

**#2019-01**  
**Regular Meeting of January 24, 2019**

The members of the Brockton Housing Authority met in Regular Session in the Executive Board Room, Manning Tower, 45 Goddard Road, Brockton MA on Thursday, January 24, 2019. Chairman Timothy Sullivan called the meeting to order at 2:00 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 introduced Brockton Police Officer Manuel DePina to the Board. Officer DePina will be residing with his family at the Roosevelt Heights development as part of the Officer in the Neighborhood Program. The Authority is very enthusiastic about the program and Officer DePina's participation; it is believed that this will help to enhance the overall security of our development and the neighborhood. If for any reason, the Authority chooses to end its participation in the program; we would be required to provide a 90 day notice to Officer DePina to vacate.

Mr. Thibeault explained that the minutes from the Special Meeting of December 13, 2018 have been reviewed and found to be in order. Commissioner Trask made a motion, seconded by Commissioner Pettiford to approve the minutes of the Special Meeting of December 13, 2018 as written. 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 letter from DHCD regarding FY2022 Formula Funding and the Mass NAHRO newsletter for January 2019. No action is required on this agenda item.

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 Regular Meeting of

January 24, 2019 as presented. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault explained the Approval of Amendment #13 – Contract for Financial Assistance – Capital Improvement Work Plan 5001. This amendment to the state Capital Improvement Work Plan increases the amount of the Contract for Financial Assistance by \$548,719.30; which is the amount of the Fiscal Year 2021 Formula Funding Award and Ebid rebates; and extends the dates of service from June 30, 2020 to June 30, 2021. Commissioner Pettiford made a motion, seconded by Commissioner Trask to approve the following Resolution:

RESOLUTION AUTHORIZING CONTRACT FOR FINANCIAL ASSISTANCE FOR STATE AIDED CAPITAL IMPROVEMENT PLAN 5001, AMENDMENT #13 FOR STATE AIDED HOUSING DEVELOPMENTS.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE MEMBERS OF THE BROCKTON HOUSING AUTHORITY, AS FOLLOWS,

Section 1. The Authority shall enter into a contract with the Commonwealth of Massachusetts in the form submitted at this meeting and contract in the name of Brockton Housing Authority under its corporate seal, and the Secretary is hereby authorized to attest the same.

Section 2. The Authority hereby requests the Director of the Department of Housing and Community Development, enter into such contract with the Authority and the Commonwealth of Massachusetts to approve such contract.

Section 3. The Officers of the Authority shall be, and they are hereby authorized and directed, on and after the execution of said contract by the respective parties thereto, to do and perform on behalf of the Authority all acts and the things required of the Authority to perform fully all of its obligations thereunder.

Section 4. This resolution shall take effect immediately.

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

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The Chairman thereupon declared the motion carried.

Mr. Thibeault explained the Approval of the Management Agreement between the Brockton Housing Authority and the Hanson Housing Authority. We are asking to extend our management agreement with the Hanson Housing Authority for one year; the contract calls for the Brockton Housing Authority to manage the Hanson Authority until December 31, 2019 and then end our business relationship. Mr. Thibeault explained in detail the fiscal and time challenges in continuing the management agreement with Hanson and outlined recommendations made to the Hanson Housing Authority to assist them in moving forward in a positive manner; Mr. Thibeault answered a number of questions from the Board with regard to the agreement. Commissioner Proctor made a motion, seconded by Commissioner Trask to authorize the Chairman to execute the Agreement between the Hanson Housing Authority and Brockton Housing Authority and the associated work plan. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Pacious explained the Approval of Contract Extension – Independent Audit Services. In accordance with the Request for Proposals (RFP) that was issued on January 12, 2015, we are requesting that the Authority extend the contract with Rector and Reeder to include the audit of the Authority's 2018 financial statements in the amount of \$41,100; additionally \$3,600 will be needed for the Agreed Upon Procedures (AUP) audit required by the Commonwealth of Massachusetts. Every year Rector and Reeder does a thorough audit of the Authority's financial statements and procedures. The Board can be assured that the Authority's policies and procedures are in compliance with HUD and Commonwealth of Massachusetts regulations. They have an impeccable reputation in the public housing field. Commissioner Pettiford made a motion, seconded by Commissioner Trask to exercise the year to year extension outlined in the January 12, 2015 Request for Proposals (RFP) and extend the Brockton Housing Authority's contract with Rector and Reeder to include the Fiscal Year 2018 audit of the Brockton Housing Authority's financial statements for the amount of \$44,700. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Pacious presented the Financial Comparatives for the period ending November 30, 2018 and reviewed them with the Board. Commissioner Proctor made a motion, seconded by Commissioner Teixeira to accept the financial comparatives for the period ending November 30, 2018 and put on file. 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 addressed the issues facing the Authority with regard to the government shutdown. If the shutdown continues through February, the Authority would be unable to pay its Housing Choice Voucher Program landlords

