

**#2019-04**  
***Regular Meeting of April 25, 2019***

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, April 25, 2019. Chairman Timothy Sullivan called the meeting to order at 2:05 PM. Upon a roll call, those present and absent were as follows:

PRESENT

Ernest Pettiford  
Janet Trask  
David Teixeira  
Carol Roberts  
Timothy Sullivan

ABSENT

None

Also present were Thomas Thibeault, Executive Director; Michael Pacious, Chief Financial Officer; Thomas Plouffe, Senior Counsel and Division Director of Housing Administration; Chris Barry, Director of Capital Improvements; Fred Welsh, Director of Resident Services; Vincent DeChristopher, Director of Facilities and Susan Keating, Executive Secretary.

Mr. Thibeault explained that the minutes from the Regular Meeting of March 28, 2019 have been reviewed and found to be in order. Commissioner Trask made a motion, seconded by Commissioner Pettiford to approve the minutes of the Regular Meeting of March 28, 2019 as written. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Under Hearing of Visitors, Chairman Sullivan stated that any member of the public is invited to sign in and speak at this time; visitors wishing to be heard would be allowed three minutes to speak on each subject; the Board will take any issues under advisement, and respond at a later date. There were no Visitors wishing to be heard.

Under Correspondence, Mr. Thibeault reviewed correspondence from HUD with the PHAS score adjusted to 86% for the Authority for fiscal year ending December 31, 2018; this is a more accurate reflection of the conditions of the Authority's properties. Mr. Thibeault reviewed the letter in detail with the Board and addressed their questions and concerns. No action was required on this agenda item.

Commissioners Teixeira and Roberts 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 Pettiford to approve the bills for the Regular Meeting of April 25, 2019 as presented. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Plouffe explained the Appointment of Maintenance Working Foreman. This position was made vacant by Mr. DeChristopher's promotion to Director of Facilities last month. Last fall the Authority posted the position of Maintenance Working Foreman and in accordance with the

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collective bargaining agreement, a promotional pool is good for one year. Mr. Plouffe, Mr. DeChristopher and Mr. Hinds interviewed the candidate, Steven Chetwynd, who had also previously taken the written technical knowledge test and did very well. Mr. Chetwynd has been employed by the Authority since 1994 and has held the position of Assistant Working Foreman since 2010. He holds numerous certifications and degrees; he takes his responsibilities at the Authority very seriously and consistently works to improve his knowledge and skills. He communicates well with staff and residents and we are confident that he will be a tremendous asset in his new position. Commissioner Trask made a motion, seconded by Commissioner Pettiford to appoint Steven Chetwynd on Brockton to the position of Maintenance Working Foreman effective April 29, 2019 at the 2019 Step 1 rate of \$38.05 per hour. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Barry explained the Award of Contract – Ann Ward Congregate House Conversion. On February 27, 2019 the Capital Improvements Department solicited bids from DCAM certified General Building Construction contractors for the conversion project at the Ann Ward Congregate House. A public online bid opening was held on March 21, 2019; the low responsive and responsible bidder was DDC Construction of New Bedford MA. Commissioner Teixeira made a motion, seconded by Commissioner Roberts to award a contract for the conversion of the Ann Ward Congregate House, Project 667-5 to DDC Construction of New Bedford, MA in the amount of \$229,500. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Barry explained the Approval of Change Order #1 – Exterior Repairs – Hillside Village, Project 24-1. On February 7, 2019, the Brockton Housing Authority issued a Liquidated Damage Claim against Lambrian Construction Corporation for construction delay of the exterior repair work at Hillside Village with a monetary amount of (-\$25,198.83) and a time extension of 151 days. Mr. Barry reviewed the claim with the Board in detail and addressed their questions and concerns. He noted that the liquidated damages assessed are based on the revised schedule submitted by Lambrian Construction; should the schedule deviate in either direction from what has been submitted, an amendment to this Change Order shall be processed. Commissioner Pettiford made a motion, seconded by Commissioner Teixeira to approve Change Order #1 to the contract with Lambrian Construction Corporation of Canton MA for a Liquidated Damage Claim in the amount of (-\$25,198.83) and an extension of time in the amount of 151 calendar days for the exterior repairs at Hillside Village, Project 24-1. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Barry explained the Approval of Change Order #2- Comprehensive Elevator Replacement/Energy Conservation – Campello High Rise, Project 24-6; Caffrey Towers, Project 24-7 and Sullivan Tower, Project 24-8. On February 12, 2019, the generator for the freight (large) elevator completely shorted out, subsequently shorting out the backup generator



