

DRAFT
BROOKLINE HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING
TUESDAY, FEBRUARY 9, 2021, 4:30 PM
By Telephone Conference Call

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

1. Call to Order

2. Board Reports. No votes or reports.

Ms. Katz announced that Shoma Haque will step down as the Executive Director of Steps to Success in June, and a search firm has been engaged to find her replacement.

3. Executive Director Report. No votes.

Mr. Alperin highlighted the footnote at the bottom of the January Vacancy Report noting eight lease ups as of February 1st which will be incorporated into next month's report. The BHA is hard at work filling these vacancies.

Mr. Alperin announced that over the next 2-4 weeks, the Authority anticipates holding onsite vaccination clinics for elderly residents and all residents living in age restricted housing; as part of the Governor's Phase 2, Step 2 Plan. Clinics are being coordinated with Town agencies: Brookline Health, Emergency Management, and Police departments. After clinic dates are announced, a notice and relevant CDC forms will be distributed to eligible residents and must be completed prior to getting the vaccine. It is not necessary to have health insurance to receive the vaccine and it is free. Mr. Alperin stressed not all BHA residents are currently eligible to receive vaccines. The Authority is following the state's guidelines Phase 2 Step 2, which states that only residents of BHA public housing developments that are age-restricted are eligible. This includes any resident who was on a lease as of February 8th.

The first clinic will be held in the Egmont Street Vets' community room for residents of: Amory Street in the affordable senior building, Brown Street condos, and the 667 units at Egmont. Subsequent clinics will be held for residents at Sussman, 61 Park, Kickham, Col. Floyd, Walnut Street (only for eligible residents under Phase 2, Step 2), the 667 units at High St. Vets and finally at Morse Apartments. Though it's a personal choice, the BHA highly encourages all residents to be vaccinated.

Mr. Alperin next noted a new Lead Carpenter was hired who will start on February 22nd. This will help to bring down work order times and turnover times for vacant units.

Mr. Alperin congratulated Ms. Mendola and Ms. Cowan for applying for potential funding through the Town's CDBG Committee. The Authority was also invited by the Brookline Community Foundation to apply for a supplemental funding through a new safety net grant they'll administer on a rolling basis.

A new Food Pantry location is open at High Street Vets, as another way to provide food insecurity for BHA residents and those in need around Brookline. The Town was instrumental in providing some

supplemental funding to help the food pantry buy refrigerators for that new site, the and the BHA is providing a one dollar a year lease to the food pantry to help support that effort.

Mr. Alperin recalled that at the last Board meeting, a resident reported ongoing problems with hot water. The issue was resolved, by installing a new hot water valve, within two days. According to Mr. Alperin, no work orders had been filed for this issue. He encouraged residents to remember to follow the process by calling the Maintenance Department and submitting a work order. The new digital work order system facilitates a timely response to any maintenance issue.

Mr. Jacobs then asked Ms. Cowan for an update on the emergency generator at 22 High Street. She responded that the project is substantially completed; all that remains is for the Town's electrical inspector to sign off on the work.

4. Resident Association Report. No Votes.

No report.

5. Consent agenda. Vote to approve Consent Agenda, Items 5.A. through 5.E.

5A. Vote to approve minutes of the Board Meetings held on January 12, 2021 and January 26, 2021.

5B. Vote to approve Final Completion with Thomas E. Snowden for the Egmont Street bathroom fan installation project. Final Completion was approved by BHA's Engineer at Nangle Engineering, Inc.

5C. Vote to endorse the BHA's FY2022 grant application to the Town of Brookline for CDBG funds in the amount of \$1,489,657.

5D. Vote to endorse the BHA's FY2022 grant application to the Town of Brookline for CDBG funds in the amount of \$55,000.

5E. Equipment purchase. Vote to approve the purchase of a 2020 Ford Edge SE in the amount of \$30,406.70 to replace the BHA's 2003 Jeep Liberty which has reached the end of its useful life. This purchase was approved for \$35,000 in the FY 2022 budget.

This agenda item was unanimously approved on a motion from Ms. Cohen and a second by Ms. Katz.

6. Sec. 8 Administrative Plan Amendment. Vote to approve temporary waivers to the BHA's Section 8 Administrative Plan in accordance with PIH Notice 2020-33, and pursuant to the authority provided under the Coronavirus Aid, Relief and Economic Security (CARES) Act.

Mr. Hernandez asked the Board to approve the extension of waivers implemented in April 2020. These waivers provide flexibility when doing in house inspections (if inspectors don't feel safe or are unable to do the inspection in a timely manner due to Covid-19, or if the program participant doesn't feel safe and wants to defer from having the inspection done) and conducting oral briefings via Zoom or over the phone. Mr. Hernandez requested waivers be approved through June of 2021. Mr. Jacobs asked what happens in an emergency situation. Mr. Hernandez explained landlords are contacted, required to make repairs within 24 hours and to send the Authority photos of the completed work. Follow up is then conducted with residents to verify the repairs have been completed.

This agenda item was unanimously approved on a motion from Ms. Sullivan and a second by Ms. Dugan.