in March, which would be extremely damaging to the relationship between the Authority and its landlords and potentially catastrophic to the economy. A letter drafted by HUD is ready to go out to landlords at the beginning of February if the shutdown continues. Mr. Thibeault answered a number of questions and concerns from the Board. We are seeking a venue for the Annual Meeting and hope to find one within Brockton that can accommodate us. Mr. Thibeault asked Commissioner Proctor if she would still be willing to work with Commissioner Trask on the selection of Person of the Year, Resident of the Year and menu selection for the Annual Meeting; she agreed. Work on the second larger elevators at Campello High Rise is about to commence; once the work is completed, the two crews working at Campello will move on to Caffrey Towers. A third crew will begin the elevator work at Sullivan Tower shortly. Commissioner Trask made a motion, seconded by Commissioner Pettiford to accept the Executive Director's Report for January 24, 2019 and put on file. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault explained the Renewal of Contract with Brockton Area Multi Services, Inc. (BAMSI). The contract for services coordination is up for renewal. The contract with the Brockton Area Multi Services, Inc. has been reviewed and updated and is being recommended for renewal. The Brockton Housing Authority and BAMSI have enjoyed a long and productive relationship in providing much needed service coordination services for our residents. BAMSI is a pre-eminent provider of social services throughout the state and we are extremely fortunate to have them based in Brockton. Commissioner Teixeira made a motion, seconded by Commissioner Trask to renew the contract for resident services coordination with Brockton Area Multi Services, Inc. for a sixty month period effective January 1, 2019. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Pacious explained the Approval of the Revised Brockton Housing Authority's Finance, Accounting and Internal Control Policy. On August 20, 2018, the US Department of Housing and Urban Development (HUD) Field Office in Boston communicated with the Brockton Housing Authority on the need to update its financial, accounting and internal control policies based upon our FY2017 audit. HUD provided a template to use, to simplify the process of updating these policies, although it was still an extensive undertaking with input from members of the Finance Department and Human Resources to ensure the accuracy of the policy. Commissioner Trask made a motion, seconded by Commissioner Proctor to approve the revised Brockton Housing Authority Finance, Accounting and Internal Control Policy and Procedure Manual as presented. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Barry explained the Approval of Change Order #2 – Energy Conservation Measures – Federal Developments. The energy conservation measures specifications identified a definite percentage of the apartments (based on size) at each development to have hand held showers installed instead of standard shower heads. The percentages were significantly less than the

quantity needed, therefore, the Authority requested per unit cost for the installation of hand held showers as opposed to standard shower heads. A unit price of \$27.84 each, plus O/P and Bond, for the installation of a hand held shower in place of a standard shower head was negotiated and agreed upon. Throughout our developments, a total of four hundred and eighty five additional hand held showers were required to complete the project. Mr. Barry answered a number of questions from the Board with regard to the installation of the shower heads. Commissioner Proctor made a motion, seconded by Commissioner Pettiford to approve Change Order #2 in the amount of \$15,838.32 to the contract with Araujo Brothers Plumbing and Heating, Inc. of New Bedford, MA for energy conservation measures in Brockton Housing Authority Federal developments. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Barry explained the Approval of Change Order #3 – Energy Conservation Measures – Federal Developments. During the plumbing phase of the energy conservation measures project, a number of unforeseen issues and/or additional work requested by the Authority was required, including replacement of elongated toilets with standard toilets at Roosevelt Heights; replacement of flush-o-meter fixtures and replacement of corroded shower head bases. Mr. Barry answered a number of questions and concerns from the Board with regard to the items contained in the Change Order. Commissioner Teixeira made a motion, seconded by Commissioner Trask to approve Change Order #3 in the amount of \$22,434.50 to the contract with Araujo Brothers Plumbing and Heating, Inc. of New Bedford, MA for energy conservation measures in Brockton Housing Authority Federal developments. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Barry explained the Approval of 2016 Actual Modernization Cost Certificate. In April 2016 HUD awarded the Authority a comprehensive modernization grant in the amount of \$2,046,686 for capital improvements to our Federal developments. As of December 21, 2018 all funds have been obligated and expended, and the grant can be closed out. Commissioner Proctor made a motion, seconded by Commissioner Teixeira to approve the 2016 Actual Modernization Cost Certificate as presented. All voted in the affirmative. The Chairman thereupon declared the motion carried.

There was no Old Business.

Under New Business, Chairman Sullivan stated that he, Mr. Thibeault and members of the Board attended events this past week, including the Martin Luther King breakfast on January 19<sup>th</sup> and Brockton's Promise Mentoring Rally last evening. Those attending agreed that both events were well attended and very enjoyable and inspiring.

Mr. Thibeault noted that this was Commissioner Proctor’s last meeting; he thanked her for her years of service to the Authority and the Board; she will be deeply missed. Chairman Sullivan, on behalf of the Board, also thanked Commissioner Proctor for her years of commitment to the Board and to the residents of the Authority.

There being no further business, Commissioner Proctor 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 3:48 PM.

**Respectfully submitted,**

**/s/**

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Timothy J. Sullivan, Chairman

**March 28, 2019**

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Date

**/s/**

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Thomas G. Thibeault, Secretary