

**#2019-05**  
***Special Meeting of May 30, 2019***

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 30, 2019. Chairman Timothy Sullivan called the meeting to order at 2:04 PM. Upon a roll call, those present and absent were as follows:

PRESENT

Ernest Pettiford (arrived at 2:30 PM)  
David Teixeira  
Carol Roberts  
Timothy Sullivan

ABSENT

Janet Trask

Also present were Thomas Thibeault, Executive Director; Thomas Plouffe, Senior Counsel and Division Director of Housing Administration; Chris Barry, Director of Capital Improvements; Tremeta Rose, Associate Director of Admissions; Vincent DeChristopher, Director of Facilities; Diane Frazier, Asset Manager I and Susan Keating, Executive Secretary.

Mr. Thibeault explained that the minutes from the Regular Meeting of April 25, 2019 have been reviewed and found to be in order. Commissioner Teixeira made a motion, seconded by Commissioner Roberts to approve the minutes of the Regular Meeting of April 25, 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 in detail with the Board and addressed their questions and concerns. He provided additional correspondence from HUD with regard to the Authority's SEMAP score for 2018 which was again 100%. This is due in great part to the dedicated hard work and diligence of the Rental Assistance and Admissions staff. 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 Roberts to approve the bills for the Special Meeting of May 30, 2019 as presented. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault explained the Approval of Amendment #14 – Contract for Financial Assistance – Capital Improvement Work Plan 5001. This amendment to the State Capital Work Plan increases the amount of the Contract for Financial Assistance by \$811,967.70; which included

the FY2022 Formula Funding award and a Vacant Unit Award for the Ann Ward Congregate House; it also extends the dates of service from June 30, 2021 to June 30, 2022. Commissioner Roberts made a motion, seconded by Commissioner Teixeira to approve the following resolution:

RESOLUTION AUTHORIZING CONTRACT FOR FINANCIAL ASSISTANCE FOR STATE AIDED CAPITAL IMPROVEMENT PLAN 5001, AMENDMENT #14 FOR STATE AIDED HOUSING DEVELOPMENTS.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE MEMBERS OF THE BROCKTON HOUSING AUTHORITY, AS FOLLOWS,

Section 1. The Authority shall enter into a contract with the Commonwealth of Massachusetts in the form submitted at this meeting and contract in the name of Brockton Housing Authority under its corporate seal, and the Secretary is hereby authorized to attest the same.

Section 2. The Authority hereby requests the Director of the Department of Housing and Community Development, enter into such contract with the Authority and the Commonwealth of Massachusetts to approve such contract.

Section 3. The Officers of the Authority shall be, and they are hereby authorized and directed, on and after the execution of said contract by the respective parties thereto, to do and perform on behalf of the Authority all acts and the things required of the Authority to perform fully all of its obligations thereunder.

Section 4. This resolution shall take effect immediately.

Upon a roll call vote, the ayes and nays were as follows:

<u>AYES</u>	<u>NAYS</u>
Carol Roberts	None
David Teixeira	
Timothy Sullivan	

The Chairman thereupon declared the motion carried.

Ms. Rose explained the Approval of HUD Income Limits – 2019. The Department of Housing and Urban Development (HUD) has published its Schedule of Income Limits for the Brockton Metropolitan Statistical Area (PMSA). The schedule is based upon a percentage of the Median Family Income (MFI) for the area. The Low Income Limit is set at 80% of the MFI; Very Low Income is set at 50% of the MFI and the Final Limit is set at 30% of the MFI. These limits are used in determining eligibility for the various programs that the Brockton Housing Authority administers. The Authority is also responsible for evaluating its programs to ensure the families

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at 30% of the MFI are represented in accordance with current statute. The Income Limits have been reviewed and is recommended that they be approved as presented. Commissioner Teixeira made a motion, seconded by Commissioner Roberts to approve the 2019 HUD Income Limits as presented. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Ms. Rose explained the Approval of MRVP Income Limits – 2019. The income limits for the Massachusetts Rental Voucher program (MRVP) have been published. They are based upon 80% of the HUD Area Median Income (AMI). The Department of Housing and Community Development (DHCD) requires that each authority adopt the income limits for the MRVP program. The Income Limits have been reviewed and is recommended that they be approved as presented. Commissioner Roberts made a motion, seconded by Commissioner Teixeira to approve the 2019 MRVP Income Limits as presented. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Plouffe explained the Approval of Amended Personnel Policy. The Personnel Policy covers the Authority's nonunion employees with regard to working conditions and often mirrors the union contracts. With the retirement of Kevin Harriman, a restructuring of the Affordable Housing Department is needed with the elimination of the position of Director of Affordable Housing. Additionally over the past few years, some amendments to the Policy were not made when the Board passed certain matters, whether it be the name change of a position or the filling of a new position. It would also streamline the process and avoid any confusion to have the Policy recognize the Board actions on cost of living adjustments when the Board passes the budget for each year. Mr. Plouffe addressed questions and concerns of the Board.

