

#2019-02
Special Meeting of February 21, 2019

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, February 21, 2019. 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
Carol Roberts
Timothy Sullivan

ABSENT

None

Also present were Thomas Thibeault, Executive Director; Michael Pacious, Chief Financial Officer; Frank Hinds, Division Director of Asset Management; Thomas Plouffe, Senior Counsel and Division Director of Housing Administration; Chris Barry, Director of Capital Improvements; Fred Welsh, Director of Resident Services; Margaret Pauline, Associate Director of Leased Housing and Susan Keating, Executive Secretary.

Mr. Thibeault explained that the minutes from the Regular Meeting of January 24, 2019 have been reviewed and found to be in order. Chairman Sullivan asked about the Police in the Neighborhood Program and whether there is a provision in the agreement that addresses termination of the agreement. Mr. Thibeault replied that if the Authority can terminate the agreement and provide 90 day notice to Officer DePina to vacate. Chairman Sullivan asked if that language can be reflected in the minutes. Commissioner Sullivan made a motion, seconded by Commissioner Trask to approve the minutes of the Regular Meeting of January 24, 2019 as amended. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Under Hearing of Visitors, Chairman Sullivan stated that any member of the public is invited to sign in and speak at this time; visitors wishing to be heard would be allowed three minutes to speak on each subject; the Board will take any issues under advisement, and respond at a later date. There were no Visitors wishing to be heard.

Under Correspondence, Mr. Thibeault reviewed the Public Housing Notice from DHCD regarding the CHAMP update and the Mass NAHRO newsletter for February 2019. No action is required on this agenda item.

Commissioner Teixeira stated that he met with Mr. Thibeault and Ms. Elliott to review the bills and found them to be in order. Commissioner Roberts sat in on the review. Commissioner Teixeira made a motion, seconded by Commissioner Trask to approve the bills for the Special

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Meeting of February 21, 2019 as presented. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Plouffe explained the Appointment of Maintenance Assistant Working Foreman. With the promotion of Michael Leary to the position of Maintenance Working Foreman in October, there was a vacancy for an Assistant Working Foreman. The Authority posted the position in house and there were six applicants for the position. The resumes and cover letters were evaluated by a committee consisting of Mr. Hinds, Mr. Thibeault and Mr. Plouffe; who then interviewed the candidates, with regard to their qualifications as they related to the job description, issues around leadership and supervision, and why they wanted a move toward supervision and administration. The candidates also took a written test to evaluate technical knowledge. The committee unanimously agreed that Kevin Gately was most qualified candidate to fill the position. He scored high on the interview and written test; he is currently a Lead Mechanic; and is responsible for maintaining three of the Authority's developments. He is a Certified Apartment Maintenance Technician. Mr. Thibeault added that Kevin interacts in a very respectful and positive manner with the residents; and that he will be a strong addition to the maintenance supervision team. Commissioner Trask made a motion, seconded by Commissioner Pettiford to appoint Kevin G. Gately of Stoughton MA to the position of Maintenance Assistant Working Foreman at the 2019 Step 1 rate of \$33.74 per hour effective February 25, 2019. 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 System – Belair Tower, Project 24-10. McKinnell, McKinnell & Taylor have determined that Jupiter Electric of Salisbury, MA has satisfactorily completed the fire alarm system project at Belair Tower effective February 5, 2019. MM&T has also confirmed that the construction work meets all applicable codes and that Jupiter Electric has completed all punch list items. Commissioner Teixeira made a motion, seconded by Commissioner Roberts 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 system project at Belair Tower, Project 24-10, effective February 5, 2019. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Plouffe and Ms. Pauline explained the Approval of Resolution #19-01: Resolution Approving Submittal of Section 8 Management Assessment Program Certification. The responses on this certification represent work done in the Section 8 Program over the last year. Ms. Pauline and her staff maintain compliance files that are available if HUD or any HUD contractor would like to audit the program. It also encompasses work done by the Tenant Selection Department and Family Self-Sufficiency Program. Mr. Thibeault stated that the Brockton Housing Authority has received High Performer designations in the past from the US

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Department of Housing and Urban Development as a result of the exemplary work done by the staff in these departments. Commissioner Trask made a motion, seconded by Commissioner Pettiford to approve Resolution #19-01: Resolution Approving Submittal of Section 8 Management Assessment Program Certification. Upon a roll call vote, the ayes and nays were as follows:

<u>AYES</u>	<u>NAYS</u>
David Teixeira	None
Carol Roberts	
Janet Trask	
Ernest Pettiford	
Timothy Sullivan	

The Chairman thereupon declared the motion carried.

