

#2018-10
Special Meeting of November 15, 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, November 15, 2018. Chairman Timothy Sullivan called the meeting to order at 2:02 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; Thomas Plouffe, Sr. Counsel and Division Director of Housing Administration; Frank Hinds, Division Director of Asset Management; 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 October 25, 2018 have been reviewed and found to be in order. Commissioner Proctor made a motion, seconded by Commissioner Teixeira to approve the minutes of the Regular Meeting of October 25, 2018 as written. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Under Hearing of Visitors, Chairman Sullivan stated that any visitors wishing to be heard, would be allowed three minutes to speak; the Board will take any issues under advisement. There were no Visitors wishing to be heard.

Under Correspondence, Mr. Thibeault reviewed the Mass NAHRO Newsletter for October 2018 with the Board.

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 Special Meeting of November 15, 2018 as presented. 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 – Flooring Replacement Phase II – Manning Tower, Project 24-3; Campello High Rise, Project 24-6; Caffrey Towers, Project 24-7 and Sullivan Tower, Project 24-8. On November 5, 2018, Angelo Kyriakides Architects, the architectural firm representing the Authority, determined that the flooring replacement contract with Capital Carpet and Flooring Specialists, Inc. was completed satisfactorily and all punch list items have been addressed. Commissioner Teixeira made a motion, seconded by Commissioner Proctor to approve the Certificate of

Completion Consolidated and Certificate of Release to the contract with Capital Carpet & Flooring Specialist, Inc. of Wilmington, MA for Phase II flooring replacement at Manning Tower, Project 24-3; Campello High Rise, Project 24-6; Caffrey Towers, Project 24-7 and Sullivan Tower, Project 24-8. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault explained the Appointment of Clerk Typist – Admissions Department. While interviewing Ms. Morse who is being recommended for this position, Mr. Thibeault stated that he found her to be a very talented individual with extensive business experience. She will be a tremendous asset to the Admissions Department. Mr. Plouffe explained the application and interview process; the interview committee consisting of Tremeta Rose, Linda Mallard and Mr. Plouffe unanimously recommend the appointment of Marjorie Morse to the position. Commissioner Trask made a motion, seconded by Commissioner Teixeira to appoint Marjorie Morse of Randolph, MA to the position of Clerk Typist effective November 19, 2018 at the Step 1 rate of \$39,044 per annum. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault explained the Appointment of Receptionist. Ms. Daiana Carvalho is being recommended for this position. Mr. Thibeault stated that he found Ms. Carvalho to be a high energy and very motivated individual, she is bilingual and will be an excellent asset to the staff at the Sergi Building, which is an extremely busy location. Mr. Plouffe explained the application and interview process. Thirty resumes were received and five candidates were interviewed, two were called back for a second interview. The interview committee consisting of Tremeta Rose, Linda Mallard and Mr. Plouffe unanimously recommend Daiana Carvalho of Brockton for the position. Commissioner Teixeira made a motion, seconded by Commissioner Trask to appoint Daiana Carvalho of Brockton MA to the position of Receptionist effective November 30, 2018 at the Step 1 rate of \$39,044 per annum. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault explained the Appointment of Homeownership Leasing Officer. Ms. Victoria Gaucher of Middleboro is being recommended for this position. Ms. Gaucher previously worked for the Authority on a part-time basis; she assisted Elizabeth Riordan at Hillside Village with rent recertifications for the residents, among other various clerical duties. This past experience set her apart from the other candidates. Mr. Plouffe explained the application and interview process. The interview committee consisting of Margaret Pauline, Chrislaine Bonny and Thomas Plouffe unanimously recommend the appointment of Ms. Victoria Gaucher. Commissioner Trask made a motion, seconded by Commissioner Teixeira to appoint Ms. Victoria Gaucher of Middleboro MA to the position of Homeownership Leasing Officer effective November 19, 2018 at the Step 1 rate of \$39,581 per annum. All voted in the affirmative. The Chairman thereupon declared the motion carried.

BHA Special Meeting
November 15, 2018
Page 3

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

Mr. Thibeault presented his Executive Director's Report. He presented his written report to the Board for their information and review. He also addressed, in detail, the issue of the letter from HUD that was sent to the Board and the Mayor with regard to the recent REAC inspections and the Authority's substandard designation. The Authority has thirty days to respond to this letter and the response will be substantive, will be signed by the Chairman and shared with Board members and the Mayor. Mr. Thibeault reviewed the REAC reports for the past ten years, the physical needs analysis that has been done and the issues that are being addressed. He also reviewed the capital fund projects that are currently being addressed by the Authority and answered a number of questions and concerns from the Board. Commissioner Proctor made a motion, seconded by Commissioner Trask to accept the Executive Director's Report for November 15, 2018 and put on file. All voted in the affirmative. The Chairman thereupon declared the motion carried.

There was no Old Business.

Under New Business, Commissioner Teixeira inquired into the possibility of a tour of the ongoing projects at the various Authority developments. Mr. Thibeault stated that he would be more than happy to work with Commissioner Teixeira on the logistics of a tour for any Board members that are interested. Commissioner Teixeira made a motion, seconded by Commissioner Trask to request that the Executive Director work with Commissioner Teixeira to set up a tour of Authority developments for any interested Board members. All voted in the affirmative. The Chairman thereupon declared the motion carried.

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 3:08 PM.

Respectfully submitted,
/S/

Timothy J. Sullivan, Chairman
/S/

Thomas G. Thibeault, Secretary

February 21, 2019

Date