

**#2019-08**  
**Special Meeting of August 22, 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 August 22, 2019. Chairman Timothy Sullivan called the meeting to order at 8:45 AM. 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; Thomas Plouffe, Senior Counsel and Division Director of Housing Administration; Frank Hinds, Division Director of Asset Management; Chris Barry, Director of Capital Improvements and Susan Keating, Executive Secretary.

Mr. Barry explained the Approval of Change Order #3 – Comprehensive Elevator Replacement/Energy Conservation – Campello High Rise, Project 24-6; Caffrey Towers, Project 24-7 and Sullivan Tower, Project 24-8. After the installation of electrical panels that were required to supply the additional circuits for air conditioning units in the elevator machine rooms, dedicated circuits to cab lighting and car-top receptacles for the new elevators, it was determined that these panels are required to be connected to the backup generator due to code. Previously machine room ventilation was preferred because with loss of power the machine room vent would open and stay open until power was restored, thereby eliminating the need to connect to the backup generator, however, recent interpretation of the code language has been that if you have a house backup generator, you shall connect the machine room air conditioner to the generator. Commissioner Trask made a motion, seconded by Commissioner Teixeira to approve Change Order #3 in the amount of \$24,723.07 to the contract with United Elevator 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 Certificate of Completion Consolidated and Certificate of Release – Exterior Repairs – Hillside Village, Project 24-1. The architect, McKinnell, McKinnell and Taylor, on the project has determined that effective June 19, 2019 the contractor, Lambrian Construction has satisfactorily completed the exterior repairs at Hillside Village, the work meets all applicable codes and all punch list items have been addressed. Mr. Barry explained the scope of work in detail and addressed questions from the Board. Commissioner Pettiford made a motion, seconded by Commissioner Teixeira to approve the Certificate of

***BHA Special Meeting***

***August 22, 2019***

***Page 2***

Completion Consolidated and Certificate of Release 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 Award of Contract – Site Improvements – Campello High Rise, Project 24-6. On July 17, 2019, the Capital Improvements Department advertised for contractors for the site improvement project at the Campello High Rise. The bids were publicly opened online on July 31, 2019. Only one bid from T&K Asphalt Services Inc. of Whitman MA was received and was evaluated by the Capital Improvements Department and architect, Angelo Kyriakides and was found to be responsive and responsible. After reviewing the bid and having a base bid construction budget of \$200,000; the Capital Improvements Departments believes that it is in the best interest of the Authority to accept both Alternates. Mr. Barry answered a number of questions from the Board with regard to the scope of the work; logistics and accommodations being made for residents while the work is ongoing. Commissioner Teixeira made a motion, seconded by Commissioner Trask to award a contract in the amount of \$222,958.00; including both alternates to T&K Asphalt Services Inc. of Whitman MA for site improvements at Campello High Rise, Project 24-6. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Hinds explained the Award of Contract – Conversion of Existing Bathroom to ADA Compliant Roll-In Shower – Campello High Rise, Project 24-6. A reasonable accommodation request was submitted to the Authority to convert an existing bathroom at Campello High Rise to an ADA compliant bathroom with roll-in shower; where presently there is a bathtub that the resident cannot use. Twelve companies picked up the quote package and two quotes were submitted. Zander Corporation of Middleboro MA was the low quote in the amount of \$23,400. The Capital Improvement Department has worked with this contractor on a project for the Hanson Housing Authority and gave them a high score on our internal evaluation form. Mr. Hinds addressed questions from the Board on the work that must be done to ensure the roll in shower is installed properly. Commissioner Roberts made a motion, seconded by Commissioner Pettiford to award a contract in the amount of \$23,400 to Zander Corporation of Middleboro MA for the conversion of an existing bathroom at Campello High Rise, Building B to an ADA compliant bathroom with a roll in shower. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Plouffe explained Appointment of Receptionist. In July, 2019 the Authority posted internally and advertised in *The Enterprise; Patriot Ledger; Taunton Gazette* and Indeed.com to fill the vacant receptionist position at the Sergi Building; this position is very demanding due to the high volume of traffic at that location. Approximately thirty applications were received and reviewed by Tremeta Rose, Linda Mallard and Mr. Plouffe. Fourteen candidates were called in

**BHA Special Meeting**

**August 22, 2019**

**Page 3**

for interviews and two were called back for a second interview. There were a number of qualified candidates, however, after careful review each candidate's education, relevant work history, interview and communications skills; it was clear that one candidate stood out and showed the maturity, temperament and skills necessary for the position. Ms. Patricia Hughes has worked in the Boston Public School system lunch program for the past three years. Prior to that, she worked for Health Care Financial doing general office work; at Beth Israel Deaconess in the radiology department and also worked for large law firm in Boston as receptionist. We believe Ms. Hughes has the maturity and personality to excel in the receptionist position at the Sergi Building. As a resident, we are confident that she understands the importance of having empathy for the clientele who come into the office and the ability to treat them with dignity and respect. Commissioner Trask made a motion, seconded by Commissioner Pettiford to appoint Ms. Patricia Hughes of Brockton MA to the position of Receptionist effective August 26, 2019 at the Step 1 rate of \$39,446 per annum. All voted in the affirmative. The Chairman thereupon declared the motion carried.

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 9:30 AM.

**Respectfully submitted,**

**/s/**

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Timothy J. Sullivan, Chairman

**September 18, 2019**

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Date

**/s/**

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Thomas G. Thibeault, Secretary