

#2019-06
Regular Meeting of June 27, 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, June 27, 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; Thomas Plouffe, Senior Counsel and Division Director of Housing Administration; Frank Hinds, Division Director of Asset Management; Michael Pacious, Chief Financial Officer; Chris Barry, Director of Capital Improvements; Vincent DeChristopher, Director of Facilities and Susan Keating, Executive Secretary.

Mr. Thibeault explained that the minutes from the Special Meeting of May 30, 2019 have been reviewed and found to be in order. Commissioner Roberts made a motion, seconded by Commissioner Trask to approve the minutes of the Special Meeting of May 30, 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 shared an email from the Housing Authority Group with regard to a scholarship award to a Brockton Housing Authority resident. Chairman Sullivan asked that a letter of congratulations be sent to the resident on behalf of the Board. 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. There was a discussion with regard to the extremely high water and sewerage rate for Campello High Rise; an inquiry will be made to the City and Mr. Thibeault will report back to the Board on the issue. Commissioner Teixeira made a motion, seconded by Commissioner Roberts to approve the bills for the Regular Meeting of June 27, 2019 as presented. All voted in the affirmative. The Chairman thereupon declared the motion carried.

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Mr. Thibeault reviewed the Monthly Cost Comparatives for the period ending April 30, 2019 with the Board and addressed their questions and concerns. The Authority's programs are performing well. Commissioner Teixeira made a motion, seconded by Commissioner Roberts to accept the monthly cost comparatives for the period ending April 30, 2019 and put on file. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Plouffe explained the Appointment of Maintenance Assistant Working Foreman. The Authority has been informed of prospective retirements of senior personnel in the Maintenance Department over the next twelve months. If these retirements occur, they will leave our most senior Foreman, with only one year in that position and those behind him with even less supervisory experience. Therefore, it is prudent to "pre-fill" an Assistant Foreman position to build capacity at the top level of the Maintenance Department. We have an existing pool for Assistant Foreman that is still valid, and contained a number of strong candidates. The screening committee of Vincent DeChristopher; Frank Hinds and Thomas Plouffe reviewed the resumes and interviewed the candidates, who had previously taken a written test to evaluate their technical knowledge. The committee reached a consensus that Jeffrey Mattson be appointed to the position. He has been an employee of the Authority since 2002 and has previous supervisory experience. He is a very talented mechanic; with excellent problem solving skills. Commissioner Trask made a motion, seconded by Commissioner Pettiford to appoint Jeffrey Mattson of West Bridgewater MA to the position of Maintenance Assistant Working Foreman effective July 1, 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. Plouffe explained the Approval of Amendments to Section 8 Administrative Plan. The Leased Housing Department issues and administers Section 8 vouchers to approximately 2000 families. This operation is controlled by a myriad of federal regulations and the Brockton Housing Authority's Section 8 Administrative Plan. The Plan is seventeen chapters long and covers everything from eligibility of the participants and landlords; verification of income; rent reasonableness; grounds for termination from the program and everything in between. The Plan is an ever changing document to stay current with federal regulations. The Authority subscribes to a service provided by Nan McKay, a leader in the Section 8 industry, to provide updates to the Plan each year. Mr. Plouffe highlighted the changes made to the Plan, including updates to the Violence Against Women Act requirements; changes to the Project Based Voucher requirements; updates and clarifications on Lead Based paint rules and procedures and an update on selection procedures due to changes to the Mass NAHRO Centralized Section 8 waitlist. Mr. Plouffe addressed questions and concerns from the Board. Commissioner Roberts made a motion, seconded by Commissioner Teixeira to adopt the Section 8 Administrative Plan as amended as of May 23, 2019. All voted in the affirmative. The Chairman thereupon declared the motion carried.