Commissioner Teixeira made a motion, seconded by Commissioner Roberts to amend the Brockton Housing Authority Personnel Policy as Revised as follows:

**Amend** Article III, RECOGNITION, Section 1 by deleting "Director of Affordable Housing;" by amending "Director of Maintenance" to "Director of Facilities;" by amending "Affordable Housing Grants Coordinator" to "Affordable Housing Facilities Supervisor;" and by adding the position of "Executive Technical Support Assistant;" and

**Amend** Article XVI, WAGES, Section 2, Annual Salary Increases, by inserting the following sentence at the end of the paragraph, "Future cost of living adjustments will be provided for through the budget process." All voted in the affirmative. The Chairman thereupon declared the motion carried.

Commissioner Pettiford arrived at 2:30 PM

Mr. Plouffe explained the Appointment of Scattered Site Portfolio Manager. With the retirement of Kevin Harriman, the restructuring of the Affordable Housing Department was made possible. The need for a Portfolio Manager became clear during Mr. Harriman's absence.

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The position was contained in the budget approved by the Board in December 2018; and we worked with the Administrative and Clerical Union on the creation of the position and the salary. The position was posted internally. Mr. Plouffe and Mr. Howard reviewed resumes and conducted interviews of eligible candidates. It was very clear that one employee had excellent qualifications and we believe she will do an excellent job in the position. Bruna Campbell worked part time and summers at the Brockton Housing Authority since 2010 in a variety of roles in the Rental Assistance, Admissions and Finance Departments; while continuing her education. In May 2016, Ms. Campbell was appointed to the position of Homeownership Leasing Agent and was assigned a caseload that includes the Authority's scattered site properties. She recently earned her Master's Degree from the University of Massachusetts at Lowell. Bruna is bilingual in English and Cape Verdean Creole; works well with residents and staff and has consistently earned accolades from her supervisors. Mr. Thibeault stated that he finds Ms. Campbell to be a highly motivated and very bright individual with a strong work ethic; who is a true asset to the Authority. Commissioner Roberts made a motion, seconded by Commissioner Teixeira to appoint Bruna Campbell to the position of Scattered Site Portfolio Manager effective June 3, 2019 at the 2019 Step 1 rate of \$46,253 per annum. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Barry explained the Approval of Change Order #3 – Exterior Repairs – Hillside Village, Project 24-1. Although a number of issues were designed into the base bid, Lambrian Construction has uncovered unforeseen conditions, or received additional requests from the Authority that have required a change in the scope of work. These changes have been reviewed and approved by the Capital Improvements Department and McKinnell, McKinnell and Taylor and total \$98,520.16 over the course of eight buildings. Commissioner Pettiford made a motion, seconded by Commissioner Teixeira to approve Change Order #3 in the amount of \$98,520.16 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. Barry explained the Approval of Change Order #4 – Exterior Repairs – Hillside Village, Project 24-1. Initially this project was to address the envelope work on the 19 residential buildings only and excluding the community center and maintenance garage, even though both of these buildings were also in need of repair. After a review of the available funds, it was determined that the Authority had sufficient funds to proceed with some of the envelope repairs to the maintenance garage and community center. McKinnell, McKinnell and Taylor developed the scope of work and prepared a cost estimate in the amount of \$114,200 for the work, which includes the asphalt roofs of both buildings and replacement of all trim and siding on the maintenance garage. Lambrian Construction provided a quote for the additional work that was 16% higher than the cost estimate; it is the Authority's belief that, although higher, the costs associated with Administration, Design, advertising and bidding of the scope of work

