

Brookline Housing Authority
Regular Meeting Minutes
March 21, 2017
90 Longwood Avenue
4:30 PM

The meeting was called to order by Mr. Trietsch at 4:30 PM. Those present included Ms. Dugan, Mr. Jacobs, and Ms. Katz. Ms. Sullivan was present by means of a conference call.

Executive Director's Report

Mr. Dober reported the following:

- BHA Director of Capital Improvements, Sharon Cowan is currently on leave to care for her mother. During her leave, she will be conducting some work at home.
- Two concerns were expressed by a resident at the last BHA Board meeting: cigarette smoke in her hallway; and a heat issue in her apartment. In response: the heat issue was fixed by BHA Maintenance staff; and BHA Property Management staff vigorously followed-up with suspected smoking offenders.
- BHA Board Members must complete on-line training by DHCD's June 19, 2017 deadline.
- Social service highlights include: ongoing free tax preparation assistance at Walnut Street Apartments and Trustman Apartments; upcoming full staff training on social bullying, followed by trainings for residents at the elderly/disabled developments; and a "Sharing Our Stories" booklet of resident memoirs compiled by BHA Director of ESOL, Danielle Mendola.
- Jody Garber, BHA Family Learning Centers Director, will be retiring in June after decades of service to the BHA. She has given considerable notice which should allow a good transition to a new Director.
- Legal residency requirements differ from state to federal public housing programs. The state does not require legal residency, whereas federal regulations require the BHA to confirm legal residency through the Department of Homeland Security. The BHA estimates that there are only a few BHA state public housing residents who are undocumented.
- Some BHA residents have expressed anxiety regarding news reports that major cuts to government programs benefitting low-income individuals and families are being advanced by the new administration.

Construction Report

Mr. Dober reported the following:

- Several projects are complete or near complete, including: the substantial completion of the Veterans Apartments storm drains repair work and the Trustman Apartments masonry and foundation repairs; and the final completion of the Morse Apartments roof replacement.
- The BHA will be undertaking capital improvement projects in the near future at eight developments.
- A meeting is scheduled for this evening with Egmont Street Veterans Apartments residents to review design concepts for courtyard upgrades.

Resident Association

Sean O'Neal, Brookline Housing Town Wide Tenant Association Officer, reported that Ms. Colon recently attended two CDBG Advisory Board meetings. Things are going well at the developments.

Mr. Trietsch asked Ms. O'Neal to remind BTWTA President, Jaymmy Colon, that the BHA Board is interested in knowing: where and when the BHTWTA holds its meetings; the attendance for the meetings; the meeting agendas; and any key issues of concern.

Mr. Dober said that as a Member of the CDBG Advisory Board for each of the past three years, Ms. Colon's voice has been very influential in leveraging funding for the BHA.

Consent Agenda

On a motion from Ms. Dugan and a second from Mr. Jacobs, the consent agenda was unanimously approved and authorized the following: the minutes of the Regular Meeting held on February 21, 2017; contracts for vacant unit painting to American Painting Co. of Winthrop, MA, with each contract including initial terms for two years with BHA options for two one-year extensions, with a base annual amount of \$6,675.00 for the state apartments contract and a base annual amount of \$5,375.00 for the federal apartments contract; the annual update of the BHA's five year plan for capital improvements at the state properties; an architect contract for roof repairs at Trustman Apartments to The Galante Architecture Studio, in the amount of \$12,700.00; Substantial Completion of the Veterans Apartments storm drains repair contract with Aqua Line Utility, Inc.; Substantial Completion of the Trustman Apartments masonry repairs contract with MJS Construction, Inc.; Final Completion of the roof replacement contract at Morse Apartments with MDM Engineering, Inc.; a contract with Laracy Electrical Contractors, Inc. in the amount of \$228,000.00 for fire alarm upgrades at Kickham Apartments and generator replacement at Sussman House.

