator certifications have been updated at 50 Pleasant Street. Although the old certifications had expired, the elevators had in fact passed inspection.
- Two months into the Springwell service expansion at Walnut Street and Trustman Apartments and after outreach efforts and meet and greet events, growth in resident participation has been reported. Springwell staff phone numbers will be made available to residents for unscheduled hours contact.

Section 8 and Applications Update

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

- BHA consultant, Edgemere, is completing a draft Section 8 Program administrative plan. Two special chapters will focus on the RAD program.
- After a significant effort and with assistance from BHA Management Department staff, the BHA is now in compliance with the state's centralized waiting list.

Mr. Dober asked Ms. Cohen how the Cambridge Housing Authority (CHA) dealt with the waiting list issue with respect to the RAD program. Ms. Cohen said that (CHA) utilized their public housing waiting lists, making references in their Section 8 Administrative Plan to address the differences between RAD and public housing.

Ms. Katz asked about the declining numbers in the Section 8 Program utilization report. Mr. Hernandez said that he intends to change this report to be funding-based versus voucher-based because although the numbers of vouchers have declined, well over 99% of the HUD funds are utilized.

#### RAD Program Update

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

- In addition to the effort at O'Shea House, things are moving forward on the Morse Apartments RAD conversion. The design team is engaged in assessing the conditions at Morse Apartments and is consulting with key BHA staff. A November 30, 2018 design team meeting with residents of Morse Apartments attracted 25 resident participants.
- The BHA is now banking vacant units at Morse Apartments in anticipation of their need during RAD construction.
- There are eight current vacant units being held for the O'Shea House construction period.
- The BHA has engaged its relocation services consultant, Housing Opportunities Unlimited. An introductory meeting is planned for O'Shea House residents later this week.
- The BHA is wrapping up the first stage of the O'Shea House Construction Manager selection process. There were nine responses to the RFQ. An RFP will be sent to the top three candidates, with interviews planned for mid-January. The top three firms are well qualified and include the Construction Manager for 86 Dummer Street.
- The BHA is looking into options for no-cost or low-cost resident internet access as part of the RAD upgrades.
- Baker Wohl will update the Board next month on progress with the O'Shea design.
- An RFP will soon be issued for a tax-credit compliance and training consultant.
- Mass Housing voted to approve OAS status for O'Shea House.

#### Consent Agenda

**On a motion from Ms. Cohen and a second from Ms. Katz, the consent agenda was unanimously approved and authorized the following: the minutes of the regular meeting held on November 13, 2018; and the submission to DHCD of the annual Capital Improvement Plan for State Public Housing.**

#### Steps To Success

Ms. Katz said that she has been involved with Steps To Success (STS) for 10 years. She hopes that tonight the BHA Board will vote to support the unique partnership between STS, the Public Schools of Brookline (PSB), and the BHA. Ms. Katz introduced STS Executive Director, Shoma Haque and PSB Senior Director of Programs, Meg Maccini.

Ms. Maccini reported the following:

- STS was created to enhance opportunities for low-income students.
- Before STS, the BHA student graduation rate was 60% with a college matriculation rate of 50%.
- In 1995, Janet Selcer formed the Brookline School Community Partnership based at the Lincoln School.
- STS was formed in 2001.
- In 2016, STS became a 501c3 non-profit organization.
- The strength of STS is in the combined vision of the BHA, PSB, and STS.
- STS prioritizes participants in the following order: BHA students; Section 8 students from Brookline; other Brookline low-income students; and METCO students attending PSB.

Ms. Haque said that other important STS partners include Brookline Community Mental Health Center, Brookline Recreation Department, and the Brookline Teen Center. The goal is wrap-around services to promote economic self-sufficiency.

Ms. Cohen asked if there is data on the percentage of STS students entering college. Ms. Haque said that the current high school graduation rate of STS students is 95%, and 86% of STS students go on to college.

Mr. Dober said that several of those in attendance tonight represent the core STS partnership:

- Ms. Katz has been the heart and soul of STS, especially during the difficult period of transition to non-profit status.
- Ms. Maccini has recently landed the first collaborative STS grant.
- Ms. Haque has brought professionalism to STS.
- BHA Executive Assistant and Director of Family Learning Centers, Lisa Brown, has enhanced the linkages within the STS partnership.

Ms. Katz said that Mr. Dober has been constantly proactive in guiding STS.

Mr. Dober said that he intends to remain on the STS Board, but he will be relinquishing his role as Treasurer.

**On a motion from Ms. Katz and a second from Ms. Cohen, a vote to affirm the Brookline Housing Authority’s continued participation in the Steps To Success Partnership as described in the attached presentation and to endorse the Partnership’s 2018 updated mission to “...provide comprehensive, integrated services and supports to achieve educational equality for families and students who are low-income in the Public Schools of Brookline.” was unanimously approved.**

#### Mid-Year Budget Review

Mr. Dober reported the following:

- At the mid-way point in the fiscal year, the BHA is on target to break even or to run a small surplus.
- The federal operating subsidy has been higher than projected.
- Federal rental income is down due to vacancies being held in anticipation of RAD construction.
- Maintenance Department contract and supply expenses have been below budget. This reflects efforts to reprocure and economize.

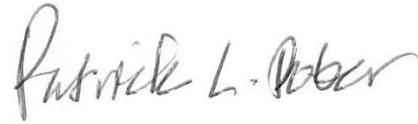
- The developer fee from 86 Dummer Street, an assumed contribution to the operating budget this fiscal year, won't be collected until after this fiscal year. Therefore, some BHA expenses will accrue into the new fiscal year.
- Cash flow from 86 Dummer Street is on target.

Other Business

The Board confirmed that the next meeting will be held at Morse Apartments on a date to be determined.

**On a motion from Ms. Dugan and a second from Ms. Katz, it was unanimously agreed to adjourn the meeting at 6:10 PM.**

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ATTEST**



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**Patrick Dober  
Executive Director**