

Regular Meeting Minutes
November 21, 2017
50 Pleasant Street
4:30 PM

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

Executive Director's Report

Mr. Dober reported the following:

- A list of proposed dates for 2018 Board of Commissioners meetings is included in the Board package.
- The comprehensive federal tax legislation pending in Congress is important to public housing. It could do serious harm to affordable housing development, including the BHA's plans to rehabilitate its federal public housing developments. The House version of the bill would get rid of the 4% tax credits used for rehabilitating public housing developments. The Senate version preserves the 4% tax credits. If the House bill prevails, the BHA could still pursue its rehabilitation goals, although the scope of the rehabilitation would most likely be scaled down.
- A memo is included in the Board package on steps the BHA is undertaking to enhance data security and to enhance technological capabilities.
- Current BHA social services activities include: preparations for the BHA's 24th annual Thanksgiving dinner at BHA senior developments; ongoing computer literacy training for BHA residents; and a host of Springwell community-building activities at BHA senior developments.
- Egmont Street Veterans courtyard upgrade plans are moving forward.
- The BHA would prefer that residents communicate with the BHA Maintenance Department directly before raising issues at Board meetings regarding work orders in their apartments.

Ms. Dugan said that when calling in a work order, residents should ask the Maintenance Department for a work order number. This can be useful if there is a need to follow-up regarding the requested work.

Mr. Jacobs pointed out that the October vacancy report indicated that there were no lease-ups during the month. BHA Assistant Executive Director, Matthew Baronas, said that offers were made during the month for transfers to vacant wheelchair units but were not accepted, and several applicant files have been referred to BHA Property Managers to fill various vacancies.

Resident Association Report

Brookline Housing Authority Town-Wide Tenant Association (BHTWTA) Officer, Shawn O'Neal, reported that residents are pleased with the new security camera signage at the developments. There has been good communication between residents and BHA Property Managers.

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

- The ETA held a meeting with the Brookline Arts Center and made progress with their planned mural project. Artists will work to develop concepts from residents.
- Thanksgiving turkeys are being provided to residents by the Brookline Food Pantry.
- Mr. Jaynes and his wife are hosting a Thanksgiving dinner in the community room for the Egmont Street community.

BHA resident, Bruce Wolff said that the Sussman House community room rug on the ramp to the hallway is becoming frayed and needs repair. In addition, the air conditioner in the community room is inoperable.

BHA resident, Scott Galloway, said that the side door automatic closer at Sussman House does not work.

Consent Agenda

On a motion from Ms. Sullivan and a second from Mr. Jacobs, the consent agenda was unanimously approved and authorized the following: the minutes of the Regular Meeting held on October 10, 2017; acceptance of the annual award of capital funds from DHCD for FY 2020 in the amount of \$491,838.17; Final Completion of the Egmont Street Veterans wall replacement project with DeMelo Construction Services Corp.; Change Order #2 to the contract with Laracy Electrical Contractors, Inc. for the emergency generator upgrade at 50 Pleasant Street, increasing the contract completion date by 82 days to December 22, 2017; Change Order #1 to the contract with SRC Roofing, Inc. for the Trustman Apartments partial roof replacement project in the amount of \$13,700.89, increasing the contract amount to \$86,100.89; and Substantial Completion of the Trustman Apartments partial roof replacement contract with SRC Roofing, Inc.

501(c)(3) Application and Governance Policies

Mr. Dober said that the BHA is in the final stage of creating a limited purpose affiliate organization for the purpose of raising funds to support resident service program.

Attorney Anne Rosenthal said that the BHA filed Articles of Organization with the state in September, to incorporate Brookline Housing Authority Corporation (BHAC) as a nonprofit corporation in order to obtain federal tax exempt status.

Mr. Dober said that he included in the Board package: the application to the IRA for tax-exempt status; a narrative of purpose; and governance policies. BHA Board Members are required to fill out an IRS form, also included in the package, disclosing any personal affiliations with entities that might do business with the BHAC.

Attorney Rosenthal answered Board Members' questions regarding potential conflicts of interest.

Mr. Dober said that IRS form 1023 Part VIII, which was completed and included in the packet, has been subsequently revised. The answer for the question in section (4)(B) has been changed from "no" to "yes". This has to do with the possibility that the BHAC could someday elect to pay someone to raise money for BHA social service programs.

