

Brookline Housing Authority  
Regular Meeting Minutes  
May 22, 2018  
90 Longwood Avenue  
4:30 PM

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

Board Report

Ms. Katz said that the Steps To Success gala was a great success with over 250 attendees and \$250,000 raised. Longtime supporter Jim Fitzgibbons was honored.

Executive Director Report

Mr. Dober reported the following:

- The meeting today is necessary because of a deadline for the BHA Board to vote to approve state budgets. However, it is also timely because of several other business matters requiring votes.
- The June Board meeting will be at Egmont Street Veterans Apartments, instead of its typical location at High Street Veterans Apartments. The switch this year allows the meeting to coincide with a “Pop Up Town Hall” event being coordinated by the Brookline Health Department’s Office of Diversity, Inclusion, and Human Relations. This event will take place at the Trustman Apartments courtyard, along with an open house for the new Trustman Apartments community room/offices, and the annual cookout for residents of Egmont Street Veterans and Trustman Apartments.

Election of Officers

This being the Annual Meeting, Mr. Jacobs asked the Board to take up the business of electing Board Officers for the next year. **On a motion from Ms. Dugan and a second from Ms. Sullivan, Mr. Jacobs was nominated for and unanimously approved to be Chairman. On a motion from Ms. Katz and a second from Ms. Dugan, Ms. Sullivan was nominated for and unanimously approved to be Vice Chairman. On a motion from Mr. Jacobs and a second from Ms. Cohen, Ms. Dugan was nominated for and unanimously approved to be Treasurer.**

Ms. Dugan welcomed Ms. Cohen to the Board, and Ms. Cohen expressed her excitement to be a part of the Brookline Housing Authority. Mr. Jacobs expressed his gratification at being elected Chair and to have this new opportunity to assist the BHA in achieving its mission.

Consent Agenda

**On a motion from Ms. Sullivan and a second from Ms. Dugan, the consent agenda was unanimously approved and authorized the following: the minutes of the regular meeting held on April 17, 2018; a contract to All Pro Painters in the amount of \$20,450.00, to paint the exterior of 153 Kent Street; the HUD Capital Plan for Fiscal Years 2018 – 2022; a contract to GZA GeoEnvironmental, Inc. in the amount of \$5,600.00, to prepare Phase One Environmental reports for O’Shea House and Morse Apartments; a contract to Feldman Surveyors in the amount of \$19,700.00, to prepare surveys of the O’Shea House and Morse Apartments; a contract to Wickersham, Noble & Heart LLC for legal services, paid at an hourly rate of \$275 per hour, in a total amount not to exceed \$10,000.00.**

### Contract Award for RAD

Mr. Jacobs asked how the HUD Capital Plan schedule will be affected by the BHA's RAD redevelopment plans. Mr. Dober said that as the RAD plans develop, some HUD Capital Plan items will be moved off the schedule and others expedited. As always, the priority will be health and safety.

BHA Director of Redevelopment, Maria Maffei, said that the BHA RAD schedule is on a timeline that will not work for BHA redevelopment consultant, Peter Roche. To find a replacement for Mr. Roche, the BHA first solicited recommendations for consultants from peer organizations. With this information, the BHA solicited proposals from several of the recommended consultants. Fallon Advisory LLC ranked the highest of all applicants because of its extensive experience with the RAD program. Luke Fallon was also the only consultant available to begin work immediately.

**On a motion from Ms. Dugan and a second from Ms. Cohen, a contract to Fallon Advisory LLC, paid at an hourly rate of \$150 per hour, in a total amount not to exceed \$50,000.00, was unanimously approved.**

### Gateway East Documents

Mr. Dober said that the Board is being asked to consider a unique transaction to authorize the grant of an easement of a parcel of BHA land at Walnut Street Apartments necessary for the Town to proceed with their Gateway East project. Included in the BHA Board package is: some background information prepared by Town staff for the upcoming Town Meeting; a PowerPoint presentation by Town staff given to the BHA Board in January 2018; and resolutions and exhibits prepared by the BHA's legal counsel.

Mr. Dober showed the Board a drawing of the BHA Walnut Street Apartments site and surrounding area, illustrating the easement request from the Town and the planned landscaping improvements to the affected BHA property.

