

Brookline Housing Authority
Regular Meeting Minutes
June 12, 2018
55 Egmont Street
4:30 PM

The meeting was called to order by Mr. Jacobs. Those present included Ms. Dugan, Ms. Katz, and Ms. Cohen.

Executive Director Report

Mr. Dober reported the following:

- An update to this month's Board package has been distributed, including: a single page with a correction pertaining to consent agenda item #5C; and background information pertaining to consent agenda item #5E.
- Consent agenda item #5B would appoint Mr. Jacobs to replace Mr. Trietsch in ownership entities for 86 Dummer Street and 61 Park Street. For both ownership entities, Mr. Jacobs would become a signatory for all contracts and payments, and a Managing Member.
- Consent agenda item #5F would approve a small consulting contract to review Gateway East construction plans on behalf of the BHA, as they pertain to the landscaping work on the BHA's Walnut Street Apartments property. The contract would include some construction monitoring services as well.

Ms. Dugan asked about early morning construction noise this week that has disturbed residents of the Walnut Street Apartments. BHA Assistant Executive Director, Matthew Baronas, said that the BHA learned after the fact that some test drilling related to Gateway East was performed by the Town both on and off the Walnut Street Apartments property over the last day or two. Mr. Dober said that the BHA will look further into the matter.

- Staff is conducting a final review of the new BHA website format prior to going public. Comments from the Board are welcome.
- The IRS approved the new BHA non-profit affiliate. The non-profit will allow the BHA to apply for grants to support resident services. The new entity will be added to BHA insurance policies.
- Jewish Family and Children's Services recently conducted social bullying prevention workshops for BHA seniors whose first language is Russian or Chinese.
- The BHA's ESOL program held a ceremony for English language learners to conclude another successful year.
- Staff is launching another series of Tech Goes Home programs for BHA residents.
- Construction of the first phase of the Egmont Street Veterans Apartments courtyard improvement project is underway.
- There are several events taking place at the Trustman Apartments after today's BHA Board meeting: the BHA sponsored annual cookout for residents of Egmont, Trustman, and 86 Dummer Street Apartments; a Pop-Up-Town Hall sponsored by the Brookline Office of Diversity, Inclusion, and Human Relations; and an open house for the refurbished Trustman Apartments community room and office space.

Maintenance Report

BHA Director of Maintenance, David Perry, reported the following:

- The replacement of a perimeter fence at Col. Floyd Apartments that was badly damaged by age and winter storms is nearly complete. This work is being completed by BHA maintenance staff.
- Maintenance staff cleared out and prepared a space in the Sussman House community room for a temporary mini-library that will be open to BHA residents and to the public during renovations to the Coolidge Corner Branch Library.
- Maintenance staff are cleaning up and making necessary repairs to dumpster enclosures on BHA properties.
- Contracted prep work and painting of hallways at High Street Veterans Apartments has begun. The contract is to paint about half the hallways (those with the greatest need).
- Laundry room dryer vents at all BHA locations have been professionally cleaned to enhance efficiency and prevent fire hazards.
- Trash chutes in BHA elevator buildings are being professionally cleaned.

Redevelopment Report

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

- A week ago, BHA staff made a presentation to HAB to update them on redevelopment plans and to thank them for their pre-development financial support.
- The BHA is forging ahead with securing various services required under RAD for the O’Shea House redevelopment project.
- The O’Shea House target date for closing is February of 2019.
- A new resource that HUD is now offering for RAD conversions is the use of Tenant Protection Vouchers for up to 25% of the units. These vouchers would allow rents of up to 110% of FMRs, which is twice the level of RAD subsidy for non-voucher units.

Ms. Cohen asked how complicated the process will be with HUD to incorporate the Tenant Protection Vouchers. Ms. Maffei said that the BHA is just beginning the process of drafting amendments to the contract. The Tenant Protection Vouchers must be requested through HUD’s Section 18 office, although they will be reviewed by the RAD office. Mr. Dober added that indications are that the RAD office will expedite this process.

Mr. Jacobs asked if the BHA has a sense of how much this change could add to the value of the per unit project renovations. Ms. Maffei said that current estimates set the value of work at about \$50,000 per unit. With the Tenant Protection Vouchers, it is reasonable to assume the per unit value rising above \$70,000 per unit, though the BHA is still in the rough estimate stage.

