

Brookline Housing Authority
Regular Meeting Minutes
November 13, 2018
50 Pleasant Street
4:30 PM

The meeting was called to order by Mr. Jacobs at 4:35 PM. Those present included Ms. Dugan, Ms. Katz, and Ms. Cohen.

Executive Director Report

Mr. Dober reported the following:

- Mr. Jacobs and Mr. Dober met with newly elected State Representative Nikka Elugardo and gave her a tour of BHA developments. They were impressed by her thoughtfulness, understanding of BHA issues, and her expression of support of public housing.
- The temporary mini-library at Sussman House will be ending operations at the end of November. The renovations at the Coolidge Corner Branch Library are being completed ahead of schedule. Sussman House residents deserve thanks for graciously sharing their community room for this important service.
- BHA staff are busy planning the annual Thanksgiving Day dinner for residents at Sussman House, O'Shea House, and Morse Apartments.
- BHA staff rallied together this past month around two urgent matters: the opening of a state centralized public housing waiting list which required more person hours than the Applications Department staff could provide; and the restoration of power and repair of damaged electrical components at 22 High Street resulting from an Eversource electrical power supply equipment failure.
- The BHA is very pleased that Lisa Brown has accepted the position of BHA Executive Assistant, following the resignation of Desiree Ladd. Ms. Brown will continue, in a part-time capacity, the role of BHA Family Learning Center Director.
- Jewish Family & Children's Services continues to expand their on-site social activities at BHA elderly/disabled developments with upcoming exercise and nutrition programs.
- The expansion of Springwell care coordination services to the elderly/disabled buildings at Walnut Street Apartments and Trustman Apartments has begun. Turnout at kickoff events was disappointing but efforts to publicize the program will continue.

Resident Association

Egmont Tenant Association (ETA) President, Sean Jaynes, reported the following:

- BHA Maintenance staff did a nice job sprucing up the Egmont Street Veterans Apartments site in October.
- A resident complained that a package was stolen by their neighbor. BHA Assistant Executive Director, Matthew Baronas, said that it is the policy of the BHA to initiate legal eviction action if a resident is charged with a serious crime against a neighbor.
- The ETA will once again be serving a Thanksgiving Day meal for interested BHA families at the Egmont Street Veterans Apartments community room. An invitation will be extended to all BHA family developments.

BHA resident, Valencia Sparrow, asked if the BHA Maintenance Department planned to notify Sussman House residents about a recent change in personnel assigned to their building. BHA Director of Maintenance, David Perry, said that he intends to notify residents of this change and apologized for the delay.

Ms. Sparrow said that sometimes residents with limited English language skills ask her to translate mail for them. She asked if the BHA has translation services available. Mr. Baronas said that the BHA has a contract for telephone language translation services that can be very helpful in dealing with housing related concerns.

Construction Report

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

- The mechanical/electrical upgrades at various federal developments are nearing completion. The contractor is awaiting delivery of the electrical generator for Kickham Apartments.
- The security camera upgrade project at Col. Floyd Apartments is underway.
- The design of the exterior stairs repair/replacement and playground improvements at High Street Veterans Apartments is at the schematic stage.

Ms. Dugan said that some areas of the ceilings of the rear balconies at the two Walnut Street Apartments buildings for elderly/disabled residents are deteriorating. Ms. Cowan said that the repair of these ceilings is in the five-year capital plan and that the work could be pushed forward if necessary.

Consent Agenda

On a motion from Ms. Katz and a second from Ms. Cohen, the consent agenda was unanimously approved and authorized the following: the minutes of the regular meeting held on October 9, 2018; and a contract to Nangle Engineering Incorporated in the amount of \$21,595.00 for design and construction management services for the fire alarm upgrade project at 50 Pleasant Street.

RAD and 61 Park Update

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

- The O'Shea House financing plan is expected to be submitted to HUD by the end of November. The goal is to close by the end of April 2019.
- The process of hiring a Construction Manager has begun. Nine respondents have formally expressed interest. A selection team is in place. The top responders will be asked to bid on an RFP.
- Due diligence has begun with respect to the lender and investor.
- Schematic drawings have been obtained.
- Progress is being made with respect to the BHA's PILOT arrangements with the Town being extended after the federal RAD conversions. The Select Board is voting on the matter next week.
- The first stages of the RAD redevelopment process have begun for Morse Apartments. The architect and engineers are conducting inspections. An information sharing meeting with residents has been scheduled for November 30, 2018, and a survey soliciting residents' concerns and ideas is begin distributed.

