

#2018-08
Special Meeting of September 20, 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, September 20, 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; Michael Pacious, Chief Financial Officer; Thomas Plouffe, Sr. Counsel and Division Director of Housing Administration and Susan Keating, Executive Secretary.

Mr. Thibeault explained that the minutes from the Annual Meeting of June 22, 2018 and the Regular Meeting of June 28, 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 Annual Meeting of June 22, 2018 and the Regular Meeting of June 28, 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.

Mr. Thibeault reviewed the Mass NAHRO Newsletter for July/August 2018 with the Board. He stated that he attended a meeting at DHCD this morning and was informed that the ANUEL for the 2019 budget has been increased by 4%.

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 Trask to approve the bills for the Special Meeting of September 20, 2018 as presented. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Plouffe explained the Acceptance of Resignation – Nora Dyer, Receptionist. Ms. Dyer has resigned her position from the Authority effective July 26, 2018. She recently lost her father and has relocated to the Cape to be with her mother. Commissioner Proctor made a motion, seconded by Commissioner Trask to accept with regret the resignation of Nora Dyer,

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Receptionist effective July 26, 2018. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault explained the Acceptance of Comment on Brockton Housing Authority Annual Plan and Approval of Resolution #18-09: Resolution Approving the Submission of the Brockton Housing Authority Annual Plan for Fiscal Year 2019. The Quality Housing and Work Responsibility Act requires that the Authority submit a Plan to the United States Department of Housing and Urban Development (HUD) on an annual basis. Before this Plan can be submitted it must be advertised and public comments received. This Plan has been worked on throughout the year with the Resident Advisory Board and includes their concerns. The Plan was advertised and copies were sent to all tenant presidents and members of the Resident Advisory Board. Copies were also made available to anyone in the community who requested one. There are no significant changes in this year's Plan, with the exception of the inclusion of a No Smoking Policy which was mandated by HUD. The comment period concludes with today's meeting. Commissioner Trask made a motion, seconded by Commissioner Pettiford to approve Resolution #18-09: Resolution approving the submission of the Brockton Housing Authority Annual Plan for fiscal year 2019. Upon a roll call vote; the ayes and nays were as follows:

<u>AYES</u>	<u>NAYS</u>
David Teixeira	None
Sandra Proctor	
Janet Trask	
Ernest Pettiford	
Timothy Sullivan	

The Chairman thereupon declared the motion carried.

Mr. Plouffe explained the Adoption of Brockton Housing Authority Language Access Plan. The Brockton Housing Authority is required to have a Language Access Plan (LAP) to explain how the Authority will provide interpretation and translation services for those with Limited English Proficiency (LEP). We have conducted the required four factor analysis and have determined that the languages required to be considered by the Authority are Spanish, French/Haitian and Portuguese. The Plan outlines the actions to be taken to ensure that all have equal access to the services the Authority provides and the steps the Authority will take to address the needs of the speakers of this particular languages. Mr. Plouffe also addressed questions and concerns of the Board. Commissioner Teixeira made a motion, seconded by Commissioner Trask to adopt the Brockton Housing Authority's Language Access Plan as presented. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault explained the Approval of Certificate of Substantial Completion – Electrical Service and Meter Center Replacement – Rainbow Terrace, Project 667-1A. On July 18, 2018

