

Regular Meeting Minutes
August 8, 2017
22 High Street
4:30 PM

The meeting was called to order by Mr. Trietsch at 4:35 PM. Those present included Ms. Dugan, Mr. Jacobs, Ms. Sullivan, and Ms. Katz.

Executive Director's Report

Mr. Dober reported the following:

- BHA staff had a very productive tour of the Egmont Street Veterans Apartments development in conjunction with the Egmont Tenant Association (ETA). The ETA had some constructive suggestions regarding community programming ideas and BHA staff/contractor projects, including a fall resident site cleanup event and a possible collaboration with Brookline Center for The Arts.
- The BHA plans to distribute social bullying bystander materials to all residents of BHA senior housing as part of its continuing anti-bullying efforts in partnership with Jewish Family and Children's Services.
- Congratulations are due BHA Director of Subsidized Housing and Applications, Carlos Hernandez, and his staff for achieving a Section 8 Management Assessment Program (SEMAP) High Achiever score of 96%.
- Congratulations are due BHA ESOL Director, Danielle Mendola, on receiving a \$10,000 grant award from the Brookline Community Foundation.

Construction Report

Mr. Dober reported the following:

- The BHA is being asked today to vote on a construction contract to replace the roof at the Trustman Apartment's Amory Street building.
- The fire alarm upgrades at Kickham Apartments are proceeding well.
- Two households at the High Street Veterans Apartments will be temporarily relocated to a hotel during the sidewalk reconfiguration work as part of the sewer line replacement contract.

Resident Association

Brookline Housing Town Wide Tenant Association (BHTWTA) President, Jaymmy Colon, said that she was happy to be back on her feet after dealing with a medical issue. BHTWTA Officer, Shawn O'Neal, reported the following:

- Residents have expressed concerns about young people creating noise in the 22 High Street building stairwell. She has begun to check the hallways during the evenings.
- There have been complaints from residents of Walnut Street Apartments about an increase in rodent and cockroach activity.
- The BHTWTA is planning to hold its next meeting at Kickham Apartments on October 4, 2017.

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

- Eight residents attended the first meeting of the ETA.
- The site walk-through in conjunction with BHA staff was very productive. Issues discussed included site and building needs as well as community-building activities.

- Some residents have expressed concerns about not being able to reach the Maintenance Department by telephone at times.

Consent Agenda

On a motion from Mr. Jacobs and a second from Ms. Sullivan, the consent agenda was unanimously approved and authorized the following: the minutes of the Regular Meeting held on July 11, 2017; and a construction contract to SRC Roofing, Inc., for replacement of the roof on the Amory Street wing of Trustman Apartments, in the amount of \$72,400.00.

Law Firm Contracts to Support the Rehabilitation of BHA Property

Mr. Dober said that the BHA has begun pre-development work with the goal of major redevelopment of BHA properties. Funding to achieve this goal is available if the right consulting team is put in place. One of the first tasks in this regard is the hiring of expert legal assistance. BHA redevelopment consultant, Peter Roche, solicited service proposals. Mr. Roche and Mr. Dober conducted interviews with four law firms. Two law firms are being recommended to the Board:

1. Robert L. Allen, Jr. LLP for local zoning and permitting issues. Attorney Allen has a local practice and experience in the past working with the BHA on similar issues.
2. Nolan Sheehan Patten LLP for affordable housing redevelopment transactions. This regional law firm not only has expertise completing complex affordable housing financial transactions, but also has experience working with the BHA on the 86 Dummer Street development. Nolan Sheehan Patten LLP proposes partnering with Hawking Delafield & Wood LLP, a Washington DC based firm with expertise in public finance and affordable housing transactions including the Rental Assistance Demonstration (RAD) program.

Both law firms have offered favorable rates. Nolan Sheehan Patten LLP will defer most billing until redevelopment funds are available.

Mr. Jacobs said that he has worked with Nolan Sheehan Patten before and believes that they are a great team. Ms. Sullivan said that both law firms having worked with the BHA before is an important asset.

