

Brookline Housing Authority
Regular Meeting Minutes
March 20, 2018
90 Longwood Avenue
5:00 PM

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

Executive Director Report

Mr. Dober reported the following:

- The public premiere of a short documentary film produced by Brookline filmmaker Aynsley Floyd about the 86 Dummer Street development entitled "A New Lease" will take place at the Coolidge Corner Theater on April 12, 2018. The film was made possible through a grant from the Brookline Community Foundation. BHA staff, residents, partners, and members of the community will be encouraged to attend.

Mr. Trietsch said that the film revolves around the stories residents tell about the impact this affordable housing opportunity has had on their lives. There will be a panel discussion following the screening with questions and comments from those in attendance.

- The BHA is the fiscal agent for an \$8,000 grant to produce a mural at Egmont Street Veterans Apartments. A professional artist will be working with members of the resident community on this project.
- The BHA has received word of a tentative award of \$73,000 in CDBG funding. This is a lower than average award, likely due to the Town utilizing some of its CDBG funding to help purchase a parcel of BHA land for the Gateway East project.

Construction Report

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

- The BHA has achieved final completion in the High Street Veterans sewer line replacement project.
- There are a few punch list items remaining in the Trustman Apartments community room and office project.
- A contractor is being recommended to the Board for the electrical and mechanical upgrade project at various federal developments. The previous low bidder withdrew due to a clerical error in their bid.
- Bidding will soon begin for the first phase of the Egmont Street Veterans Apartments courtyard improvement project.
- A contractor is being recommended to the Board for the Kent Street boiler and air conditioning replacement project.

Ms. Dugan asked how things are going at Kent Street and the other BHA owned special needs residences. BHA Director of Maintenance, David Perry, said that the BHA held its annual meeting with DMH and Vinfen in February to review ongoing maintenance, capital plans, and interactions between Vinfen and the BHA. Everything seems to be running smoothly. BHA Assistant Executive Director,

Matthew Baronas, said that operating and capital budgets are in good shape. Vinfen does an excellent job with their clients which has helped to foster a good relationship within the neighborhoods.

Consent Agenda

On a motion from Ms. Dugan and a second from Ms. Sullivan, the consent agenda was unanimously approved and authorized the following: the minutes of the Regular Meeting held on February 13, 2018; Change Order #1 to the contract with APC Development Group, Inc. for the Trustman community room renovations, in the amount of \$11,650.87; Change Order #2 to the contract with APC Development Group, Inc. for the Trustman community room renovations, extending the Substantial Completion date to February 9, 2018; Substantial Completion of the contract with APC Development Group, Inc. for the Trustman community room renovations; Final Completion of the sewer replacement project at High Street Veterans Apartments with Riverdale Plumbing & Heating, Inc.; a contract with Industrial Burner Systems, Inc. in the amount of \$19,983.00 to install a new heating boiler and air conditioning equipment at McCormack House; a contract for mechanical and electrical equipment replacements at BHA seniors properties to Multitemp Mechanical Corporation in the amount of \$598,575.00; a contract with American Painting Company to paint selected hallways at High Street Veterans Apartments in the amount of \$2,000.00 per hallway and a maximum contract amount of \$48,000.00; and a contract with McLabor Sources, Inc. for temporary labor services, in the amount of \$22.00 per hour, a maximum contract value of \$50,000.00, and a maximum term of 18 months.

Redevelopment Report

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

- The Select Board has voted to approve a \$400,000 pre-development line of credit. This zero-interest note will get repaid each time the RAD program progresses from site to site.
- The BHA has received a CHAP award from HUD, which gives preliminary approval for the conversion of public housing subsidy to Section 8 subsidy.
- The BHA has received term sheets to provide debt financing for the O'Shea House redevelopment.
- There has been a robust response to the BHA's RFP for architecture and engineering services. More than 30 firms have shown interest and received the RFPs. The deadline for responses has been extended to March 28, 2018.
- The BHA will soon be issuing a capital needs assessment RFP for O'Shea House and Morse Apartments. After this, an RFP will be issued for an Owner's Project Manager for O'Shea House.
- RAD accounting protocols are being worked out in consultation with BHA fee accountant, Howard Gordon.
- There has been some personnel turnover at Peabody Properties relating to property management at 86 Dummer Street. They are currently looking for a new site property manager.
- The 86 Dummer Street audit was completed without findings.
- The final 86 Dummer Street development and interest fee payment is being processed.
- Peabody Properties is investigating resident complaints regarding noise travelling between floors.

