

Brookline Housing Authority
Regular Meeting Minutes
July 17, 2018
226 High Street
4:30 PM

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

Executive Director Report

Mr. Baronas reported the following on behalf of Mr. Dober who was on vacation:

- BHA ROSS Grant Coordinator, Megan Smith, had great success sponsoring free tax preparation services for BHA residents: \$430,000 was returned to 282 households as refunds or credits.
- BHA Family Learning Center Coordinator, Lisa Brown, has expanded program offerings and participation while building a much closer collaboration with Steps To Success and Brookline Public Schools.

Ms. Katz was impressed with the Family Learning Center report. She suggested that the BHA obtain comparative statistical numbers that reflect trends in participation rates.

- Springwell promptly filled the vacant Care Coordinator position at O'Shea House with the hiring of Amber Russell. Sussman House Care Coordinator, Reyán Serrano will provide part-time coverage at O'Shea House until Ms. Russell completes her orientation at Springwell. The part-time positions at Trustman and Walnut Street remain unfilled.

Mr. Jacobs noted the disproportionate service utilization rates for residents of Sussman versus the other developments. He suggested that a good understanding of client needs would be useful prior to any rehabilitation of the property.

- Mr. Jacobs commented on the current vacancies among the BHA properties. Mr. Baronas noted that vacancies tend to be cyclical and that there had been a few years of very low vacancies. He and Carlos Hernandez, BHA Director of Subsidized Housing and Applications, noted that the heads of Management, Maintenance and Leased Housing Departments will be meeting regularly to discuss tight coordination of vacancy turnover. Those meetings are in addition to the regular inter-department staff meetings on vacancies. Mr. Hernandez has been meeting with staff to support them. BHA Director of Maintenance, David Perry, has gone out to view the units to be sure that they are in proper condition for showing to prospective residents.

Ms. Dugan asked if the BHA has sufficient staff to handle the new State requirement that BHA's units be placed on the centralized wait list which must remain open always and expressed a concern that it will result in applicants filing complaints about being on the wait list too long. Mr. Hernandez said that the BHA is closely studying the matter.

Resident Association Report

Brookline Housing Town Wide Resident Association Officer, Shawn O'Neal, had nothing to report.

Egmont Tenant Association President, Sean Jaynes, reported the following:

- The Egmont Street Veterans mural project is progressing nicely. There was a big community turnout last weekend when residents were invited to help paint. It was very positively received. A block party is planned for July 28, 2018 with food vendors, DJ, fire trucks, etc. A Brookline Community Foundation grant is helping to pay for the celebration. The event has been coordinated with Town departments.

- The painting of the community space by BHA Maintenance Department staff has made a big difference in its appeal.
- In response to reports of excess heat and insufficient ventilation in the food pantry, Mr. Perry is planning to install an air circulator. Mr. Perry is also working with Mr. Jaynes to add benches to underutilized areas of the grounds.

A discussion ensued after Mr. Jaynes suggested that the BHA hold mandatory leaseholder meetings to review the handbook and remind residents of the rules. Mr. Baronas noted that they could probably not be mandatory and noted that BHA Property Managers review the handbook with new tenants as part of their orientation.

Consent Agenda

On a motion from Ms. Sullivan and a second from Ms. Cohen, the consent agenda was unanimously approved and authorized the following: the minutes of the regular meeting held on June 12, 2018; Final Completion of contract with APC Development Group, Inc. for the Trustman community room renovation project; Change Order #1 to the contract with Industrial Burner Systems, Inc. for the mechanical upgrades project at 153 Kent Street in the amount of \$8,952.38, increasing the contract amount to \$28,935.38; Final Completion of the contract with Industrial Burner Systems, Inc. for the mechanical upgrades project at 153 Kent Street; Change Order #1 to the contract with Unified Contracting, Inc. for the Egmont St. courtyard renovation project in the amount of \$3,017.47, increasing the contract amount to \$210,314.66; and an increase in the amount of the contract award to Feldman Surveyors for surveys of O’Shea House and Morse Apartments from \$21,200.00 to \$30,200.00.

Ms. Cohen noted that the change order with Industrial Burner Systems, described as being necessitated by a resident’s objection to the proposed disruption, was a significant increase over the original contract amount and wondered whether the issue could have been anticipated to avoid a costly increase to the contract amount. Mr. Baronas said that the change was an accommodation to a resident with multiple disabilities.

Gateway Update

Mr. Baronas reported the following:

- HUD approved the conveyance of the parking lot in record time, after the Town agreed to HUD’s required changes to the documents.
- In follow up to a request at a prior meeting, BHA engaged BSC to conduct an independent peer review of the Town plans and the impact on residents during construction. BSC found that the plans are consistent with good engineering design, that they will minimize and mitigate impact to residents, and that the design team actively sought out input from the BHA. He noted that the Town has agreed to hold regular meetings with designated BHA staff before and during the construction period.
- BHA Director of Mechanical Systems, George Lalli, will be the BHA’s representative for A & E issues during the construction period.
- Following the BSC review, the Town has agreed to provide temporary parking and will add detail to the construction plans to ensure fully specified high-quality fencing for the dumpster enclosure.
- Other BSC recommendations will be addressed after the General Contractor is hired and has provided construction management specifications to the Town. The Town stated that it will work to ensure safe pedestrian access for BHA residents to their buildings during construction and access for emergency vehicles onto BHA property at all times.

Ms. Dugan noted that it is not clear where the MBTA’s Chestnut Hill bus, used by many residents, will stop during street construction. Mr. Baronas suggested that this concern could be reflected in the final BSG report. Mr. Jacobs confirmed that otherwise, the Board was satisfied with the report.

Redevelopment Report

Ms. Maffei provided reported the following:

- A timeline has been established for getting to construction start on O’Shea House that shows closing in February 2019 and construction start in March 2019.
- MassHousing has agreed to move the project from the 2018 bond allocation to the 2019 bond allocation as had been requested by the BHA. They have further agreed to increase the amount of bond allocation to \$23 million from an earlier allocation of about \$10 million. This, and the ability to use project-based vouchers to increase revenues, will support construction of about \$90K/unit.
- There was a well-attended resident meeting on June 28, 2018 to discuss renovation wishes with the architect. Prior to the meeting residents received a questionnaire to help them think about changes they would like. A summary of resident comments was provided to Board members.
- Solicitations have been issued for an Owner’s Project Manager (OPM) and a lender.
- Solicitations will shortly be issued for an equity investor, property manager and relocation specialist.
- An RFQ for a Construction Manager will be issued after the OPM is on board.

Authorization for Construction Manager At Risk

On a motion from Ms. Dugan and a second from Ms. Cohen, authorization for the BHA to utilize the MGL Ch. 149A Construction Manager At Risk method of procuring the construction manager and subcontractors for the renovation of 61 Park Street, and to approve the related Resolutions prepared by Nolan Sheehan Patten LLP as further described in a memo from Maria Maffei dated July 12, 2018, was unanimously approved.

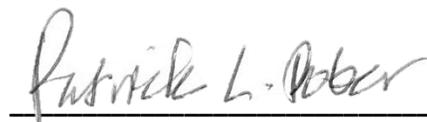
Miscellaneous Issues

The Board confirmed that the next meeting will be held at the Walnut Street Apartments on August 14, 2018 at 4:30 PM.

On a motion from Ms. Sullivan and a second from Ms. Cohen, it was unanimously agreed to adjourn the meeting at 5:40 PM.

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ATTEST



Patrick Dober

Executive Director