

Brookline Housing Authority  
Regular Meeting Minutes  
April 17, 2018  
90 Longwood Avenue  
4:30 PM

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

Board Report

Ms. Sullivan reported that the premiere of the film “A New Lease” at the Coolidge Corner Theater on April 12, 2018 was a great success. In the film, three residents of 86 Dummer Street told personal stories of how this housing opportunity changed their lives. Mr. Trietsch moderated a panel discussion following the screening. The event was nearly sold out, demonstrating a great deal of engagement and support from the Brookline Community.

Executive Director Report

Mr. Dober reported the following:

- An updated brochure, informing residents of how to report work orders, has been completed and will soon be distributed to residents. The brochure is being translated into Spanish, Mandarin, and Russian.
- The list of current capital improvement work items is getting shorter, as more projects are being closed out and some project calendars are advancing ahead of schedule. Several federally funded projects will soon be added to the plan.
- The completion of the new Trustman Apartments community room and offices is near. An open house for residents is being planned.
- The first phase of the Egmont Street Veterans courtyard upgrades is set to begin soon.
- It is sad to note that Mr. Trietsch will be stepping down after 20 years of distinguished service on the BHA Board. However, the BHA had begun to communicate with Mr. Trietsch’s successor, Susan Cohen, to ensure a smooth transition.

Resident Association Report

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

- The ETA is planning its annual cleanup day in May.
- The ETA is scheduling a walk through the site with BHA staff.
- The mural project is making progress. The ETA has met with the artist a few times and have engaged the resident community in the planning process.
- Mr. Jaynes is meeting with BHA Property Manager, Kelley Chambliss, this week regarding the placement of signs to discourage neighbors from allowing their pets to mess on BHA property. A receptacle installed by the BHA for dog waste is getting so much use that it has sometimes become overfull.
- Mr. Jaynes noted some damage to the landscaping around the perimeter of the newly replaced brick wall caused by winter storms.

Mr. Jacobs asked about representation from the Brookline Housing Town Wide Tenant Association (BHTWTA) at BHA Board meetings. Mr. Dober said that BHA Assistant Executive Director, Matthew Baronas, communicates regularly and meets periodically with the President of the BHTWTA. A Board package is also delivered to the BHTWTA President.

#### Consent Agenda

Ms. Katz asked if the Section 8 write-offs this year are comparable to other years. BHA Director of Subsidized Housing and Applications, Carlos Hernandez, said that most of the write-offs are due to rent balances resulting from residents who fail to report changes in their income between annual rent recertifications, as required by program rules. Some of these residents leave the program without paying off these balances. BHA Assistant Executive Director, Matthew Baronas, confirmed that the total being written off this year is similar to prior years.

**On a motion from Ms. Katz and a second from Mr. Jacobs, the consent agenda was unanimously approved and authorized the following: the minutes of the Regular Meeting held on March 20, 2018 and the minutes of the Executive Session on the same date; submission to DHCD of the annual Capital Improvement Plan for state public housing; Final Completion of the Fire Alarm and Generator Replacement project at 50 Pleasant Street and 190 Harvard Street with Laracy Electrical Contracting, Inc.; and the annual write-off of tenant accounts receivable for the BHA's FY 2018 in the amounts stated in the attached memo.**

#### United Contracting, Inc. Contract

Mr. Dober said that the BHA solicited extensively for bids related to the first phase of the courtyard improvement work at Egmont Street Veterans Apartments. Two bids were received and the low bid fell within the architect's cost estimate. The low bidder received good references, and BHA staff recommends offering them a contract.

**On a motion from Ms. Sullivan and a second from Ms. Dugan, the award of a contract to United Contracting, Inc. in the amount of \$173,000.00 for the renovation of "Courtyard E" at Egmont Street Veterans Apartments was unanimously approved.**

#### Redevelopment Report

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

- The BHA received 13 responses to its RFP for architect and engineer services related to the RAD redevelopment program, of which four finalists were selected. Interviews of the finalists are scheduled for tomorrow.
- The BHA has solicited professional services to complete physical needs assessments required under RAD.
- The BHA will soon be soliciting financing and equity consulting services. BHA consultant, Peter Roche, will be assisting the BHA with this solicitation.
- The BHA has begun to expend funds from its pre-development budget.
- HUD issued a CHAP award to the BHA on March 12, 2018. The CHAP award allows the conversion of public housing subsidy to Section 8 subsidy beginning at O'Shea House and progressing in phases to the other BHA federal public housing developments.
- The BHA is continuing to work on RAD accounting protocols with its fee accountant.
- The BHA is continuing its Gateway East discussions with the Town concerning the sale or permanent easement of a parcel of land on Walnut Street Apartments property. An agreement

is nearing completion with the Town regarding compensation. The sale will need HUD's approval.

- A bond bill that supports affordable housing has been approved by the Massachusetts House and Senate. The bill would make it easier to redevelop public housing by allowing PILOT tax program rules to continue when state public housing is converted to Section 8, and by exempting redevelopment projects in state public housing from Ch. 149 public procurement rules. Mr. Dober testified at the State House, urging the legislature to allow these favorable provisions to apply to redevelopment projects at federally funded public housing developments within Massachusetts.

Mr. Dober said that if the proposed bond bill rules applied to federally funded public housing in Massachusetts, it could mean millions of dollars of savings in the BHA's RAD program redevelopment costs and future operating costs.

Mr. Trietsch said that the BHA approached the Town years ago about the possibility of lowering its PILOT expenses. The PILOT agreements were renegotiated, saving the BHA considerable operating costs.

#### EMC Corporation Contract

Ms. Maffei said that six consulting firms were solicited to conduct the physical needs assessments required under the RAD program. Three firms submitted proposals. EMG was the most comprehensive, the most informative, the clearest, and the least expensive proposal.

Ms. Katz asked if Ms. Maffei was familiar with EMC. Ms. Maffei said that she has never worked with EMC but received very favorable references.

Ms. Sullivan asked if the physical needs assessment will be useful to the BHA going forward. Mr. Dober said that the study should be helpful to the BHA, as it catalogs the expected useful life of all building components for 20 years.

**On a motion from Mr. Jacobs and a second from Ms. Katz, the contract to EMG Corporation in the amount of \$17,000.00 to conduct Physical Needs Assessments at O'Shea House and Morse Apartments in preparation for RAD conversions was unanimously approved.**

Miscellaneous Issues

Mr. Trietsch congratulated BHA resident, Vera Sharma, for being named a Volunteer of The Year by the Brookline Council on Aging.

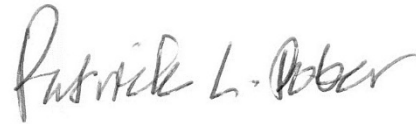
Mr. Jaynes noted that some of the information in the BHA website is outdated. Mr. Dober said that the BHA is in the process of rewriting and updating the website.

The Board confirmed that the next meeting will be held at Morse Apartments on May 2, 2018 at 4:30 PM.

**On a motion from Mr. Jacobs and a second from Ms. Katz, it was unanimously agreed to adjourn the meeting at 5:20 PM.**

**A TRUE COPY**

**ATTEST**



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**Patrick Dober**

**Executive Director**