Ms. Cohen asked when the BHA estimates submitting the financing plan to HUD. Ms. Maffei said the target date for this is August.

- The contract for architectural services has been signed. The architects are currently reviewing background information regarding the development, and are planning visits to the site. They will soon be scheduling a meeting to get resident feedback.

Resident Association Report

Trustman Tenant Association Co-President, Angela Sherrod, said that she is attempting to get re-connected with the Brookline Housing Town Wide Tenant Association (BHTWTA).

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

- It has been a pleasure dealing with Mr. Perry and he appreciates the hard work of Mr. Perry and his Maintenance Department staff.
- On June 14th at the Egmont Street Veterans Apartments food pantry, the mural artist will be available to meet with and to get input from interested residents and staff.
- BHA staff have made progress in clearing resident belongings from the hallways and the site. One issue that still needs to be addressed is the need for additional bike storage.

Mr. Perry said that the plans for courtyard upgrades call for additional bike storage. Mr. Jaynes said that some additional bike storage in the interim would be appreciated.

- The ETA has received positive feedback regarding the recently distributed BHA brochures on how to request a work order, and the accompanying refrigerator magnets.
- The ETA is working to coordinate an event celebrating both the completion of the mural and the completion of the first phase of the courtyard improvements later this summer.
- Women and Girls Thriving and the Town's Office of Diversity, Inclusion, and Human Relations have many upcoming events scheduled for the benefit of BHA residents.

BHTWTA Officer, Sharon Drayton, asked what happened to the dog waste receptacles that were removed at the Trustman Apartments during the 86 Dummer Street construction project. David Perry said that a couple of receptacles are in storage and will be reinstalled once he has located a source for the disposal bags.

Consent Agenda

Ms. Cohen asked about consent agenda item #5F pertaining to an architectural contract relevant to the Gateway East landscaping improvements planned for the Walnut Street Apartments. Mr. Dober said that this is a very small contract, and as such, the BHA is comfortable using the consultant's standard contract form. This would be an opportunity to work with BSC Group who are currently overseeing the Egmont Street Veterans Apartments courtyard improvement project.

Mr. Jacobs asked about consent agenda item #5C pertaining to a misunderstanding of the specifications for the Egmont Street Veterans Apartments courtyard renovations. Mr. Dober said that after careful review of the contract specifications and correspondence with DHCD, two contradictory statements in the specifications were confirmed. This led to a lack of clarity as to whether the BHA or the contractor owned the cost of the playground equipment. The BHA and the architect share some of the responsibility for this oversight.

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 Regular Meeting held on May 22, 2018; the appointment of Michael Jacobs as a Manager and Authorized Signatory of ownership entities related to 86 Dummer Street and 61 Park Street as described in the attached memo from Patrick Dober dated June 8, 2018, and as specified in the Resolutions prepared by the BHA's law firm Nolan Sheehan Patten LLP; Change Order #1 to the contract amount with Unified Contracting Inc., for the Egmont Street Veterans Apartments courtyard renovation, increasing the contract amount by \$34,297.19, to \$207,297.19; a contract for hazardous materials surveys at 61 Park Street and 90 Longwood Avenue to the firm Universal Environmental Consultants in the amount of \$8,700.00; a contract for an appraisal of 61 Park Street to Bonz & Company in the amount of \$5,000.00; a contract with the engineering firm BSC Group to review the construction documents for the improvements

planned at the BHA's Walnut Street Apartments in the initial amount of \$2,500.00 plus \$500.00 per construction monitoring site visit; and an affirmation that due to a clerical error, the amount of the contract award to Feldman Surveyors approved at the May 22, 2018 Board meeting is \$21,200.00 rather than \$19,700.00.

Miscellaneous Issues

Ms. Sherrod said that there has been some vandalism in the front hallway at 337 St. Paul Street. Mr. Perry said that he would have his staff investigate the matter.

The Board confirmed that the July meeting will be at High Street Veterans Apartments and the August meeting will be at the Walnut Street Veterans Apartments, with the dates to be determined.

Mr. Jacobs said that Ms. Cohen has been asked to replace David Trietsch as a member of the BHA Development Committee.

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

**A TRUE COPY
ATTEST**



**Patrick Dober
Executive Director**