Mr. Thibeault presented the Executive Director's Report. He distributed a letter he wrote to United Elevator for their quick response to the recent elevator crisis at Campello High Rise; Mr. Thibeault explained the issues in detail; what was done to provide interim elevator service to ensure the safety of the residents and commended the staff of the Authority; the staff of United Elevator; the tenant coordinators and the residents at Campello for the tremendous collaborative efforts put forth in this trying situation. Mr. Thibeault also explained that there will be some new office configurations being done in the near future to the reception area and Maintenance office at 45 Goddard Road to ensure the safety of our staff; it is our goal that access to the offices remains welcoming, but there have been a few situations that have made these changes necessary. Mass NAHRO has sent a letter to the Department of Housing and Community Development (DHCD) with regard to their concerns that DHCD may be overstepping their authority and usurping the authority of local housing authorities and their Boards and are requesting to meet with DHCD officials to discuss these concerns. There was a comprehensive conversation with regard to the US Department of Housing and Urban Development (HUD) encouraging private ownership of public housing and what this might mean for the public housing industry. Commissioner Roberts spoke of a tour of a mixed affordable housing complex she had taken while at a conference in North Carolina. Commissioner Roberts made a motion, seconded by Commissioner Teixeira to accept the Executive Director's Report for February 21, 2019 and put on file. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault and Mr. Pacious explained the Approval of FY2018 State Year End Financial Statements. Mr. Thibeault explained the challenges the Authority has faced in preparing these statements and ensuring that they are accurate and within the time schedule that DHCD is mandating. Mr. Pacious reviewed the statement of revenue and expense report; the balance

sheet that shows how much cash the Authority has on hand as of December 31, 2018 and how much it is owed by the State and what is owed to the Authority's vendors; and the computation of the Authority's assets and reserves for the state public housing programs in detail and answered questions and concerns from the Board. Also included is the Schedule of Positions and Compensation Form; certification that the Authority is in compliance with state and Federal lead paint laws and Tenants Accounts Receivables data. The statements have been compiled by BHA staff; reviewed by Mr. Pacious and Fee Accountant Richard Conlon and accurately reflect the operations of the Authority for 2018. The BHA Board has set up control procedures, as evidenced by our annual auditor's report, to ensure against financial improprieties and faulty reporting. These systems have been used and, therefore, the Board can accurately certify to the statements.

Commissioner Trask made a motion, seconded by Commissioner Teixeira on behalf of the Brockton Housing Authority, we certify under the pains and penalties of perjury that the facts and information provided in the attached year-end financial statements for state public housing program 400-1 for fiscal year ending 12/31/2018, are true, correct and complete to the best of our knowledge and that the statements fairly and accurately represent the financial condition of the developments and the Brockton Housing Authority for this period. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Commissioner Teixeira made a motion, seconded by Commissioner Pettiford on behalf of the Brockton Housing Authority, we certify under the pains and penalties of perjury that the facts and information provided in the attached year-end financial statements for Massachusetts Rental Voucher Program (MRVP) for fiscal year ending 12/31/2018, are true, correct and complete to the best of our knowledge and that the statements fairly and accurately represent the financial condition of the developments and the Brockton Housing Authority for this period. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Commissioner Pettiford made a motion, seconded by Commissioner Teixeira on behalf of the Brockton Housing Authority, we certify under the pains and penalties of perjury that the facts and information provided in the attached year-end financial statements for the Edwina Martin House (689-1) for fiscal year ending 12/31/2018, are true, correct and complete to the best of our knowledge and that the statements fairly and accurately represent the financial condition of the developments and the Brockton Housing Authority for this period. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Commissioner Roberts made a motion, seconded by Commissioner Trask on behalf of the Brockton Housing Authority, we certify under the pains and penalties of perjury that the facts and information provided in the attached year-end financial statements for the Anthony DeVeiga House (689-2) for fiscal year ending 12/31/2018, are true, correct and complete to the

best of our knowledge and that the statements fairly and accurately represent the financial condition of the developments and the Brockton Housing Authority for this period. All voted in the affirmative. The Chairman thereupon declared the motion carried.

There was no Old Business.

Under New Business, Commissioner Trask made a motion, seconded by Commissioner Pettiford to appoint Commissioner Carol Roberts as Assistant Treasurer for the Brockton Housing Authority Board of Commissioners. All voted in the affirmative. The Chairman thereupon declared the motion carried.

There being no further business, Commissioner Roberts made a motion, seconded by Commissioner Trask to adjourn. All voted in the affirmative. The Chairman thereupon declared the motion carried and the meeting adjourned at 3:00 PM.

Respectfully submitted,

/s/

Timothy J. Sullivan, Chairman

March 28, 2019

Date

/s/

Thomas G. Thibeault, Secretary