

#2018-11
Special Meeting of December 13, 2018

The members of the Brockton Housing Authority met in Special Session in the Executive Board Room, Manning Tower, 45 Goddard Road, Brockton MA on Thursday, December 13, 2018. Chairman Timothy Sullivan called the meeting to order at 2:03 PM. Upon a roll call, those present and absent were as follows:

PRESENT

David Teixeira
Ernest Pettiford
Janet Trask
Sandra Proctor
Timothy Sullivan

ABSENT

None

Also present were Thomas Thibeault, Executive Director; Michael Pacious, Chief Financial Officer; Chris Barry, Director of Capital Improvements; Fred Welsh, Director of Resident Services and Susan Keating, Executive Secretary.

Mr. Thibeault explained that the minutes from the Special Meeting of November 15, 2018 have been reviewed and found to be in order. Commissioner Trask made a motion, seconded by Commissioner Proctor to approve the minutes of the Special Meeting of November 15, 2018 as written. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Under Hearing of Visitors, Chairman Sullivan stated that any visitors wishing to be heard, would be allowed three minutes to speak; the Board will take any issues under advisement. There were no Visitors wishing to be heard.

Under Correspondence, Mr. Thibeault reviewed the letter to HUD responding to the REAC inspection scores; and the Board meeting schedule; asking that the February Board meeting be changed to February 21st to ensure that we submit the year-end financial statements in a timely manner; the Board agreed to the change to the schedule.

Commissioner Teixeira stated that he and Commissioner Proctor met with Mr. Thibeault and Ms. Elliott to review the bills and found them to be in order. Commissioner Teixeira made a motion, seconded by Commissioner Proctor to approve the bills for the Special Meeting of December 13, 2018 as presented. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Barry explained the Approval of Actual Modernization Cost Certificate. In April 2015, HUD awarded a Capital Fund Grant in the amount of \$2,003,156 to the Brockton Housing Authority for capital improvements to our Federal developments. As of November 15, 2018 all grant funds have been obligated and expended. Mr. Barry addressed questions from the Board with regard to the grant and the obligation of those funds. Commissioner Proctor made a motion,

***BHA Special Meeting
December 13, 2018
Page 2***

seconded by Commissioner Teixeira to approve the 2015 Actual Modernization Cost Certificate as presented. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Barry explained the Approval of Certificate of Substantial Completion – Electrical Service and Meter Center Replacement – Kennedy Drive, Project 667-2. On November 5, 2018 DTC Engineering, the engineering firm representing the Authority, determined that Systems Contracting Inc., the electrical contractor performing the electrical service and meter center replacement work at Kennedy Drive was substantially complete. A punch list was created and issued on November 6, 2018. Commissioner Trask made a motion, seconded by Commissioner Pettiford to approve the Certificate of Substantial Completion to the contract with Systems Contracting Inc. of Plymouth, MA for the electrical service and meter replacement project at Kennedy Drive, Project 667-2, effective November 5, 2018. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Barry explained the Approval of Certificate of Final Completion – Electrical Service and Meter Center Replacement – Kennedy Drive, Project 667-2. On November 28, 2018 DTC Engineering, the engineering firm representing the Authority, determined that Systems Contracting Inc., the electrical contractor performing the electrical service and meter center replacement work at Kennedy Drive was complete and all punch list items had been addressed. Commissioner Teixeira made a motion, seconded by Commissioner Pettiford to approve the Certificate of Final Completion to the contract with Systems Contracting Inc. of Plymouth, MA for the electrical service and meter replacement project at Kennedy Drive, Project 667-2, effective November 28, 2018. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault presented the Executive Director's Report. He reviewed his report in detail with the Board and answered their questions and concerns. He expounded on the issues that have been encountered in implementing the statewide waiting list; it has been a very frustrating process and the staff is diligently working to address the problems. Mr. Thibeault briefly updated the Board on the Police Officer in the Neighborhood program; we will be presenting details on the program to the Resident Advisory for their review and comment and to address any questions and concerns. It is hoped that this program will help to make our neighborhoods safer. Commissioner Teixeira made a motion, seconded by Commissioner Proctor to accept the Executive Director's Report for December 13, 2018 and put on file. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Barry explained the Approval of Certificate of Completion Consolidated and Certificate of Release – Fire Alarm Systems – Caffrey Towers, Project 24-7 and Campello High Rise, Project 24-6. Jensen Hughes has determined that Jupiter Electric Inc. of Salisbury MA has completed their

BHA Special Meeting

December 13, 2018

Page 3

work on the fire alarm systems at Caffrey Towers and the Campello High Rise and that the work meets all applicable codes and punch list items have been satisfactorily addressed.