Mr. Jacobs asked for more specifics regarding the O'Shea House RAD timeline. Ms. Maffei provided the following timeline:

- Proposals for the Construction Manager are due by mid-December. Interviews in early January. Pre-construction contract by mid-January.
- 75% construction drawings by mid-January. 100% by the end of February.
- RFP for sub-trades by the end of February.
- End of April closing.

Ms. Dugan asked if BHA staff would be managing the units after the RAD conversions. Mr. Dober confirmed that this is the plan.

Contract for RAD Accounting Services

Ms. Maffei reported the following:

- A CPA firm with specialized knowledge is needed for initial tax credit work and thereafter for annual audits and tax returns for owners and investors.
- Separate contracts for O’Shea House and Morse Apartments are needed.
- The firm of AAF CPAs is highly recommended. This is the same firm utilized at 86 Dummer Street.

On a motion from Ms. Cohen and a second from Ms. Katz, a contract to AAF CPAs for preparation of cost certifications, audits, and tax returns for 61 Park Street and 90 Longwood Avenue for an initial three-year term with two one-year renewal options, in an amount of \$44,350.00 per property in the year that tax credits are initially certified and an amount of \$11,000.00 per property per year thereafter with the annual cost increasing by approximately three percent was unanimously approved.

Contract for RAD Relocation Services

Ms. Maffei reported the following:

- Professional relocation services are critical to achieving the goal of delivering on the BHA promise to residents that their needs will be addressed during a temporary relocation to another apartment within the building while their unit is under construction.
- In the proposals submitted, staffing costs are fixed and moving expenses can vary depending on how many residents need assistance packing and unpacking.
- Two highly qualified firms responded to the RFP. Housing Opportunities Unlimited is being recommend by staff for reasons including the following: their price is lowest; they are offering a full-time on-site relocation specialist fluent in Mandarin and Russian; and they are a larger firm with more flexibility regarding staffing.

BHA resident, Scott Galloway, said that some residents are saying “I’m not going to move”. Mr. Dober said that relocation experts have successfully performed this service at similar redevelopment projects in the past. They gather information on residents’ needs and offer comprehensive one-on-one help. Most residents will also understand the benefits of the substantial improvements that will be made to their units.

On a motion from Ms. Dugan and a second from Ms. Katz, a contract to Housing Opportunities Unlimited for resident relocation services at 61 Park Street and 90 Longwood Avenue at the rates and terms described in the accompanying memo by Redevelopment Director Maria Maffei and Executive Director Patrick Dober was unanimously approved.

Approve BHA Financing for 61 Park Street

Mr. Dober reported the following:

- Once the proposed financial plan is approved, the BHA will have in place the terms of ownership and financing for the O'Shea House RAD conversion.
- The proposal creates a "sale" for narrow, tax credit purposes, from the BHA to the tax credit entity, allowing the BHA to raise the funding needed for the redevelopment project. This "sale" has no ultimate cash cost and allows the BHA in the end to remain the owner of O'Shea House.

On a motion from Ms. Cohen and a second from Ms. Dugan, the terms of the financing to be provided by the Brookline Housing Authority to 61 Park LLC for the redevelopment of 61 Park Street, in the total amount of \$29,500,000.00, including a Seller Loan in the approximate amount of \$19.6 million and a Conversion Loan in the approximate amount of \$9.9 million, both loans to accrue interest annually at the Applicable Federal Rate, with 40-year terms and no required debt service payments, as further specified in the accompanying Resolutions by the BHA's law firm Nolan Sheehan Patten LLP and in the memo by Redevelopment Director Maria Maffei and Executive Director Patrick Dober was unanimously approved.

Other Business

BHA resident, Valencia Sparrow, asked if windows would be part of the RAD plans for Sussman House. Mr. Dober said that the condition of the building's exterior, including windows, will be an essential component of the plan.

Ms. Sparrow asked if the new cleaning contract will include the cleaning of stairways. BHA Director of Maintenance, David Perry, said that stairways will be a part of the contractor checklist.

Mr. Galloway said that high winds during the last storm were so strong that the outside door could not be opened at times. Mr. Perry said that he will investigate the problem.

The Board confirmed that the next meeting will be held at Morse Apartments at 5:00 PM on December 11, 2018.

On a motion from Ms. Cohen and a second from Ms. Dugan, it was unanimously agreed to adjourn the meeting at 5:50 PM.

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Patrick Dober
Executive Director