On a motion from Ms. Dugan and a second from Mr. Jacobs, the following contracts to law firms to support the rehabilitation of BHA Property were unanimously approved:

- A. Nolan Sheehan Patten LLP as redevelopment counsel, at the blended rate of \$315.00 per hour, with most payments deferred, for a two-year term renewable by the BHA for three additional years, as further detailed in the accompanying memo dated August 4, 2017.
- B. Law Office of Robert L. Allen Jr., LLP as local land use counsel, at the rates of \$300.00 per hour for Partners and \$225.00 per hour for Associates, with deferral of 30% of payments, for a two-year term renewable by the BHA for three additional years, as further detailed in the accompanying memo dated August 4, 2017.

Executive Search Contracts

Mr. Dober said that two key positions within the BHA need to be filled: the BHA Director of Maintenance and the BHA Director of Redevelopment. Considering the BHA's current limited capacity to complete a number of important tasks, staff is proposing the hiring of two executive search firms with unique expertise to meet BHA needs regarding each of these vacant positions.

Ms. Dugan asked if the BHA intends to hire such firms going forward. Mr. Dober said that the BHA is in a unique situation with two senior level positions open at the same time. Hiring such firms in the future would be considered only on a case by case basis.

Ms. Colon asked if current BHA staff will be given a preference if they apply for one of these positions. Mr. Dober said that a preference will be given to current staff if everything is equal.

On a motion from Mr. Jacobs and a second from Ms. Sullivan, the following contracts to executive search firms were unanimously approved:

- A. HCl, LLC, for the position of Maintenance Director, at hourly rates of \$95.00 to \$175.00 per hour, in an aggregate amount not to exceed \$15,500.00, for a one-year term, renewable by the BHA for two additional years.**
- B. Ann L. Silverman, for the position of Redevelopment Director, at an hourly rate of \$130.00 per hour, in an aggregate amount not to exceed \$15,000.00 for a one-year term, renewable by the BHA for two additional years.**

Contract Amendment for Legal Services

Mr. Dober said that the BHA is requesting that the Board raise the limit of the contract value for legal services related to the establishment of a non-profit BHA affiliate.

Ms. Katz asked why the value of the contract needs to be raised. Mr. Dober said that the original estimate was too low. It also took more time than anticipated to craft new bylaws. The paperwork necessary to file with the IRS is also very lengthy.

On a motion from Ms. Dugan and a second from Ms. Sullivan, an increase to the maximum value of the contract with the law firm Hurwit & Associates, for legal services related to establishing a non-profit BHA affiliate, from \$10,000.00 to \$18,000.00 was unanimously approved.

Miscellaneous Issues

BHA resident, Kelley Pope, said that conditions regarding rodents on the Walnut Street Apartments site have improved, however, problems with mice in the buildings seems to be on the rise.

Mr. Trietsch asked staff to consider anything that can be done to better inform residents about rodent control.

Ms. Pope said that railings on the west side of the second floor balcony of the 4-24 Walnut Street buildings were never painted when this work was completed on the other railings. She said that the hallways in these buildings were patched but never painted. She said that three trees have recently been lost to disease, and asked if there were plans in place to replace them. She also asked if there was an update from the Town regarding their plans for the Gateway East project.

Mr. Dober said that the Brookline Planning Department expects to reach 75% completion with their Gateway East plans by the end of the year. They will then check in with the BHA. This 75% milestone will bring them closer to procuring a contractor. The contractor will be required to produce a complex construction plan, addressing neighborhood concerns.

Mr. Trietsch said that the Town still needs to negotiate with the BHA regarding use of current BHA land. The BHA has made clear its priority of taking care of BHA residents.

BHA resident, Angela Sherrod, reported the following issues: a hole in the ceiling of her apartment which has been worked on by BHA staff but not finished; children playing in the trash disposal bin area at Trustman Apartments, and groups of young persons making noise in the courtyard late at night.

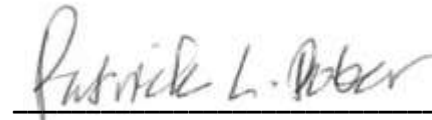
Mr. Dober said that Ms. Sherrod should not hesitate to call the police if there are noise disturbances in the courtyard at night.

The Board confirmed that the next meeting will be held at O'Shea House on September 12, 2017 at 4:30 PM.

On a motion from Mr. Jacobs and a second from Ms. Katz, it was unanimously agreed to adjourn the meeting at 5:45 PM.

A TRUE COPY

ATTEST

A handwritten signature in cursive script that reads "Patrick L. Dober". The signature is written in black ink and is positioned above a solid horizontal line.

Patrick Dober

Executive Director