Commissioner Pettiford made a motion, seconded by Commissioner Trask to approve the Certificate of Completion Consolidated and Certificate of Release to the contract with Jupiter Electric, Inc. of Salisbury, MA for the fire alarm systems project at Campello High Rise, Project 24-6 and Caffrey Towers, Project 24-7. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Barry explained the Acceptance of Comment on Brockton Housing Authority 2019 Capital Fund Annual Budget; Approval of Resolution #18-10: Resolution Approving Submission of 2019 Capital Fund Annual Plan. Mr. Barry provided Board members with copies of the 2019 Capital Fund Annual Plan; which has been advertised; copies were sent to all tenant presidents and members of the Resident Advisory Board for review and comment; the comment period concluded on November 12, 2018. Copies were also made available to anyone in the community who requested one. Commissioner Teixeira made a motion, seconded by Commissioner Trask to approve Resolution #18-10: Resolution approving the submission of the Brockton Housing Authority's 2019 Capital Fund Annual Budget and Five Year Capital Fund Plan. Upon a roll call vote, the ayes and nays were as follows:

AYES

David Teixeira
Sandra Proctor
Janet Trask
Ernest Pettiford
Timothy Sullivan

NAYS

None

The Chairman thereupon declared the motion carried.

Mr. Barry explained the Approval of Approval of Change Order #1 – Energy Conservation Measures. During the installation of toilets at Belair Tower and Crescent Court, a number of toilet flanges and chrome stops were either broken or non-functioning, which required replacement prior to the installation of the new toilets. A unit price for the removal and replacement of the toilet flanges (\$233) and chrome stops (\$89) was negotiated and agreed upon. There were a total of forty seven replaced toilet flanges and twenty eight replaced chrome stops for the two developments. Commissioner Trask made a motion, seconded by Commissioner Proctor to approve Change Order #1 in the amount of \$15,768.64 to the contract with Araujo Brothers Plumbing and Heating Inc. of New Bedford, MA for energy conservation measures. All voted in the affirmative. The Chairman thereupon declared the motion carried.

***BHA Special Meeting
December 13, 2018
Page 4***

Mr. Thibeault explained the Approval of FY2019 State and Federal Operating Budgets. There are nine budgets that require action. Mr. Thibeault and Mr. Pacious presented the Authority's budget package to the Board. The package included a summary sheet detailing all categories of Income and Expenses for each budget, a salary exhibit with the salaries of all employees, with the salary of the Executive Director, bolded, and a package of supporting documents. Mr. Thibeault made a detailed presentation on the documents, explaining the philosophy behind each budget, the process used in developing the budgets and the Board's responsibility to monitor the budgets through the financial documents presented to them on a monthly basis. He also addressed questions and concerns from the Board.

Commissioner Proctor made a motion, seconded by Commissioner Teixeira to approve Resolution #18-11: Resolution Approving FY2019 Federal Operating Budget Project MA024-001-14-D – Asset Management project (AMP) 1. Upon a roll call vote, the ayes and nays were as follows:

| | |
|------------------|-------------|
| <u>AYES</u> | <u>NAYS</u> |
| David Teixeira | None |
| Sandra Proctor | |
| Janet Trask | |
| Ernest Pettiford | |
| Timothy Sullivan | |

The Chairman thereupon declared the motion carried.

Commissioner Teixeira made a motion, seconded by Commissioner Trask to approve Resolution #18-12: Resolution Approving FY2019 Federal Operating Budget Project MA024-002-14-D – Asset Management project (AMP) 2. Upon a roll call vote, the ayes and nays were as follows:

| | |
|------------------|-------------|
| <u>AYES</u> | <u>NAYS</u> |
| David Teixeira | None |
| Sandra Proctor | |
| Janet Trask | |
| Ernest Pettiford | |
| Timothy Sullivan | |

The Chairman thereupon declared the motion carried.

Commissioner Proctor made a motion, seconded by Commissioner Trask to approve Resolution #18-13: Resolution Approving FY2019 Operating Budget - Section 8 Housing Choice Voucher Program. Upon a roll call vote, the ayes and nays were as follows:

**BHA Special Meeting
December 13, 2018
Page 5**

| <u>AYES</u> | <u>NAYS</u> |
|------------------|-------------|
| David Teixeira | None |
| Sandra Proctor | |
| Janet Trask | |
| Ernest Pettiford | |
| Timothy Sullivan | |

The Chairman thereupon declared the motion carried.

Commissioner Trask made a motion, seconded by Commissioner Pettiford to approve Resolution #18-14: Resolution Approving FY2019 Operating Budget – Central Office Cost Center (COCC). Upon a roll call vote, the ayes and nays were as follows:

| <u>AYES</u> | <u>NAYS</u> |
|------------------|-------------|
| David Teixeira | None |
| Sandra Proctor | |
| Janet Trask | |
| Ernest Pettiford | |
| Timothy Sullivan | |

The Chairman thereupon declared the motion carried.