Mr. Trietsch asked if the Town's pre-development line of credit provided to the BHA is unique. If so, it could be a model for other communities.

Approval of Operating Budgets

Mr. Dober reported the following:

- The BHA is asking the Board to approve and sign annual budgets for the next fiscal year.
- BHA budgets are in good shape.
- The consolidated budget projects a surplus for FY 2019 of \$134,122.
- Four of five BHA program budgets are projecting a surplus. A relatively small deficit is projected for the federal public housing program.
- A healthy trend is the fact that BHA resident wages are increasing at family developments.
- The budgets assume income of \$270,000 from real estate activities related to 86 Dummer Street. This includes a case flow profit of \$70,000, and \$200,000 in developer fee for the first RAD project.
- Reserve balances are solid. Contributing factors include: developer fee from Dummer Street; Section 8 administrative fee increases; fees from the just expired parking lease at Walnut Street Apartments with Children's Hospital; and relatively low utility costs.
- Last year, the Board authorized a staff compensation study by consultant HCI. The results of the study revealed that some BHA employee groups were being compensated at a lower level than industry peers. The proposed BHA budgets raise salaries closer to the market for these groups.

Mr. Trietsch said that the ability to increase staff salaries to more competitive levels demonstrates that the BHA is moving into a stronger financial position made possible by its federal redevelopment activities. This is an important step.

On a motion from Ms. Dugan and a second from Ms. Sullivan, the BHA's FY 2019 operating budget projections were unanimously approved.

Approval of Rent Increases

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

- Winn Management has asked for rent increases at The Village at Brookline related to Section 8 subsidies administered by the BHA.
- Winn's request for increases in rent levels up to the current BHA Payment Standards for Project Based Section 8 is a reasonable request.
- Winn submitted a market study to justify their request for increases in rent for their Enhanced Vouchers. The BHA commissioned its own market study, which came up with lower market rents than Winn's market study. The BHA found that Winn's market study included properties that are higher quality than The Village at Brookline. The BHA believes that its own market study is based on better data and, therefore, recommends awarding rent increases based on its own market study.

On a motion from Ms. Sullivan and a second from Ms. Katz, rent increases to the Section 8 rents at The Village at Brookline for 2018 were unanimously approved and authorized as follows: for the Project Based units, to the 2018 BHA Payment Standards; and for the Enhanced Voucher units, to the rents indicated in the Bonz and Company market study of November 2017.

Edgemere Contract

Mr. Hernandez said that in response to a request of the BHA Board, staff have presented a contract that more clearly delineates the tasks and corresponding costs related to a proposed consulting and technical assistance contract with Edgemere Consulting Corporation. Also included are target dates.

Ms. Katz said that this proposal responds to the Board's concerns.

On a motion from Ms. Dugan and a second from Ms. Sullivan, a contract to Edgemere Consulting Corporation for consulting and technical assistance on the Section 8 and Public Housing programs, in the maximum amount of \$80,000.00, for an initial two-year term, renewable for three additional one-year terms, was unanimously approved.

Executive Director Contract Renewal

Mr. Trietsch said that a Board working group has met and has recommended an extension to Mr. Dober's employment contract.

On a motion from Ms. Dugan and a second from Ms. Katz, the renewal of the BHA Executive Director's contract as attached, through March 31, 2022, as well as the Minutes of the Contract Renewal Working Group meeting of March 7, 2018 were unanimously approved.

Miscellaneous Issues

It was decided that the date of the next regular meeting is to be determined.

Move to Executive Session

Mr. Trietsch said that it would be necessary to enter Executive Session. **At 6:05 PM, on a motion from Ms. Sullivan and a second from Ms. Katz, a roll call vote was taken to move to Executive Session, pursuant to M. G. L. Ch. 30A, Section 21(a)(5), to investigate charges of criminal misconduct or to consider the filing of criminal complaints, and pursuant to M. G. L. Ch. 30A, Sec. 21(a)(3), to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares: Recent claim for damages by D. Mathis, and to adjourn the Meeting following the Executive Session. The motion was approved. The votes were as follows:**

AYES	NAYS
Mr. Trietsch	none
Ms. Dugan	
Ms. Sullivan	
Ms. Katz	

**A TRUE COPY
ATTEST**



**Patrick Dober
Executive Director**