

**#2018-07**  
**Regular Meeting of June 28, 2018**

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, June 28, 2018. 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  
Janet Trask  
Sandra Proctor  
Timothy Sullivan

ABSENT

Ernest Pettiford

Also present were Thomas Thibeault, Executive Director; Michael Pacious, Chief Financial Officer; Chris Barry, Director of Capital Improvements, Margaret Pauline, Leased Housing Administrator and Susan Keating, Executive Secretary.

Mr. Thibeault explained that the minutes from the Special Meeting of May 31, 2018 have been reviewed and found to be in order. Commissioner Trask made a motion, seconded by Commissioner Teixeira to approve the minutes of the Special Meeting of May 31, 2018 as written. All voted in the affirmative. The Chairman thereupon declared the motion carried.

There were no Visitors wishing to be heard.

Mr. Thibeault reviewed the Correspondence with the Board, which included the Mass NAHRO newsletter for June 2018; a letter from DHCD regarding the Authority's fiscal year 2021 formula funding award.

Commissioner Teixeira stated that he and Commissioner Proctor reviewed the bills with Mr. Thibeault and Ms. Elliott 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 June 28, 2018 as presented. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault explained that Carol Lemons, Clerk Typist in the Rent Department has decided to retire after sixteen years of service to the Authority; she will be missed. Commissioner Proctor made a motion, seconded by Commissioner Trask to accept, with regret, the resignation of Carol Lemons, Clerk Typist, Rent Department effective September 14, 2018. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Ms. Pauline explained the Approval of 2018 Utility Schedule. The Code of Federal Regulations 24 CFR 982.517 and the Brockton Housing Authority's Section 8 Administrative Plan require that we review the cost of utilities in our area on a yearly basis at a minimum. A PHA

***BHA Regular Meeting***

***June 28, 2018***

***Page 2***

established utility allowance schedule is used in determining family share and PHA subsidy. The Authority must use the appropriate utility allowance for the size of dwelling unit actually leased by a family. A dollar amount is attached to each utility that the family is responsible for paying; those utilities include heat, hot water, cooking and electric. The total amount is then calculated into the family's rent share to ensure that the family share is not more than 40% of their adjusted gross income. If the cost of a utility category changes more than 10%, the Authority is required to revise the utility allowance schedule. A recent review done by the Old Colony Planning Council is included as part of this agenda exhibit and shows that utilities have increased substantially; in excess of 10%. Commissioner Teixeira made a motion, seconded by Commissioner Proctor to approve the 2018 Utility Schedule as presented, effective October 1, 2018. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Barry explained the Award of Contract – Electrical Service and Meter Center Replacement – Kennedy Drive, Project 667-2. On May 9, 2018 the Capital Improvement Department solicited bids from DCAM Certified Electrical Contractors for the electrical service and meter center replacement project at Kennedy Drive. Eight bids were received and electronically opened and after careful review, Systems Contracting Inc. of Plymouth was deemed the responsive and responsible low bidder at \$282,800. Commissioner Proctor made a motion, seconded by Commissioner Trask to award the contract for electrical service and meter center replacement at Kennedy Drive to Systems Contracting Inc. of Plymouth MA in the amount of \$282,800. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault explained the Appointment of Associate Director of Leased Housing. In April 2018, the Brockton Housing Authority posted internally to fill a promotional opportunity in the Rental Assistance Department. This is an upper management position that supervises a staff of nine and ensures the compliance of numerous state and Federal regulations in the spending of millions of dollars. Mr. Thibeault and Mr. Plouffe interviewed the two candidates and unanimously recommend Ms. Margaret Pauline for the position. She has been the Leased Housing Administrator for the past three years and had previously held the position of Rental Assistance Office Manager for ten years. Her work as the Leased Housing Administrator has been outstanding; she has continued the string of High Performer awards for the Department. She manages a caseload of clients, trains each new employee in the processes of the Department and is responsible for auditing each of the staff's files on a random basis to ensure compliance. Ms. Pauline possesses a calm, efficient and professional demeanor when dealing with staff and clientele alike. Commissioner Teixeira made a motion, seconded by Commissioner Trask to appoint Margaret Pauline of Bourne to the position of Associate Director of Leased Housing at the Step 4 rate of \$79,437 per annum effective July 2, 2018. All voted in the affirmative. The Chairman thereupon declared the motion carried.

**BHA Regular Meeting**

**June 28, 2018**

**Page 3**

Mr. Pacious reviewed the Monthly Cost Comparatives for the period ending April 30, 2018 with the Board and addressed their questions and concerns. Commissioner Trask made a motion, seconded by Commissioner Teixeira to accept the monthly cost comparatives for the period ending April 30, 2018 and put on file. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault explained the Approval of Amendment to Section 8 Administrative Plan. In 2017 the Brockton Housing Authority was approached by Beacon Properties with regard to an issue of expiring 13A subsidy on Chatham West II. They asked if we could give these 121 families with an expiring subsidy, a preference for a Project Based unit in Chatham West I; after a period of discussion, we agreed upon a preference and are submitting this amendment to the Section 8 Administrative Plan to the Board for approval. By doing this we are helping to prevent these families from becoming homeless due to the expiration of their subsidy. Commissioner Trask made a motion, seconded by Commissioner Teixeira to amend the Section 8 Administrative Plan by inserting the following preference for Chatham West I, after Local Preference in the PHA Policy on Page 17-37:

*A preference for every other vacancy will be given to 121 families only, who are current 13A residents of Chatham West II and who were 13A residents of Chatham West II on March 1, 2017, who were without rental assistance and paying 13A basic rent or 13A excess income rent, for the appropriate bedroom size.*

All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault explained the Approval of Consolidation of Mayor's Homeownership, Youth Build and Economic Development Programs. During our most recent audit it was noted that we have three programs that have primarily the same purpose. The programs are titled the Mayor's Homeownership Program, Youth Build and Economic Development. All of the programs are used for developing first time homeownership opportunities, affordable housing rehabilitation or development and other minor sundry economic development opportunities. It was recommended that the three programs be consolidated for better transparency and easier accounting. The Mayor's Homeownership Program has a small line of credit that will be paid off during this consolidation. Commissioner Teixeira made a motion, seconded by Commissioner Trask to consolidate the Mayor's Homeownership Program, Youth Build Program and Economic Development Program into one program that will be known as the Economic Development Program. All voted in the affirmative. The Chairman thereupon declared the motion carried.

**BHA Regular Meeting**

**June 28, 2018**

**Page 4**

Mr. Thibeault presented the Executive Director's Report in detail with the Board and addressed their questions and concerns. He asked the Board to provide feedback about the Annual Meeting. The general consensus was that the meeting was well attended and went fairly smoothly. Chairman Sullivan shared some notes on the day with Mr. Thibeault. Commissioner Proctor made a motion, seconded by Commissioner Teixeira to accept the Executive Director's Report for June 28, 2018 and put on file. All voted in the affirmative. The Chairman thereupon declared the motion carried.

There was no Old Business.

There was no New Business.

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 and the meeting adjourned at 3:00 PM.

**Respectfully submitted,**

**/s/**

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Timothy J. Sullivan, Chairman

**October 25, 2018**

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Date

**/s/**

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Thomas G. Thibeault, Secretary