

Regular Meeting Minutes  
September 12, 2017  
61 Park Street  
4:30 PM

The meeting was called to order by Mr. Trietsch at 4:40 PM. Those present included Ms. Dugan, Ms. Sullivan, and Ms. Katz.

Executive Director's Report

Mr. Dober reported the following:

- BHA Maintenance staff addressed several of the issues identified as needing attention during a tour of the Egmont Street Veterans Apartments site with the Egmont Tenant Association (ETA). The ETA is sponsoring a volunteer "Egmont Community Clean Up" day on September 23, 2017.
- Several staff have benefitted from the BHA's partial tuition reimbursement policy, pursuing educational goals and academic degrees. Staff have also frequently participated in industry sponsored and in-house skill building trainings.
- BHA staff has produced a new Resident Services brochure which highlights on site programs, including: the BHA's ESOL program; the Brookline Food Pantry; and free income tax preparation assistance.

Ms. Sullivan asked if the Resident Services brochure is translated for non-English speaking residents. Mr. Dober said that the brochure will be distributed along with a newsletter which includes a "Please have this translated" message in several languages. Some sections of the newsletter will include translations.

- BHA ESOL Director, Danielle Mendola, and BHA Service Coordinator, Megan Smith, assisted Mr. Dober in preparing and submitting a major, five-year grant application to the Brookline Community Foundation for additional support for resident social services. The grant would expand self-sufficiency programming and would allow for the hiring of a BHA Director of Social Services.

Resident Association

Brookline Housing Town-Wide Tenant Association (BHTWTA) Officer, Shawn O'Neal reported the following:

- They will hold their next meeting on October 4, 2017.
- They hope to develop some community service opportunities for residents.
- They are thankful that BHA extermination contractors recently inspected all units at 22 High Street for cockroaches and treated units if necessary.
- They will be following up on reports that some of the windows at 22 High Street are problematic.

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

- They will hold their next meeting on September 26, 2017.
- Their site walk-through with BHA staff was productive. BHA Maintenance Department followed up by completing a number of tasks, including trimming back trees as necessary and painting new parking space stripes and numbers. The site is looking good and residents feel supported by staff.

- Residents report that fewer calls to Maintenance Department central office are going to voice mail.
- They set up a Gmail account and have advised residents to ask for a work order number when requesting work to be done in their apartments. They hope to compile lists of outstanding work orders that can be useful to Maintenance Department staff.
- BHA Maintenance staff is supporting the ETA by providing supplies needed for the “Egmont Clean Up Day” on September 23, 2017.
- BHA landscapers came on Labor Day and spent only about 20 minutes on site according to Mr. Jaynes.

ETA Officer, Misti Jaynes, said that she met with Sara Fujiwara from the Brookline Arts Center. They are excited about getting started on a planned mural project at Egmont Street Veterans Apartments.

BHA resident, Elizabeth Warshaw, asked if the BHA has plans to allow residents to pay rent online. Mr. Dober said that staff is working to develop this option for residents.

Ms. Warshaw said that there are several trees at O’Shea House needing to be trimmed or removed. She said that site landscaping needs attention. She suggested that the BHA look into the Teenscapes program at the Brookline Teen Center.

BHA resident, Angela Sherrod, said that there is noticeable rodent activity on the Trustman Apartments site related to construction in the area. She asked if there are unit upgrades planned at the Trustman Apartments. Mr. Dober said that the BHA will look into the rodent issue. He explained that the BHA strategic plan sets a goal of upgrading all BHA buildings.

#### Construction Report

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

- The Egmont Street Veterans Apartments masonry wall was completed ahead of schedule. A small amount of associated landscaping work will be finished soon.
- The High Street Veterans Apartments sewer line replacement project is nearing completion.
- The Sussman House emergency generator replacement project and the Kickham Apartments fire alarm project are on schedule.
- Construction will soon commence on the Trustman Apartments Amory Street building roof replacement project.
- Six new projects have been funded and are in various stages of development, including: phase I of the Egmont Street Veterans courtyard renovations; Morse Apartments hot water heater replacement; and Kickham Apartments boilers and storage tank replacement. Three additional projects are being reviewed to ensure that there is no overlap with RAD associated redevelopment plans.

#### Consent Agenda

**On a motion from Ms. Sullivan and a second from Ms. Katz, the consent agenda was unanimously approved and authorized the following: the minutes of the Regular Meeting held on August 8, 2017; Change Order #1 to the High Street Veterans sewer line replacement contract with Riverdale Plumbing & Heating, Inc. to extend the construction completion date from June 20, 2017 to September 29, 2017; Change Order #1 to the contract with Laracy Electrical Contractors, Inc. for the**

**fire alarm upgrades at 190 Harvard Street by \$5,729.83, increasing the contract value to \$233,729.83; and Substantial Completion of the Egmont Street wall replacement project with DeMelo Construction.**

#### Resident Incomes

Mr. Dober said that BHA Graduate Fellow, Rachel Meketon, helped to update an income analysis which examines average income trends for BHA elderly households and family households. The results confirmed the following:

- BHA resident incomes average lower than 30% of area Adjusted Median Income (AMI), which put them into the HUD “Extremely Low Income” category.
- “Nominal Incomes” for both family and elderly households, which track actual dollars, are slightly up over the 15 year period from 2002 through 2017 (increasing an average of approximately one percent per year). However, “Real Incomes” for both family and elderly households, which track incomes adjusted for inflation, are trending downward (decreasing an average of approximately one percent per year).
- The results confirm that BHA households have very low incomes. Without housing subsidies provided by the BHA, few current residents would be able to live in Brookline.
- These stark statistics will help staff with efforts to apply for additional funds for resident services.

Mr. Trietsch said that this study proves that the need for additional resident support services is real.

#### Miscellaneous Issues

The Board confirmed that the next meeting will be held at Kickham Apartments on October 10, 2017 at 4:30 PM.

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