Commissioner Trask made a motion, seconded by Commissioner Proctor that the proposed operating budget for state-aided housing of the Brockton Housing Authority Program Number 400-1 for fiscal year ending December 31, 2019, showing total revenue of \$2,333,734 and total expenses of \$2,478,734 thereby requesting a subsidy of \$919,734 be submitted to the Department of Housing and Community Development for its review and approval. Upon a roll call vote, the ayes and nays were as follows:

| <u>AYES</u> | <u>NAYS</u> |
|------------------|-------------|
| David Teixeira | None |
| Sandra Proctor | |
| Janet Trask | |
| Ernest Pettiford | |
| Timothy Sullivan | |

The Chairman thereupon declared the motion carried.

Commissioner Teixeira made a motion, seconded by Commissioner Trask that the proposed operating budget for state-aided housing of the Brockton Housing Authority Program Number

***BHA Special Meeting
December 13, 2018
Page 6***

689-1 for fiscal year ending December 31, 2019 showing total revenue of \$45,080 and total expenses of \$55,080 be submitted to the Department of Housing and Community Development for its review and approval. Upon a roll call vote, the ayes and nays were as follows:

| <u>AYES</u> | <u>NAYS</u> |
|------------------|-------------|
| David Teixeira | None |
| Sandra Proctor | |
| Janet Trask | |
| Ernest Pettiford | |
| Timothy Sullivan | |

The Chairman thereupon declared the motion carried.

Commissioner Proctor made a motion, seconded by Commissioner Teixeira that the proposed operating budget for state-aided housing of the Brockton Housing Authority Program Number 689-2 for fiscal year ending December 31, 2019 showing total revenue of \$26,280 and total expenses of \$29,780 be submitted to the Department of Housing and Community Development for its review and approval. Upon a roll call vote, the ayes and nays were as follows:

| <u>AYES</u> | <u>NAYS</u> |
|------------------|-------------|
| David Teixeira | None |
| Sandra Proctor | |
| Janet Trask | |
| Ernest Pettiford | |
| Timothy Sullivan | |

The Chairman thereupon declared the motion carried.

Commissioner Trask made a motion, seconded by Commissioner Pettiford that the proposed operating budget for state-aided housing of the Brockton Housing Authority Program Number MRVP for fiscal year ending December 31, 2019 showing total revenue of \$125,440 and total expenses of \$162,920 be submitted to the Department of Housing and Community Development for its review and approval. Upon a roll call vote, the ayes and nays were as follows:

| <u>AYES</u> | <u>NAYS</u> |
|------------------|-------------|
| David Teixeira | None |
| Sandra Proctor | |
| Janet Trask | |
| Ernest Pettiford | |
| Timothy Sullivan | |

The Chairman thereupon declared the motion carried.

Commissioner Teixeira made a motion, seconded by Commissioner Trask to approve the FY2019 Operating Budget for the Brockton Housing Authority's Affordable Housing Program. Upon a roll call vote, the ayes and nays were as follows:

| <u>AYES</u> | <u>NAYS</u> |
|------------------|-------------|
| David Teixeira | None |
| Sandra Proctor | |
| Janet Trask | |
| Ernest Pettiford | |
| Timothy Sullivan | |

The Chairman thereupon declared the motion carried.

There was no Old Business.

There was no New Business.

Chairman Sullivan announces that he would accept a motion to go into Executive Session to discuss a personnel matter under Purpose One, the Board will reconvene in Public Session only to adjourn. Commissioner Proctor made a motion, seconded by Commissioner Teixeira to go into Executive Session to discuss a personnel matter under Purpose One. Upon a roll call vote, the ayes and nays were as follows:

| <u>AYES</u> | <u>NAYS</u> |
|------------------|-------------|
| David Teixeira | None |
| Sandra Proctor | |
| Janet Trask | |
| Ernest Pettiford | |
| Timothy Sullivan | |

The Chairman thereupon declared the motion carried and the Board in Executive Session at 3:20 PM.

The Board reconvened in Public Session at 3:35 PM.

BHA Special Meeting
December 13, 2018
Page 8

There being no further business, Commissioner Proctor made a motion, seconded by Commissioner Teixeira to adjourn. All voted in the affirmative. The Chairman thereupon declared the motion carried at 3:37 PM.

Respectfully submitted,

/S/

Timothy J. Sullivan, Chairman

February 21, 2019

Date

/S/

Thomas G. Thibeault, Secretary