7. Approve HUD Capital Plan. **Vote to approve the BHA's 2021-2025 Capital Plan for federal public housing.**

Ms. Cowan said every year the Authority must submit a five-year plan to HUD and, before doing so, must get Board approval. She estimates that funds received should be on par with what was received from HUD last year.

This agenda item was unanimously approved on a motion from Ms. Katz and a second by Ms. Cohen.

8. Change order. **Vote approve Change Order #12 for 61 Park Street in the amount of (\$140,087) for a net savings to contract cost.**

Ms. Maffei brought forth two change orders; one requires Board approval: 1) A savings of \$140,000 and 2) one required staff approval for a savings of \$27,000. The first change order requires Board approval because it involves an increase to the contract with Colantonio of \$137,000 (for costs incurred during the Covid shutdown not otherwise paid for). However, after taking into consideration the savings Colantonio promised to give back that they realized in negotiations with their subcontractors, the net increase less the buyout give back is a total of \$140,000.

The second were a series of change orders, approved by staff, including: an increased cost for the subcontractors to de-mobilize and remobilize around Covid and a credit for masonry cleaning and an increase to the cleaning budget which aren't need. This is a positive number of \$20,000. Although the budget for planting and garden beds increased due to a privacy complaint from a neighbor, the Authority will receive credit for an allowance that was in the budget for elevator work. This work will now be managed by the BHA and not by Colantonio; both for procurement reasons and to avoid paying for their add-ons. This all totals to a net credit of \$27,000.

Ms. Maffei provided the following project update:

- The last residents were relocated from unrenovated units, and 29 units have been identified as newly available to lease.
- With the changes to the contingency commitments, all but \$167,000 or \$68,000 of the owners' contingency has been expended; Colantonio still has about \$50,000 in their contingency.
- Another \$92,000 in change orders be paid for out of that, which will bring it down to \$76,000. A credit is also due back to the Authority for a fire pump that's worth about \$65,000.
- In total there is still about \$141,000 of available contingency if other things should arise.
- The project should finish on budget and it won't be necessary to defer any of the developer fee, as was the plan.
- Consideration is being given as to what else might be done with the unexpended contingency, if it remains available. Placing large screens by elevator doors to communicate with residents, and take the place of paper notices, is one idea.

This agenda item was unanimously approved on a motion from Ms. Dugan and a second by Ms. Cohen.

9. Resident Services Report. No votes.

Director of Resident Services, Danielle Mendola, highlighted the work of the Authority's partners in the past quarter:

- This was the final week of Tech Goes Home courses. The program had record attendance; over 33 participants received a free computer and internet if needed. Instruction was provided in various languages, in conjunction with Next Steps and ESOL.
- The Runkle School PTO provided toys for BHA kids during the holidays and the Brookline Center supplemented with gift cards. The Brookline Center has also been helping residents catch up with rent payments during the pandemic and supporting those with mental health issues connect with needed resources. They are looking to re-establish services at the High St. properties to provide a direct connection for residents and a resource for property managers.
- Ms. Mendola is in the final stages of filling the new Self-Sufficiency Program Coordinator/Coach position to support residents of State public housing developments build assets and receive support for employment. Expect an update at the March BOC meeting.
- The Brookline Community Foundation was thanked for their continued financial support.

Mr. Alperin commended Ms. Mendola for her efforts teaching courses and applying for grants.

10. Contract Award Accounting and Compliance Software. Vote to authorize a contract with PHA-Web software – an internet-based, fully integrated Public Housing, Section 8 and Financial Management software designed specifically for housing authorities.

Ms. Brown reported the Authority has bumped along with HAB software over several months, but it "lives" on the BHA server, which has been problematic. Various web-based software programs were reviewed. PHA software (used by 98 other housing authorities) stood out. It will benefit the Authority in many ways: it works well on the Web and with the Authority's mobile work order program.

Mr. Jacobs asked if several bids had to be solicited. Ms. Brown replied other housing authorities suggested it didn't have to be procured through an RFP, but the Authority should use good judgment because of the size of the contract. Three different housing software options were explored. Mr. Alperin noted additional features of PHA include the ability to host the BHA website, and integrate with BHA accounting compliance software. It will be an end-to-end solution.

This agenda item was unanimously approved on a motion from Ms. Sullivan and a second by Ms. Katz.

12. Other Business

Resident, Kelley Pope, asked which vaccine would be received and how it would be administered. Mr. Alperin replied the Moderna vaccine was requested due to refrigeration issues, and vaccines will be administered by qualified health personnel. Staff from the Brookline Health Department and EMS will have been fully vaccinated, but BHA will not have been vaccinated and will receive their shots at the clinic. Brookline Police Department staff have been fully vaccinated and will help facilitate residents get to the clinics if there is an accessibility need; and ADA compliant rooms will be used for the clinic. Mr. Alperin commended Mr. Clark and Ms. Flaherty for the time and effort they have put into coordinating these health clinics, which will help save the lives of many residents.

13. Upcoming Meetings. March Board Meeting: March 9th at 4:30 PM

14. Adjournment Vote

On a motion from Ms. Sullivan and a second from Ms. Dugan, it was unanimously agreed to adjourn the meeting at 5:23 PM.

A TRUE COPY

ATTEST

A handwritten signature in blue ink, appearing to read "M Alperin", is written above a horizontal line.

Michael Alperin, Executive Director