

#2018-05
Special Meeting of May 31, 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, May 31, 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
Ernest Pettiford
Timothy Sullivan

ABSENT

None

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 Special Meeting of April 18, 2018 have been reviewed and found to be in order. Commissioner Proctor made a motion, seconded by Commissioner Trask to approve the minutes of the Special Meeting of April 18, 2018 as written. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault introduced John Froio, the new tenant president for Belair Tower.

There were no Visitors wishing to be heard.

Mr. Thibeault reviewed the Correspondence with the Board, which included the Mass NAHRO newsletter for May 2018; a letter from HUD with regard to the Section 8 Management Assessment Program score for 2017 and designation of High Performer; the Authority scored 100% for the fourteenth year in a row; this is an amazing accomplishment and is due to the hard work and dedication of the Rental Assistance and Tenant Selection staff. The staff will be treated to lunch at the Cape Cod Café on Friday, June 8, 2018 at noon. If any Board members would like to attend, please let Mr. Thibeault know. No action was required on this agenda item.

Commissioner Teixeira stated that he and Commissioner Proctor reviewed the bills for the Special Meeting of May 31, 2018 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 Special Meeting of May 31, 2018 as presented. All voted in the affirmative. The Chairman thereupon declared the motion carried.

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Mr. Thibeault explained that Hazel Patterson, Homeownership Leasing Officer has announced that she will retire from the Authority effective June 1, 2018. She has been an employee of the Authority since January 2013 and will be deeply missed. Commissioner Pettiford made a motion, seconded by Commissioner Trask to accept, with regret, the resignation of Hazel Patterson effective June 1, 2018. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Barry explained the Approval of Change Order #1 – Elevator Modernization – Manning Tower, Project 24-3. Due to scheduling issues out of the control of United Elevator with the State Department of Public Safety and vendors required for pre-testing and product delays, a no cost time extension of sixteen calendar days was requested by United Elevator; and is being recommended by the Authority. Mr. Barry answered a number of questions from the Board with regard to the Change Order. Commissioner Trask made a motion, seconded by Commissioner Pettiford to approve Change Order #1. A sixteen calendar day, no cost time extension to the contract with United Elevator for the elevator modernization at Manning Tower, Project 24-3, thereby extending the substantial completion date to March 28, 2018. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Barry explained the Approval of Certificate of Completion Consolidated, Final Requisition and Certificate of Release – Elevator Modernization – Manning Tower, Project 24-3. B Squared Engineering, LLC has determined that United Elevator Company has completed the elevator modernization project at Manning Tower, per the plans and specifications, effective April 25, 2018. B Squared Engineering has further confirmed that the work meets all applicable codes and all punch list items have been satisfactorily completed. Commissioner Teixeira made a motion, seconded by Commissioner Proctor to approve the Certificate of Completion Consolidated, Final Requisition and Certificate of Release to the contract with United Elevator Company of Weymouth for the elevator modernization at Manning Tower, Project 24-3. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault explained the Approval of Resolution #18-08: Resolution Authorizing Energy Performance Contract. The Brockton Housing Authority has applied to the U.S. Department of Housing and Urban Development for permission to complete certain energy savings measures then use the amount of money saved to pay for those measures and other items approved by HUD; the majority of the funds would go towards modernizing the elevators at Caffrey Towers, Campello High Rise and Sullivan Tower. In order to complete this project, the Authority needs to borrow the money up front; then pay back the loan with the energy savings over time. We have contacted bond counsel to help with the tax exempt requirements of the loan. We are requesting that the Board approve the proposed Resolution to authorize execution of necessary documentation with regard to the loan. Commissioner Proctor made a motion, seconded by Commissioner Pettiford to approve Resolution #18-08: A Resolution of the Board of

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Commissioners of the Brockton Housing Authority Authorizing the Execution and Delivery of a Lease Purchase Agreement and any other Documents Required in Connection Therewith; and Authorizing the Taking of all other Actions Necessary to the Consummation of the Transactions Contemplated by this Resolution, a copy of which is included as part of these minutes. 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. Plouffe explained the Appointment of Affordable Housing Facilities Supervisor. Mr. Olson has announce that he is resigning his position of Facilities Supervisor for the Affordable Housing Department. The position was advertised in *The Enterprise, Patriot Ledger, and Taunton Gazette* and was also posted online on ZipRecruiter. Several applications were received and two candidates were interviewed by Mr. Plouffe and Mr. Olson; who were in agreement that Thomas Howard be recommended for the position. Mr. Howard has extensive experience in the maintenance and supervisory fields; is a hard worker and also had impeccable references. Mr. Thibeault stated that he interviewed Mr. Howard and found him to be of strong character and possesses an excellent work ethic. He will be a great asset to the Affordable Housing Department, and a welcome addition to the Brockton Housing Authority team. Commissioner Trask made a motion, seconded by Commissioner Pettiford to appoint Thomas Howard of Bridgewater MA to the position of Affordable Housing Facilities Supervisor at the annual salary of \$65,000 effective June 29, 2018. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Plouffe explained the Appointment of Homeownership Leasing Officer. As a result of the resignation of Hazel Patterson, there is a vacant position of Homeownership Leasing Officer in the Rental Assistance Department. In accordance with the collective bargaining agreement, we were able to use the pool of candidates from March 2018, to fill this position. A committee consisting of Margaret Pauline, Chrislaine Bonny and Mr. Plouffe reviewed the resumes and interviewed qualified candidates. It was the unanimous decision of the committee to recommend Kara Letourneau for the position. She has extensive experience in customer service, attention to detail and the ability to efficiently complete calculations. Ms. Letourneau possesses a Bachelor of Science in Management from Bridgewater State University. Commissioner Teixeira made a motion, seconded by Commissioner Trask to appoint Kara

