

#2018-03
Regular Meeting of March 22, 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, March 22, 2018. Chairman Timothy Sullivan called the meeting to order at 2:05 PM. Upon a roll call, those present and absent were as follows:

PRESENT

David Teixeira
Sandra Proctor
Ernest Pettiford
Timothy Sullivan

ABSENT

Janet Trask

Also present were Thomas Thibeault, Executive Director; Frank Hinds, Division Director of Asset Management; Michael Pacious, Chief Financial Officer; Thomas Plouffe, Senior Counsel and Division Director of Housing Administration; Owen Ahearn, Director of Maintenance; 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 Regular Meeting of February 22, 2018 have been reviewed and found to be in order. Commissioner Pettiford made a motion, seconded by Commissioner Teixeira to approve the minutes of the Regular Meeting of February 22, 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 March 2018; and notification that the Authority has received a High Performer designation from HUD under the Public Housing Assessment System (PHAS) for the first time since 2009; this a tremendous accomplishment for the Authority, and it will be recognized during an employee event scheduled for May 23, 2018, Commissioners will be receiving further information on this event very shortly. The Mass NAHRO Spring Conference is scheduled for May 20-23; and Legislative Information Day at the State House is scheduled for April 30; if any Commissioners are interested in attending either event; please contact him, so that he can make the appropriate arrangements. No action was required on this agenda item.

Commissioner Teixeira stated that he and Commissioner Proctor reviewed the bills for the Regular Meeting of March 22, 2018 with Mr. Thibeault and Mr. Pacious 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 March 22, 2018 as presented. All voted in the affirmative. The Chairman thereupon declared the motion carried.

BHA Regular Meeting

March 22, 2018

Page 2

Mr. Thibeault explained the Authorization for the Chairperson and Executive Director to sign the Wage Match Acknowledgement regarding the Confidentiality of Information and Department of Revenue (DOR) Disclosure and Security Training for Safeguarding Information. The Department of Housing and Community Development (DHCD) has entered into an information sharing agreement with the Department of Revenue (DOR), known as "wage match." All housing authorities must check this database for all residents in state public housing programs at admission and once a year at recertification time. To ensure this sensitive information is guarded appropriate, the DOR requires that all staff with access to the information be provided with appropriate training and to also sign acknowledgements that they have received the information. This has been done for all affected staff; the Board is now being asked to certify, along with the Executive Director that this process has been completed. Commissioner Proctor made a motion, seconded by Commissioner Pettiford to authorize the Chairperson and the Executive Director to sign the Wage Match Acknowledgement regarding Confidentiality of Information and DOR Disclosure and Security Training for Safeguarding Information. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Hinds explained the Approval of Budget Revision #2 – 2017 Capital Fund Bond Refinancing. As bids come in it is necessary to reallocate, or funge, funds between the various line items. In Revision #2, we were able to move funds to increase the VCT tile flooring of the high rise buildings project from \$442,000 to \$500,000; increase the funds for the Belair Tower fire alarm system and increase funds for Hillside Village exterior project, while utilizing funds from Manning Tower elevators which have been covered through the regular Capital Fund and the funds from the Energy Performance Contract for elevator cabs and entrance wraps. Commissioner Teixeira made a motion, seconded by Commissioner Pettiford to approve Budget Revision #2 to the 2017 Capital Fund Bond Refinancing. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Plouffe explained the Appointment of Administrative Assistant to the Division Director of Asset Management. In January 2018, the Authority advertised the position of Administrative Assistant to the Division Director of Asset Management in the *Enterprise*; the *Patriot Ledger*; *Taunton Gazette*; online with Ziprecruiter and posted the position internally. After careful review of the resumes submitted, three candidates were chosen for interviews. The committee was impressed with the candidates, however, Avansonjia Hewitt, stood out as the outstanding candidate. Ms. Hewitt has been working in the Maintenance Department as a temporary office worker since 2017. She previously worked as a Police Constable in Jamaica and a Detective Constable in Bermuda; she possesses a Bachelor's Degree and a Master's Degree in law. Ms. Hewitt is very organized and motivated; it is anticipated that the position will analyze systems and data to produce better outcomes for the Authority; the committee is confident that Ms. Hewitt will excel in this position. Mr. Thibeault added that he also interviewed Ms. Hewitt and

found her to be an exemplary candidate for the position. She has a tremendous work ethic and strong moral character; she will be an exceptional addition to the staff of the Authority. Commissioner Teixeira made a motion, seconded by Commissioner Proctor to appoint Avasonjia Hewitt of Brockton to the position of Administrative Assistant to the Division Director of Asset Management at the 2018 Step 1 rate of \$50,536 per annum effective March 26, 2018. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Plouffe explained the Appointment of Two Housekeepers. In January 2018, the Authority advertised for the position of Housekeeper in *The Enterprise; Patriot Ledger; Taunton Gazette*; online with Ziprecruiter and posted the position internally. Nine candidates were interviewed by Mr. Plouffe, Mr. Hinds and Mr. Ahearn; eight of the candidates are current part-time Workforce Development employees of the Authority. The two candidates being recommended for the positions are Paula Beebe and Thuan Carson. Ms. Beebe has been a part-time employee since 2008 and Ms. Carson has been a part-time employee since 2015; they both come highly recommended by their supervisors. They both passed their required physicals. Mr. Thibeault stated that he interviewed Ms. Carson and Ms. Beebe and found them both to be highly motivated and possess a strong work ethic. He believes they will both be excellent additions to the Maintenance Department and to the Authority. Commissioner Proctor made a motion, seconded by Commissioner Pettiford to appoint Paula Beebe of Brockton and Thuan Carson of Brockton to the position of Housekeeper at the rate of \$16.82 per hour effective March 26, 2018. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault presented Mr. Ahearn's Maintenance Report for 2017 and reviewed it with the Board. Commissioner Proctor made a motion, seconded by Commissioner Pettiford to accept the Maintenance Report for 2017 and put on file.

