

Regular Meeting Minutes
October 10, 2017
190 Harvard 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.

Board Reports

Ms. Dugan reported that she attended one of the RAD resident information meetings last week and felt that it was well done and very informative. It was also very well attended.

Ms. Katz reported that staff from Steps To Success and the BHA are making progress with their goal of interconnecting their social service programming for the benefit of BHA families. Steps To Success is also embarking on a large scale strategic planning process.

Ms. Sullivan reported that she has transitioned from the Board of the Brookline Community Foundation to their Board of Advisors. The Brookline Community Foundation is currently considering a major grant application from the BHA.

Resident Association Report

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

- The ETA coordinated a community clean-up day a few weekends ago. There was a strong resident turnout, with support from the City On A Hill Church and BHA Maintenance Department staff.
- The ETA is encouraging residents to show up at meetings to make their voices heard.
- A child was bitten by a dog on the Egmont Street Veterans Apartments site. The dog did not have vaccination papers, requiring the child to get precautionary medical treatment. A letter was subsequently put together and distributed by the BHA, reinforcing the dog policy. It is important that there is good follow-up and enforcement of the BHA Pet Policy.

Ms. Dugan said that the memo included in the Board package states that there is a difference between state and federal pet policy. She does not believe that it is equitable that the rules allow pets in federal public housing buildings but not in state public housing buildings.

Mr. Jaynes said that the Revere Housing Authority has a policy where photos of dogs and records of vaccinations are held on file, allowing them to hold residents accountable.

Mr. Trietsch said that the BHA should examine the pet policy of the Revere Housing Authority.

BHA Assistant Executive Director, Matthew Baronas, said that it was the policy of the BHA for many years to not permit pets in either state or federally funded public housing. When HUD required public housing authorities to adapt rules permitting pets in federal public housing, the BHA adopted a policy of permitting pets in federal public housing only. Pets are allowed, however, in state funded public housing for residents requiring them as a reasonable accommodation.

Mr. Trietsch asked the BHA to produce a memo highlighting the BHA rules regarding pets. Ms. Katz asked that the memo include an explanation of the requirements to register a pet under the BHA Pet Policy, and the BHA enforcement practices.

Mr. Dober said that the BHA's Pet Policy must be adhered to for BHA residents of both federal and state public housing. The policy requires licensing and vaccinations. If the policy is not followed, lease enforcement may be initiated.

Executive Director's Report

Mr. Dober reported the following:

- The BHA has removed some of the dead trees at O'Shea House.
- The BHA has surveyed residents to collect information regarding windows at 22 High Street that do not stay open. BHA Maintenance staff are preparing to install new window ballasts to correct the problem in the faulty windows.
- The BHA is in the process of installing signs in all BHA buildings stating that security cameras are in use.
- Congratulations to Sugei Pas, a BHA resident who was working as Receptionist/Program Representative, who has been promoted to the position of Applications Program Representative.
- A new resident service program is kicking-off this month under a grant from the organization Tech Goes Home. BHA ROSS Program Director, Megan Smith, and BHA Learning Center Director, Lisa Brown will be conducting weekly seminars to train adult residents on basic computer technology skills.
- The BHA has acquired a software package to allow residents to make rent payments online. The BHA will test the new technology in a pilot project with a small number of BHA residents.

Construction Report

Mr. Dober reported the following:

- The BHA has received approval from the state to put construction documents together for phase one of the Egmont Street Veterans Apartments courtyard improvement project.

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 September 12, 2017; and a construction contract to Weld Power Service Co. Inc., for installation of a new engine for the emergency generator at the Walnut Street Apartments, in the amount of \$19,033.35.

Architect Contract

Mr. Dober said that the BHA is recommending the award of a contract to Nangle Engineering for design and construction services for various mechanical and electrical projects at Kickham Apartments, Morse Apartments, Sussman House, O'Shea House, and Col. Floyd Apartments.

Mr. Jacobs asked why the BHA was not recommending the low bidder, Salamone Associates.

Mr. Dober said that Salamone Associates is an out of state firm that the BHA has never worked with. They provided limited references. The BHA has had good experience working with Nangle Engineering. A deft hand and careful coordination with BHA staff will be required for this job.

Mr. Jacobs said that he believes it is important for the BHA to broaden the group of engineers it works with.