On a motion from Mr. Jacobs and a second from Ms. Katz, the application to the IRS for tax-exempt status for the Brookline Housing Authority Corporation (BHAC) and the Governance Policies for the BHAC, as described in the memo dated November 17, 2017, was unanimously approved.

Contract Award for Senior Services

Mr. Dober said that the BHA makes a concerted effort to insure that all purchases of goods and services are acquired in strict accordance to public procurement law, including the contracting of social services. As such, the BHA recently issued an RFP for site-based services for elderly and disabled residents at Sussman House and O'Shea House. The BHA solicited widely and received one proposal from Springwell

and no others. The process used was similar to the RFP for social services that resulted in the award of several contracts to the Brookline Community Mental Health Center a few months ago.

BHA staff is pleased with the Springwell proposal. Their fee proposal includes a price unchanged from the fee they have charged over the last few years, and they have offered to hold this price for up to five years. Springwell struggled to fill staffing vacancies in 2016, but have put in place three talented care coordinators who have been performing well this past year.

Ms. Dugan said that these services do not currently extend to the elderly/disabled buildings at the Walnut Street Apartments. Mr. Dober agreed that this is a service gap that needs to be addressed at Walnut Street Apartments and also the elderly/disabled building at Trustman Apartments.

Mr. Trietsch suggested that it might be helpful to survey the needs of these residents. Mr. Dober agreed.

On a motion from Ms. Dugan and a second from Mr. Jacobs, a contract award to Springwell, Inc. for service coordination at 61 Park Street and 50 Pleasant Street in the annual amount of \$84,162.00, for a three-year term, renewable for an additional two-year term, was unanimously approved.

Egmont Courtyard Improvements

Mr. Dober said that the BHA is engaged in a serious undertaking to upgrade the three rear courtyards at Egmont Street Veterans Apartments. This work will be accomplished in three phases, the first of which will address the St. Paul Street/Egmont Street courtyard. Sean Jaynes as well as other residents have provided constructive input into the plan review process. The Egmont Tenant Association's plans for murals on building exteriors should complement this work.

BHA Pet Policy

Mr. Trietsch said that at the last Board meeting he asked staff to report back to the Board on the BHA's pet policy and on what other owners and property managers do concerning pets, and in particular dogs. The issue is complex, with serious health and safety concerns, nuisance concerns, and the difficulty of regulating and enforcing policy.

Ms. Dugan said that she would not want to be associated with the eviction of a household simply for the ownership of a dog, other than an aggressive dog. She added that there have always been dogs in BHA apartments.

Mr. Dober said that dogs are allowed in BHA federal developments per HUD requirements, and are also permitted in state developments for reasonable accommodations. The BHA initiates eviction action for violations of the pet policy; but as history has shown, the BHA has dealt with the issue over the years with only one eviction for failure to remove a dangerous dog.

Mr. Trietsch agreed that it is important to proceed to eviction for vicious dogs.

Mr. Jacobs asked about households who prove unable to take care of their dog. Mr. Dober said the BHA takes progressive disciplinary action for failure to comply with BHA pet policy, beginning with a pre-termination conference.

Miscellaneous Issues

Scott Galloway asked what would happen if the RAD program becomes a casualty of the pending federal tax legislation proposal. Mr. Trietsch said that the BHA would then need to figure out an alternative plan.

BHA resident, Bruce Wolff, asked about programs for BHA elders aging in place. BHA Property Manager, Kelley Chambliss, said that the Springwell site-based care coordinators work with residents to set up such services.

Sean Jaynes said that the 80s building at Egmont Street Veterans Apartments lost hot water again this week. Mr. Dober said that some of the hot water boilers are starting to come to the end of their lifespan. The BHA is performing preventive maintenance to the best of its ability; and at the same time it is programming new hot water boilers into its capital plans.

Residents of Sussman House praised the good efforts of BHA Maintenance worker Rob Nihoff and Springwell care coordinator, Sarah Williams.

The Board confirmed that the next meeting will be held at Morse Apartments on December 12, 2017 at 4:30 PM.

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

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ATTEST**



**Patrick Dober
Executive Director**