Ms. Cohen asked if the documents being executed anticipate working out a specific agreement with respect to right of entry. Mr. Dober said that a specific safety plan will be required and will be developed in consultation with the contractor. Construction will be overseen by the Town and various state entities. BHA staff will be assigned to look out for the BHA's interests during construction.

Ms. Dugan asked if BHA residents with vehicles parked in the 22 High Street parking lots will find their access restricted. Mr. Dober said that BHA residents should have access to their own parking spaces throughout construction.

Ms. Katz asked about the construction timeline. Mr. Dober said that the work is expected to begin in early 2019 and to be completed by the winter of 2021.

Mr. Jacobs asked if there are detailed plans for the landscaping improvements on BHA property. Mr. Dober said that detailed construction documents are available on the Town's website. The landscaping improvement plans are incorporated in the resolutions and exhibits.

Mr. Jacobs said that he would like to ascertain that the landscaping improvements adequately address the needs of the BHA resident community. Mr. Dober said that the BHA could hire an architect to review the plans for adequacy.

Ms. Dugan asked if the BHA has consulted with the condominiums on Juniper Street regarding mutual interests such as parking and road access. Mr. Dober said that it is the responsibility of the Town to consult with all abutters, but he agreed that it might be helpful for the BHA to reach out to the Juniper Street condominiums as a good neighbor.

Mr. Dober said that the BHA commissioned an appraisal which determined that the value of the BHA parcel the Town is seeking from the BHA via the easement is \$2.4 million. Although the initial value the BHA would receive for the parcel does not equal this amount, he feels that the combined value of a parking space easement from the Town for seven new parking spaces for BHA use, the landscaping improvements on BHA property, and a very strong commitment to getting a generous share of future CDBG and Housing Trust Fund money represents a good value in return.

Ms. Katz said that although such a commitment is only as good as the people in power, it appears to be a good deal.

Mr. Dober said that the BHA's legal counsel believes that HUD can approve an easement for compensation that is less than full appraised value. Ms. Cohen said that she had initial concerns about how HUD will receive this offer; however, she feels that the deal is well thought out.

Mr. Dober said that options before the Board include: voting on the plan as written; deferring the vote; or voting on the condition that an architect will review the plans to confirm their adequacy.

Mr. Jacobs asked if it was necessary to vote on this matter today. Mr. Dober said that he highly recommends that the Board take action on this matter at this meeting.

**On a motion from Ms. Dugan and a second from Ms. Katz, authorization of the Executive Director to execute the following documents as described in the attached memo of May 18, 2018 and in the attached Resolutions, in relation to the Gateway East roadway reconstruction project, provided that the BHA receive a review of the proposed on-site improvements that is satisfactory to the BHA by a qualified third party professional: Memorandum of Agreement; Roadway Easement Agreement; Parking Space Easement Agreement; and Right of Entry, was unanimously approved.**

#### FY 2018 Year End Budget

Mr. Dober reported the following:

- BHA budgets are reviewed by the Board four times per year. This is the year-end review.
- Operating reserves are close to projections. The reserve levels are very strong, representing approximately five months' worth of program expenditures.
- The BHA ended the year on target, with a very small combined program operating deficit of \$76,894.
- Maintenance costs in recent years have been rapidly increasing. It is therefore worth noting that this year's maintenance expenses were lower than projected.
- Per Unit Per Year (PUPY) costs for the federal public housing program are higher than the state public housing program. Factors contributing to this include: higher PILOT expenses; higher resident service costs; higher maintenance costs due to economy of scale factors; and higher insurance costs (the state is self-insured).
- Included in the budgets needing Board action today is a certification of the BHA's top five salary earners.

**On a motion from Ms. Cohen and a second from Ms. Katz, the Fiscal Year 2018 year end operating results for DHCD programs were unanimously approved.**

Miscellaneous Issues

The Board confirmed that the next meeting will be held at Egmont Street Veterans Apartments on June 12, 2018 at 4:30 PM.

**On a motion from Ms. Sullivan and a second from Ms. Cohen, it was unanimously agreed to adjourn the meeting at 5:30 PM.**

**A TRUE COPY  
ATTEST**



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**Patrick Dober  
Executive Director**