Mr. Barry explained the Approval of Resolution #18-03: Resolution Approving Revise FY2016 Capital Fund Annual Budget and Revised 2014-2018 Five Year Capital Improvement Plan. With the finalization and submission of the Energy Performance Measures into the Department of Housing and Urban Development, we now need to revise the 2016 Capital Fund Plan to remove budget line items now incorporated into the Energy Performance Contract and adjust additional line items. The largest line item to be removed is the engineering services for the replacement of the elevators at Campello High Rise, Caffrey Towers and Sullivan Tower; these costs will be covered by the EPC. Additionally, the largest increase will be the construction line item for the replacement of the obsolete fire alarm systems at Campello High Rise and Caffrey Towers. There have been some code changes that will affect both of these projects, which has increased the total budget by approximately \$400,000. Commissioner Teixeira made a motion, seconded by Commissioner Pettiford to approve Resolution #18-03: Resolution approving the revised 2016 Capital Fund Annual Budget and revised 2014-2018 Five Year Capital Improvement as presented. Upon a roll call vote, the ayes and nays were as follows:

BHA Regular Meeting

March 22, 2018

Page 4

AYES

David Teixeira
Sandra Proctor
Ernest Pettiford
Timothy Sullivan

NAYS

None

The Chairman thereupon declared the motion carried.

Mr. Barry explained the Award of Contract – Exterior Repairs – Hillside Village, Project 24-1. On February 7, 2018, the Capital Improvement Department solicited bids from DCAM certified general construction contractors for exterior repairs at Hillside Village. Five bids were received and were electronically opened on March 1, 2018, the low bid from Lambrian Construction of Canton, MA in the amount of \$3,726,000, which includes Alternate #1, the was deemed responsive and responsible. Commissioner Pettiford made a motion, seconded by Commissioner Proctor to award the contract for exterior repairs at Hillside Village, Project 24-1 to Lambrian Construction Corporation, Inc. of Canton MA in the amount of \$3,726,000. 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 – Rainbow Terrace, Project 667-1A. On February 7, 2018 the Capital Improvement Department solicited bids from DCAM certified electrical contractors for electrical service and meter replacement at Rainbow Terrace. Eight bids were received and electronically opened on February 22, 2018. The low, responsive and responsible bidder was Brite-Lite Electrical Company of Weymouth MA with a bid in the amount of \$74,970. Commissioner Teixeira made a motion, seconded by Commissioner Pettiford to award a contract for electrical service and meter replacement at Rainbow Terrace, Project 667-1A to Brite-Lite Electrical Company, Inc. of Weymouth, MA in the amount of \$74,970. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Barry explained the Approval of FY2014 Actual Modernization Cost Certificate. In May 2014 the Brockton Housing Authority received \$2,025,809 in capital improvement funds from HUD for improvements to our Federal developments. The funds have all been obligated and expended in accordance with HUD requirements. Commissioner Proctor made a motion, seconded by Commissioner Teixeira to approve the 2014 Actual Modernization Cost Certificate as presented. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault presented the Executive Director's Report. Commissioner Pettiford made a motion, seconded by Commissioner Proctor to accept the Executive Director's Report for March

BHA Regular Meeting
March 22, 2018
Page 5

22, 2018 and put on file. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Barry explained Award of Contract – Fire Alarm Systems – Campello High Rise, Project 24-6 and Caffrey Towers, Project 24-7. On February 28, 2018 the Capital Improvement Department solicited bids from DCAM certified alarm system contractors for the fire alarm system project at Campello High Rise and Caffrey Towers. Four bids were received and electronically opened on March 14, 2018. After careful review of the bids, the low bid from Jupiter Electric of Salisbury MA in the amount of \$894,969, which includes Alternate #1 was determined to be responsive and responsible. Commissioner Teixeira made a motion, seconded by Commissioner Pettiford to award the contract for fire alarm systems at Campello High Rise, Project 24-6 and Caffrey Towers, Project 24-7 to Jupiter Electric, Inc. of Salisbury, MA in the amount of \$894,969 which includes Alternative #1. All voted in the affirmative. The Chairman thereupon declared the motion carried.

There was no Old Business.

Under New Business, Mr. Thibeault stated that it would be necessary to change the date of the Board meeting in April to ensure timely submission of our budgets; he proposed moving the date to April 19; Commissioner Teixeira had a conflict on that date, therefore it was decided to change the Board meeting to Wednesday, April 18, 2018 at 2:00 PM.

Commissioner Proctor stated that the tenant leaders are having a difficult time identifying a fellow resident to nominate for Resident of the Year; Mr. Thibeault stated that he has some recommendations he could provide.

Mr. Thibeault will set up a meeting with the subcommittee, consisting of Commissioner Proctor and Commissioner Trask, to provide recommendations on Person of the Year, Resident of the Year, and to make the menu selection for the Annual Meeting, to be held on June 22, 2018.

BHA Regular Meeting
March 22, 2018
Page 6

There being no further business, Commissioner Proctor made a motion, seconded by Commissioner Pettiford to adjourn. All voted in the affirmative. The Chairman thereupon declared the motion carried and the meeting adjourned at 3:02 PM.

Respectfully submitted,

/s/

Timothy J. Sullivan, Chairman

June 1, 2018

Date

/s/

Thomas G. Thibeault, Secretary