FY 2018 Budget Projections

Mr. Dober reported the following:

- The consolidated budget for FY 2018 is projecting a total net income of -\$6,249. Funding is designed to break even, and the budget achieves this goal.
- The budget projections indicate small deficits from the Central Office Cost Center, federal public housing, and state public housing. The Section 8 program shows a surplus.
- The funding trend is slightly down, as in recent history.
- The BHA continues to search for new sources of revenue, for example: foundation money for social services; and rental income from parking spaces such as the current arrangement with Children's Hospital.
- The BHA also hopes to save money through the reprocurement of maintenance contracts. Overall, maintenance contractor costs have been increasing at an unsustainable rate of eight to nine percent per year, with the major inflationary factors being electrical and plumbing.
- The BHA has strong reserves. In recent years, the reserve levels have been the equivalent of three to four month expenses. They are now higher than the five month threshold, thanks in part to the developer's fee from 86 Dummer Street.

Mr. Jacobs asked if an analysis of costs has led to a reprioritizing of capital needs. Mr. Dober said that high contracted costs factor into the prioritizing of capital projects. This is reflected in recent capital projects involving elevators, generators, hot water tanks, etc.

Mr. Trietsch asked if added maintenance costs are a reflection of the rising cost of contractors or of deteriorated conditions of the buildings and systems. Mr. Dober said that it is more a result of the deteriorated conditions and systems.

Ms. Katz said that probable federal budget cuts to the CDBG program could also hurt BHA budgets.

Mr. Jacobs asked about projected cuts to federal public housing programs. Mr. Dober said that the new Administration's budget is calling for significant cuts to public housing and Section 8 programs. The Section 8 program might have the best long term funding prospects, as it has wider political support than public housing. The state public housing program is also vulnerable because of the state constitution's requirement for a balanced budget.

On a motion from Ms. Katz and a second from Mr. Jacobs, the BHA's FY 2018 budget projections were unanimously approved.

HOME Grant

Mr. Dober said that aside from some HOME funds included in the 86 Dummer Street development project, the HOME grant for renovations at Trustman Apartments is a new source of funding for the BHA. Virginia Bullock from the Brookline Planning Department helped to combine leftover Dummer Street HOME funds with some additional HOME funding to complete this grant.

On a motion from Ms. Katz, and a second from Mr. Jacobs, it was unanimously agreed to authorize the Executive Director to execute a HOME Funding Agreement with the Town of Brookline in the amount of \$283,752.00 and related documents, per the memo from Janet Haines dated March 7, 2017, for renovations at Trustman Apartments.

Human Resources Legal Services Contract Award

On a motion from Ms. Dugan and a second from Ms. Katz, the award of a contract to the law firm KP Law, PC, to provide human resources legal services to the BHA, at a rate of \$175.00 per hour, for an initial two-year term, renewable for up to three additional years was unanimously approved.

Miscellaneous Issues

The Board confirmed that the next meeting will be held at Morse Apartments on April 18, 2017 at 4:30 PM.

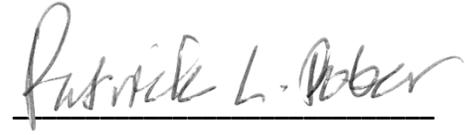
Move to Executive Session

Mr. Trietsch said that it is necessary to enter executive session in order to discuss strategy with respect to litigation. **At 5:15 PM, on a motion from Mr. Jacobs and a second from Ms. Sullivan, a vote was taken to move to executive session to discuss strategy with respect to pending litigation against the BHA, as holding such discussion in an open meeting may have a detrimental effect upon the litigating position of the BHA, and to not reconvene the public meeting at the conclusion of the executive session. The motion was approved. The votes were as follows:**

Ayes	Nays
Mr. Trietsch	none
Ms. Dugan	
Mr. Jacobs	
Ms. Sullivan	
Ms. Katz	

A TRUE COPY

ATTEST

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

Patrick Dober

Executive Director