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Letourneau of East Taunton, MA to the position of Homeownership Leasing Officer effective June 18, 2018 at the Step 1 rate of \$39,581 per annum. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Harriman explained the Award of Contract – Lawn Care – Affordable Housing Properties. On April 27, 2018 the Brockton Housing Authority published a Request for Proposals (RFP) for lawn care for the Affordable Housing Program properties. The RFP was advertised in *The Enterprise and Patriot Ledger*. Six contractors requested copies of the RFP and two submitted proposals. The proposals were reviewed and scored by Mr. Harriman, Mr. Olson and Mr. McDuffy. The committee unanimously recommends award of the contract to DeZine Land Construction as the low responsive bidder. Mr. Harriman addressed a number of questions and concerns with regard to the award of the contract. Commissioner Proctor made a motion, seconded by Commissioner Teixeira to award a three year contract for lawn care of the affordable housing properties to DeZine Construction for the prices submitted in their RFP. These prices are attached to the recommendation and will be attached to the contract. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault reviewed the monthly cost comparatives for the period ending March 31, 2018 with the Board. Commissioner Proctor made a motion, seconded by Commissioner Pettiford to accept the monthly cost comparatives for the period ending March 31, 2018 and put on file. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault reviewed the agenda and the outline of the day for the Annual Meeting which will be held on June 22, 2018 at Noon at the Massasoit Conference Center. Commissioner Trask made a motion, seconded by Commissioner Proctor that the Board accept the recommendation of the subcommittee, to honor Johnnie B. Shannon as the Resident of the Year at the 2018 Annual Meeting. All voted in the affirmative. The Chairman thereupon declared the motion carried. Commissioner Trask made a motion, seconded by Commissioner Proctor that the Board accept the recommendation of the subcommittee, to honor Judith McDonough as the Person of the Year at the 2018 Annual Meeting. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault presented his written Executive Director's Report to the Board; he added that Commissioner Proctor hosted an informal reception at Sullivan Tower yesterday to welcome new Service Coordinator Shawna Medeiros, and to introduce her to residents; it was a very successful event. Commissioner Teixeira made a motion, seconded by Commissioner Proctor to accept the Executive Director's Report for May 31, 2018 and put on file. All voted in the affirmative. The Chairman thereupon declared the motion carried.

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Mr. Barry explained the Award of Contract – Architect/Engineering Services – Installation of Fire Alarm System – Belair Tower, Project 24-10. In October 2017, the Capital Improvements Department solicited Requests for Proposals (RFP's) from Architect/Engineering firms to design and oversee the installation of a fire alarm system at Belair Tower. Three proposals were received, reviewed for qualifications and rated by a four person reviewing committee. At that time, a number of concerns came forward with available budgets and the number of projects out to bid, it was therefore decided to postpone the acceptance of the RFP. On May 9, 2018, the two top firms were interviewed and were asked whether the delay in awarding the RFP would affect their fee. McKinnell, McKinnell & Taylor stated that their fee would not increase; Jensen Hughes stated that their fee would increase by \$4,000 (8% increase). It is the belief of the Authority that both of these firms are highly qualified to perform the work outlined in the RFP and although Jensen Hughes' fee did increase, it had no bearing on the ranking of the firms. Commissioner Trask made a motion, seconded by Commissioner Pettiford to award the contract for engineering services to design and oversee the installation of a fire alarm system at Belair Tower, Project 24-10 to McKinnell, McKinnell & Taylor in the amount of \$46,540.00. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Barry explained the Award of Contract – Flooring Replacement – Manning Tower, Project 24-3; Campello High Rise, Project 24-6; Caffrey Towers, Project 24-7 and Sullivan Tower, Project 24-8. On May 2, 2018 the Capital Improvements Department solicited bids from Prime DCAM certified "Floors Covering" contractors for continuation of the flooring project for Manning Tower, Campello High Rise, Caffrey Towers and Sullivan Tower. Two bids were received and were electronically opened on May 17, 2018. After careful review of the bids, Capital Carpet & Flooring Specialists Inc. of Woburn MA was deemed to be the low responsive and responsible bidder at \$484,979.00. Commissioner Proctor made a motion, seconded by Commissioner Teixeira to award a contract to Capital Carpet & Flooring Specialists, Inc. of Woburn, MA for the flooring replacement project at Manning Tower, Project 24-3; Campello High Rise, Project 24-6; Caffrey Towers, Project 24-7 and Sullivan Tower, Project 24-8 in the amount of \$484,979.00. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault explained the Appointment of Hearing Officer. There exists a personnel issue that requires the Board to consider the appointment of a Hearing Officer. In these instances the Board has various choices: the entire Board can act as a Hearing Panel; the Board can appoint the Executive Director; the Board can appoint a member of the Board; or the Board can appoint an outside agent as hearing officer. Mr. Thibeault stated that he would recommend in this instance that the Board appoint the Executive Director as Hearing Officer. The Executive Director would conduct the hearing, assemble the facts and testimony and then present a recommendation to the Board for consideration. This provides two levels of review and better protects the Board and the Agency if any future legal action is required. Commissioner Teixeira

made a motion, seconded by Commissioner Pettiford to appoint the Executive Director as Hearing Officer for a personnel issue. 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 Pettiford to adjourn. All voted in the affirmative. The Chairman thereupon declared the motion carried and the meeting adjourned at 3:26 PM.

Respectfully submitted,

/s/

Timothy J. Sullivan, Chairman

October 25, 2018

Date

/s/

Thomas G. Thibeault, Secretary