DTC Engineering Inc., the engineering firm representing the Authority determined that Brite-Lite Electrical Company, Inc., the electrical contractor performing the electrical service and meter replacement work at Rainbow Terrace was substantially complete and a punch list was created. Commissioner Proctor made a motion, seconded by Commissioner Teixeira to approve the Certificate of Substantial Completion of the contract with Brite-Lite Electrical Company Inc. of Weymouth MA for the electrical service and meter replacement work at Rainbow Terrace, Project 667-1A effective July 18, 2018. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault explained the Approval of Change Order #1 – Electrical Service and Meter Center Replacement – Rainbow Terrace, Project 667-1A. During the replacement of a telephone pole by National Grid, the underground electrical conduit to the Community Center broke and subsequently cut one of the three cables, subsequently shutting down electrical service to the Center. Although the Community Center was not part of the contract for Brite-Lite Electrical they were onsite with National Grid performing their contract work and after a conversation with DHCD, Brite-Lite was directed to proceed on a time and materials basis to install a new conduit and pull new cables if possible. After a number of attempts to remove the old cables it was determined that the old conduit would have to be dug up and replaced, or an overhead cable be installed. Commissioner Teixeira made a motion, seconded by Commissioner Trask to approve Change Order #1 in the amount of \$1,770.07 to the contract with Brite-Lite Electrical Company of Weymouth MA for the electrical service and meter center replacement work at Rainbow Terrace, Project 667-1A. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault explained the Approval of Certificate of Final Completion – Electrical Service and Meter Center Replacement – Rainbow Terrace, Project 667-1A. On September 4, 2018 DTC Engineering Inc., the engineering firm representing the Authority determined that Brite-Lite Electrical Company, Inc., the electrical contractor performing the electrical service and meter replacement work at Rainbow Terrace was complete. Commissioner Pettiford made a motion, seconded by Commissioner Trask to approve the Certificate of Final Completion of the contract with Brite-Lite Electrical Company Inc. of Weymouth MA for the electrical service and meter replacement work at Rainbow Terrace, Project 667-1A effective September 4, 2018. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault explained the Approval of 2019 State Capital Improvement Plan. In 2009, the Department of Housing and Community Development (DHCD) implemented their Capital Improvement Plan (CIP) for the modernization of state public housing and they began to fund the program at the beginning of 2013. DHCD requires that the Board approve the Authority's annual State Capital Improvement Plan along with a notification to our state residents for review and comment. The plan was presented to our residents on September 6, 2018; copies

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were distributed at the meeting and made available to our residents upon request. Mr. Thibeault reviewed the Plan with the Board and addressed questions and concerns. Commissioner Proctor made a motion, seconded by Commissioner Pettiford made a motion to approve the Brockton Housing Authority's 2019 State Capital Improvement Plan. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Plouffe explained the Approval of 2018 Alternative Housing Voucher Program (AHVP) Income Limits. The income limits for the Alternative Housing Voucher Program have been published. The income limits are based upon 80% of the HUD Area Median Income (AMI). The Department of Housing and Community Development requires that each Authority adopt the income limits for the AHVP Program. Commissioner Teixeira made a motion, seconded by Commissioner Trask to approve the 2018 Alternative Housing Voucher Program Income Limits as presented. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Pacious reviewed the Monthly Cost Comparatives for the period ending July 31, 2018 with the Board and addressed their questions and concerns. Commissioner Trask made a motion, seconded by Commissioner Pettiford to accept the monthly cost comparatives for the period ending July 31, 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 the report with the Board in detail and answered their questions and concerns. Commissioner Proctor made a motion, seconded by Commissioner Teixeira to accept the Executive Director's Report for September 20, 2018 and put on file. All voted in the affirmative.

Under Old Business, Mr. Thibeault presented an update on the No Smoking Policy; everything seems to be going fairly smoothly; the majority of the residents have been very cooperative; it may get a bit more difficult as the cold weather approaches.

Under New Business; Chairman Sullivan stated that a number of Cape Verdean residents at Campello High Rise have indicated interest in taking English classes. There was some discussion as to resources that may be able to provide this service on site. The Cape Verdean Association would be a good resource to start with; it was also mentioned that the Adult Learning Center provides English classes but they are generally booked up very quickly. Mr. Thibeault stated that he will look into the issue and see if it can be worked out.

Mr. Thibeault stated that the Security vehicle was recently totaled in an accident and needs to be replaced. Commissioner Trask made a motion, seconded by Commissioner Pettiford to

authorize the replacement of the Security vehicle. All voted the affirmative. The Chairman thereupon declared the motion carried.

Commissioner Proctor stated that her appointment to the Board expires this month and she will not seek re-appointment to the Board. Mr. Thibeault asked if she would remain until the Mayor makes a new appointment and she agreed.

Mugs commemorating the Employee Day in May were distributed to the Board and have been distributed to the staff.

Mr. Thibeault informed the Board that the Metro South Chamber of Commerce Annual Meeting will be held on November 14th; any Board members wishing to attend should inform Mr. Thibeault as soon as possible.

Mr. Thibeault informed the Board that DHCD has rejected the Executive Director's Contract that was approved by the Board. Mass NAHRO attorneys working on behalf of authorities with regard to this issue have advised that the contract be put aside until the issues are worked out between DHCD; Mass NAHRO and local housing authorities.

Commissioner Trask provided information on the grand opening of the Diversity Garden on Goddard Road this Sunday from 2 to 4 PM. She also commented on the new fencing and umbrellas at Manning Tower; it really looks great.

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 3:22 PM.

Respectfully submitted,

/s/

Timothy J. Sullivan, Chairman

November 16, 2018

Date

/s/

Thomas G. Thibeault, Secretary