Mr. Dober said that he understands and agrees with Mr. Jacobs' concern about expanding the group of engineering firms it works with. In this case, however, Mr. Dober recommends going with a firm that has familiarity with BHA properties and staff. There is a relatively narrow period of time between the planned RAD work and these tasks, and there will be a need to carefully coordinate the work to ensure that the scope does not include tasks intended to be included in RAD work, unless there are urgent needs for such work.

On a motion from Ms. Dugan and a second from Ms. Sullivan, a contract for architectural and engineering service to Nangle Engineering, Inc. in the amount of \$39,700.00, for services related to five mechanical and electrical projects at the federal properties was unanimously approved.

Section 8 Payment Standards

BHA Director of Subsidized Housing and Applications, Carlos Hernandez, said that on October 2, 2017, HUD published new Fair Market Rents (FMRs). Local Housing Authorities are authorized to set their Payment Standards within a range of 90%-110% of the area FMRs. Considering the extremely high rents in Brookline, staff is recommending that the BHA approve a Payment Standard of 110% of the newly published area FMRs.

On a motion from Mr. Jacobs and a second from Ms. Katz, the BHA Board of Commissioners unanimously approved 2017-2018 Payment Standards for Section 8 assistance administered by the Brookline Housing Authority, at the rent levels recommended in the attached memo from Carlos Hernandez dated October 9, 2017.

Amendment to Section 8 Administrative Plan

Mr. Hernandez said that the Housing Opportunity Through Modernization Act of 2016 allows project based Section 8 assistance contract terms of up to 20 years instead of the previous 15 year limit. It also allows for the extension of current contracts for up to 20 years. Extending the term of these contracts would help support affordable housing in Brookline.

On a Motion from Ms. Sullivan and a second from Ms. Dugan, the BHA Board of Commissioners unanimously approved an amendment to the BHA's Section 8 Administrative Plan, to allow the BHA to provide contracts for Project Based Section 8 assistance for terms of up to 20 years, representing an increase from the previous 15 year limit.

Section 8 Contract Renewal for Center Communities

On a Motion from Mr. Jacobs and a second from Ms. Katz, the BHA Board of Commissioners unanimously approved an extension of the 18-unit Project Based Section 8 contract for the Hebrew Senior Life Center Communities property at 100 Centre Street/1550 Beason Street, for an additional term of 20 years.

Rental Assistance Demonstration (RAD) Preliminary Application & Redevelopment Update/Discussion

Mr. Dober said that he is asking the Board to approve a Preliminary Application to HUD for participation in the RAD program. This application is a rough draft, and the first of many steps in the multi-phase RAD application and redevelopment process.

The RAD program is a tool the BHA hopes to use to accomplish major repairs to all BHA federal properties. The proposed plan would begin at O'Shea House where work including kitchen and bathroom upgrades, new utility systems, and common area and landscaping upgrades would total over \$50,000.00 per unit, based on very preliminary estimates and depending on available funding.

Preliminary timeline highlights are as follows and are subject to change:

- Preliminary RAD application to HUD by October 23, 2017.
- Phase One at O'Shea House: commencement of construction in January of 2019; and construction completion by January of 2020.
- Phase Two at Morse, Sussman, and Kickham: commencement of construction in January of 2020; and construction completion by April of 2021.
- Phase Three at Walnut Street Apartments and Col. Floyd Apartments: dates to be determined.

BHA resident, Denise Sullivan, asked when the Section 8 subsidies would commence in a RAD project. Mr. Dober said that the subsidy conversion at each development occurs when the construction begins.

BHA resident, Ken Drummond, asked if additional votes would be needed regarding the RAD program. Mr. Trietsch said that several votes will be required during the different phases of the program.

BHA resident, Evelyn House, asked if a resident's rent would change when the subsidy changes. Mr. Dober said that the rent formula for federal public housing and the Section 8 program are essentially the same.

On a motion from Mr. Jacobs and a second from Ms. Katz, the BHA's Preliminary Application to HUD for participation in the HUD RAD program and authorization for the Executive Director to submit the Preliminary Application in a form substantially the same as the version dated October 8, 2017, was unanimously approved.

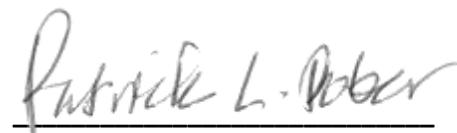
Miscellaneous Issues

The Board confirmed that the next meeting will be held at Sussman House on November 21, 2017 at 4:30 PM.

On a motion from Ms. Dugan and a second from Ms. Katz, it was unanimously agreed to adjourn the meeting at 5:35 PM.

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ATTEST



Patrick Dober

Executive Director