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for Public Construction would justify the difference. Commissioner Teixeira made a motion, seconded by Commissioner Roberts to approve Change Order #4 in the amount of \$132,730.47 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. Barry explained the Approval of Addendum #2 – Architect Engineering Services – Exterior Repairs, Hillside Village, Project 24-1. The Brockton Housing Authority elected to expand the scope of work to include selective work on the maintenance garage and community center, which includes the asphalt roofs of both buildings and replacement of all trim and siding on the maintenance garage. The additional scope of work includes any design, construction estimate, public construction documents and oversight of the contractor. McKinnell, McKinnell and Taylor has proposed a lump sum amount of \$5,050 for these additional services, which the Authority finds fair and reasonable. Commissioner Pettiford made a motion, seconded by Commissioner Teixeira to approve Addendum #2 in the amount of \$5,050 to the contract with McKinnell, McKinnell and Taylor for additional architect/engineer services for the exterior repairs at Hillside Village, Project 24-1. 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, 2019 with the Board and addressed their questions and concerns. The Authority's programs are performing well. Commissioner Roberts made a motion, seconded by Commissioner Pettiford to accept the monthly cost comparatives for the period ending March 31, 2019 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 28, 2019 at Noon at the Teen Challenge Multipurpose Auditorium. The Authority will be recognizing Stephen Pike as its Person of the Year and Sandra Proctor as Resident of the Year. No action was necessary on this agenda item.

Mr. Plouffe explained the Appointment of Maintenance Assistant Working Foreman. With the appointment of Steven Chetwynd as Working Foreman, a vacancy was created for the position of Assistant Working Foreman. Last fall, we had internally posted the position and received six resumes at that time. In accordance with the collective bargaining agreement, a promotional pool is good for one year. The screening committee consisting of Vincent DeChristopher, Frank Hinds and Tom Plouffe reviewed the resumes and interviewed the candidates; candidates had also previously taken a written test on technical knowledge. The committee reached a consensus that Robert Demulis be appointed to the position. He has been an employee of the Authority since 2002 and has been working with Mr. DeChristopher on the vacancy and special projects crew for the past several years. He has impressed Mr. DeChristopher with his work

ethic, knowledge and leadership ability. Mr. DeMulis holds several certifications that he has earned while an employee of the Authority. Commissioner Teixeira made a motion, seconded by Commissioner Roberts to appoint Robert DeMulis of West Bridgewater MA to the position of Maintenance Assistant Working Foreman effective June 3, 2019 at the 2019 Step 1 rate of \$33.74 per hour. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault explained the Hearing of Tenant Grievance Appeal. The resident, Mona Dragon was present and represented by Attorney Thomas Dougherty; the resident was given the choice of having the hearing in Public Session or Executive Session. The hearing proceeded in Public Session as requested. Mr. Thibeault explained that the resident is appealing the decision made by the Grievance Panel, which consists of a neutral person, a resident of the Authority and a staff member of the Authority. During the hearing the process of the case was reviewed and considered by the Panel. Asset Manager Diane Frazier was present to represent the Authority. Mr. Thibeault explained that the Board received the information with regard to the appeal at the meeting so there would be no prior consideration of the case. A checklist was provided to all parties to ensure that process was followed throughout and was reviewed item by item, by the Board, the Authority and the resident. Attorney Dougherty disputed the Private Conference Held, stating that his client was not provided an interpreter; Ms. Frazier stated that an interpreter was not requested. Attorney Dougherty disputed Tenant Allowed Access to Evidence, stating that a letter was presented during the grievance hearing that had not been accessible to his client prior to the hearing. Attorney Dougherty disputed Right to Cross-Examine, Refute, Present Case, due to the fact that the author of the aforementioned letter was not present at the grievance hearing and he was unable to cross-examine the author. The Board noted and took into account the challenges made by the resident and her attorney. Commissioner Teixeira made a motion, seconded by Commissioner Roberts to uphold the decision of the Grievance Panel. Upon a roll call vote, the ayes and nays were as follows:

AYES

Carol Roberts  
David Teixeira  
Timothy Sullivan

NAYS

Ernest Pettiford

The Chairman thereupon declared the motion carried.

There was no Old Business.

Under New Business, Commissioner Teixeira expressed an interest in visiting Hillside Village to see the work being done there; Mr. Thibeault stated that he would contact Commissioner Teixeira and set up a mutually convenient time to visit the site.

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There being no further business, Commissioner Teixeira made a motion, seconded by Commissioner Roberts to adjourn. All voted in the affirmative. The Chairman thereupon declared the motion carried and the meeting adjourned at 3:50 PM.

**Respectfully submitted,**

**/s/**

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Timothy J. Sullivan, Chairman

**June 27, 2019**

\_\_\_\_\_  
Date

**/s/**

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Thomas G. Thibeault, Secretary