

Brookline Housing Authority  
Regular Meeting Minutes  
August 14, 2018  
22 High Street  
4:30 PM

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

Executive Director Report

Mr. Dober reported the following:

- The BHA is pleased to have BHA Director of Capital Improvements, Sharon Cowen, back after a partial leave of absence.
- DHCD has announced a small increase in state public housing operating subsidy; the first since 2013. Adjusted for inflation, however, the subsidy follows a pattern of steady funding decline.
- Congratulations to BHA Director of Subsidized Housing and Applications, Carlos Hernandez, and his staff for achieving a perfect score from HUD under the Section 8 Management Assessment Program (SEMAP).
- Congratulations and appreciation to Egmont Tenant Association President, Sean Jaynes, and his colleagues for the successful completion of their mural project and dedication ceremony on July 28, 2018. Several BHA staff also contributed to this project's success. The mural project was made possible through a grant from the Brookline Community Foundation.

Brookline resident, Tommy Vitolo, said that it was impressive to see that not only residents, but members of the community participated in the design and creation of the Egmont Street Veterans mural.

- The Gateway East project contractor is expected to be selected in the next few months, with an anticipated construction start next spring. The duration of construction is estimated to be two years.
- The BHA employed BSC, a landscape architect consultant, to conduct a peer review of the Gateway East project plans. The architect was pleased with the quality of the Gateway East plans, particularly as they pertain to the planned upgrades at the Walnut Street Apartments.
- The BSC architect recommended some clarifications to the plans such as: ensuring BHA resident access to the Chestnut Hill MBTA bus throughout the construction process; and regular meetings once construction begins between BHA staff and Gateway East planners at which resident concerns can be discussed.
- The Town will be providing added value to the Walnut Street Apartments, including: landscaping improvements; traffic barriers; enhanced site wheelchair accessibility; and a fence enclosing the BHA's dumpster.

BHA resident, Kelley Pope, expressed concern over Gateway East plans for new stairs from the elderly buildings to Town land. She fears that this will attract additional foot traffic onto BHA property and invite people to sit on the stairs. Mr. Dober said that the stairs were designed for the convenience of BHA residents. Ms. Dugan said that the existing stairs at this site do not seem to attract outsiders.

Mr. Jacobs said that after reviewing the Section 8 Voucher utilization report, he wondered if the BHA is holding back on leasing up vouchers to accumulate a sufficient supply for the planned RAD redevelopment projects. Mr. Dober said that this was the case until the start of the year, but recent RAD program changes that allow for an award of vouchers from HUD make accumulating vouchers less necessary.

#### Resident Association Report

Ms. Pope said that she would like to see elections for a new Brookline Housing Town Wide Tenant Association (BHTWTA) President. She said that there has been non-responsive tenant association representation for some time. She is interested in creating new bylaws with two-year term limits.

BHA Assistant Executive Director, Matthew Baronas, said that the current bylaws stipulate elections every three years.

Ms. Katz said that the BHTWTA is an independent organization over which the BHA has no control. There are statewide resources that will work with residents interested in forming or strengthening tenant associations.

Mr. Dober said that the BHA will provide contact information for such resources, including Massachusetts Union of Public Housing Tenants, to anyone interested.

#### Consent Agenda

**On a motion from Ms. Cohen and a second from Ms. Dugan, the consent agenda was unanimously approved and authorized the following: the minutes of the Regular Meeting held on July 17, 2018; Final Completion of the contract with All Pro Painting for the exterior painting of 153 Kent Street; and Change Order #1 to the contract with Multitemp Mechanical Corp. for mechanical and electrical equipment replacements at BHA seniors properties, in the amount of \$4,147.38.**

#### Redevelopment Report

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

- O'Shea House RAD redevelopment plans are proceeding nicely.
- Baker Wohl Architects are completing their preliminary design work.
- A meeting with residents is being planned for September to review design recommendations.
- Baker Wohl will make a presentation to the Board at the September meeting.
- The BHA is banking vacant units at O'Shea House so that residents can temporarily relocate while construction is occurring in their apartments.
- RFPs for lenders and investors have been issued. Proposals are due on August 27, 2018.
- Once preliminary cost estimates are available, the BHA will determine whether there is the need to request funding from the Town of Brookline.

Ms. Pope asked about diversion activities such as field trips for BHA residents once construction starts.

Mr. Dober said that the BHA will be hiring someone to help coordinate such activities.

#### Owner's Project Manager Contract Award

Ms. Maffei reported the following:

- An Owner's Project Manager (OPM) is a RAD program requirement when renovations total over \$1.5 million.

- The BHA issued a solicitation for an OPM last month. Thirteen firms picked up the RFP. Eight firms came to the tour. Five firms submitted proposals.
- Consultant, Garrett Anderson, assisted the BHA in the proposal review process.
- The review had two stages: the first stage considered qualifications; and the second stage considered price.
- Two firms were disqualified.
- Three very good finalists emerged.
- Hill International distinguished themselves with respect to their methodology. They were well prepared for their interview and responsive to the BHA's needs.
- Hill International was very transparent with respect to their fee proposal. Their fee proposal amounts to 4.5% - 5% of the project cost, which is very competitive.
- Hill International plans to staff the project with a full-time clerk of the works. The BHA feels a full-time clerk is a big advantage for a project of this scale.

**On a motion from Ms. Dugan and a second from Ms. Cohen, a contract to Hill International to serve as the Owner's Project Manager for the rehabilitation of 61 Park Street in the lump sum amount of \$440,000.00 was unanimously approved.**

#### Miscellaneous Issues

BHTWTA Officer, Shawn O'Neal, said that she will have business to discuss at the next meeting.

BHA resident, Bruce Wolff, said that the BHA should provide air conditioning to all residents at Sussman House. Mr. Jacobs said that the BHA plans to explore this possibility when the RAD redevelopment process advances to Sussman House.

BHTWTA President, Jaymy Colon, reported a large pot hole at the entrance to the parking lot at 22 High Street. She said that many residents of 22 High Street are having problems with cockroaches. BHA Director of Maintenance, David Perry, said that residents should report problems within their apartment as well as problems that they observe in common areas.

Ms. Colon expressed a concern about timely follow-up regarding maintenance concerns. Mr. Perry said that residents should follow procedures as outlined in the new brochure explaining how to request a work order.

BHA resident, Nelsa Burgos, said that she has tried to follow proper procedures in requesting maintenance work; however, she has noticed a drop off in responsiveness during the last year. She said there is work pending in her apartment. She also mentioned a problem with lights going out at 22 High Street frequently during the summer. Mr. Perry said that this might be a power grid issue and that he would investigate it.

Ms. Pope said that the exterior hand rails outside her building has cracked paint.

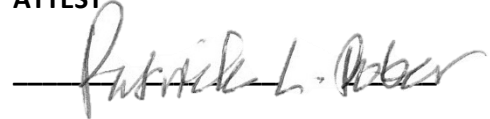
BHA resident, Isabella Murray, said that common area screens are missing on the seventh floor at 22 High Street. She also said that there has been a bed bug issue in her building. Megan Smith, Service Coordinator for BHA residents, said that the Brookline Community Mental Health Center and the Brookline Health Department are working on a resource guide on bed bug best practices that will be distributed to BHA residents at the Walnut Street Apartments.

The Board confirmed that the next meeting will be held at O'Shea House on a date to be determined.

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

**A TRUE COPY**

**ATTEST**

A handwritten signature in cursive script, reading "Patrick L. Dober", is written over a horizontal line.

**Patrick Dober  
Executive Director**