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transfer switch in the B Building of the Campello High Rise; leaving the building without an elevator, since the smaller elevator replacement was approximately 95% complete. Since the generators are no longer manufactured for these elevators, the Authority, B Squared Engineering and United Elevator decided that the best option would be to consolidate the two teams on site and complete the small elevator in the B Building by having two twelve hour shifts. Additionally, United Elevator's mechanics would transport residents, twice a day for two hours at a time until the elevator was inspected and could be released for public use. The costs of the change order are for overtime (bonus time) direct costs only. Commissioner Teixeira made a motion, seconded by Commissioner Trask to approve Change Order #2 in the amount of \$27,205.55 to the contract with United Elevator, Inc. of Weymouth MA for the comprehensive elevator replacement/energy conservation at 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. Barry explained the Approval of Application for a Waiver from the Regional Capital Asset Team (RCAT) Program. In 2014, the Regional Capital Asset Team program was legislatively mandated under Section 26C of Chapter 235 of the Acts of 2014. RCAT's purpose is to provide technical assistance and project management for capital projects, primarily with costs between \$10,000 and \$50,000 to authorities with 500 or fewer stated aided units, unless the authority is granted a waiver. Although the Brockton Housing Authority's state public housing portfolio is only 374 units, the entire portfolio including Federal public housing is 1,996 units. At this time, the Authority believes that with the qualified staff in place, we are not in need of RCAT assistance at this time. Commissioner Roberts made a motion, seconded by Commissioner Trask to approve the 2019 Application for a Waiver from the Regional Capital Asset Team (RCAT) Program. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Barry explained the Award of Contract – Siding Replacement – Walnut Crowell, Project 705-1. On March 13, 2019 the Capital Improvements Department solicited bids from DCAM certified General Building contractors for the siding replacement project at Walnut Crowell. A public online bid opening was held on April 4, 2019; five bids were received; DDC Construction Inc. was the apparent low responsive bidder. At this time the Authority is working with DHCD to appropriate additional funding to include the two Alternates on the project; if the additional funding comes through, DDC Construction Inc. would still be the low responsive bidder. Commissioner Trask made a motion, seconded by Commissioner Pettiford to award a contract for siding replacement at Walnut Crowell, Project 705-1 to DDC Construction, Inc. of New Bedford MA for the base bid amount of \$472,300 and total Alternate amount of \$116,700 if funding becomes available prior to the execution of the contract. All voted in the affirmative. The Chairman thereupon declared the motion carried.

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Mr. Pacious reviewed the Financial Comparatives for the period ending February 28, 2019 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 February 28, 2019 and put on file. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Barry explained the Approval of Change Order #2 – Exterior Repairs – Hillside Village, Project 24-1. Although a number of projected issues were designed into the base bid of the project, Lambrian Construction has uncovered unforeseen conditions or additional requests by the Authority that have required a change in the scope of work and Proposed Change Orders (PCO) have been prepared. These changes totaling \$21,101.74 have been reviewed and approved by the Capital Improvements Department and the Authority's architect, McKinnell, McKinnell & Taylor. Commissioner Trask made a motion, seconded by Commissioner Roberts to approve Change Order #2 in the amount of \$21,201.74 to the contract with Lambrian Construction Corporation of Canton MA for the exterior repairs at Hillside Village, Project 24-1. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault presented the Executive Director's Report for April 25, 2019 to the Board. He also reminded the Board that the Annual Meeting is scheduled for June 28, 2019 at the Teen Challenge Multipurpose Auditorium. Mr. Plouffe and Mr. Thibeault met with Commissioner Trask and the Authority will be honoring Stephen Pike, Senior Vice President of North Easton Savings Banks as Person of the Year and former Commissioner Sandra Proctor as Resident of the Year. Commissioner Roberts made a motion, seconded by Commissioner Teixeira to accept the Executive Director's Report for April 25, 2019 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.

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There being no further business, Commissioner Roberts 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 3:14 PM.

**Respectfully submitted,**

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Timothy J. Sullivan, Chairman

**June 27, 2019**

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Date

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Thomas G. Thibeault, Secretary