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Mr. Plouffe explained the Authorization to Execute Affordable Housing Leases. With the promotion of Bruna Campbell to the position of Scattered Site Portfolio Manager, she needs to be authorized to execute leases for the Affordable Housing portfolio on behalf of the Brockton Housing Authority. Mr. Plouffe also requested authorization to sign these leases when Ms. Campbell is unavailable so that the leases can be executed in a timely manner. Commissioner Roberts made a motion, seconded by Commissioner Trask to authorize Bruna Campbell, Scattered Site Portfolio Manager and Thomas Plouffe, Division Director of Housing Administration to execute leases for the Affordable Housing properties on behalf of the Brockton Housing Authority. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Pacious explained the Approval of Extension of Contract – Fee Accountant Services. We are requesting an extension to the Authority’s contract with Richard W. Conlon, CPA commencing July 1, 2019 and ending on June 30, 2024. This new contract represents a fee increase from the last contract, due to increased reporting requirements from the Department of Housing and Community Development. Mr. Conlon has not had a fee increase in over three years. Mr. Conlon spends two days a month at the Authority to review the fourteen ledgers and produce the monthly cost comparatives report; among other duties that are listed within his contract. His expertise and knowledge is well known throughout the industry and he has been invaluable in helping the Authority stay within state and Federal regulations. He has also been a trusted resource for how other housing authorities handle different challenges within the industry. Mr. Pacious also addressed questions and concerns from the Board. Commissioner Trask made a motion, seconded by Commissioner Roberts to approve the contract with Richard W. Conlon, CPA for Fee Accountant Services for the Brockton Housing Authority Federal programs for the period of July 1, 2019 to June 30, 2024 for an annual amount of \$34,200. All voted in the affirmative. The Chairman thereupon declared the motion carried. Commissioner Trask made a motion, seconded by Commissioner Pettiford to approve the contract with Richard W. Conlon, CPA for Fee Accountant Services for the Brockton Housing Authority state programs for the period of July 1, 2019 to June 30, 2024 for an annual amount of \$26,400. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault explained the Authorization for the Chairperson and Executive Director to sign the Wage Match Acknowledgement regarding the confidentiality of Information and Department of Revenue (DOR) Disclosure and Security Training for Safeguarding Information. The Department of Housing and Community Development (DHCD) has entered into an information sharing agreement with the Department of Revenue (DOR), known as “wage match.” All housing authorities must check this database for all residents in state public housing programs at admission and once a year at recertification time. To ensure this sensitive information is guarded appropriate, the DOR requires that all staff with access to the information be provided with appropriate training and to also sign acknowledgements that they

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have received the information. This has been done for all affected staff; the Board is now being asked to certify, along with the Executive Director that this process has been completed. Commissioner Teixeira made a motion, seconded by Commissioner Trask to authorize the Chairperson and the Executive Director to sign the Wage Match Acknowledgement regarding Confidentiality of Information and DOR Disclosure and Security Training for Safeguarding Information. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault presented the Executive Director's Report to the Board for their information and review. Commissioner Pettiford made a motion, seconded by Commissioner Teixeira to accept the Executive Director's Report for June 27, 2019 and put on file. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Plouffe explained the Appointment of Homeownership Leasing Officer. In June 2019, this position was advertised in *The Enterprise, Patriot Ledger, Taunton Gazette* and Indeed.com and thirteen resumes were received and reviewed by Margaret Pauline, Chrislaine Bonny and Thomas Plouffe. Four applicants were chosen for interviews; one withdrew her application and one was unavailable for the interview. The candidate being recommended for the position is Daiana Carvalho. Ms. Carvalho has been an employee of the Authority for the past six months as the receptionist at the Sergi Building. She possesses an Associate's Degree from Massasoit Community College; has tremendous customer service experience and is fluent in English, Portuguese, Cape Verdean Creole, with strong skills in Spanish. We believe she will be a great asset to the Rental Assistance Department. Commissioner Trask made a motion, seconded by Commissioner Pettiford to appoint Daiana Carvalho of Brockton MA to the position of Homeownership Leasing Officer effective August 5, 2019 at the Step 3 rate of \$41,480 per annum. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Barry explained the Award of Contract – Elevator Modernization – Crosby Gardens, Project 667-4. On May 1, 2019, the Capital Improvements Department solicited bids from DCAM certified elevator contractors for the modernization of the elevator at Crosby Gardens. A public online bid opening was held on June 4, 2019; BBE Corporation: dba Buckley Elevator, the apparent low bidder was deemed responsible and responsive after a review of the bid documents and reference checks. The Authority then worked with DHCD to acquire additional funding to include Alternate #1; that funding has been approved and the total amount of the contract is \$157,000; which is still the low responsive bid. Mr. Barry explained that *Alternate #1 includes the project being completed on an accelerated schedule. This is applicable to the elevator portion only. All related work shall be performed during normal working hours simultaneous with the elevator trade while the elevator contractors are in the elevator areas. Accelerated schedule to be ten (10) six hour days, Monday through Saturday. Performance Period: Deduct 25 calendar days.* Commissioner Roberts made a motion, seconded by

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Commissioner Teixeira to award a contract to BBE Corporation dba Buckley Elevator of Salem MA for the elevator modernization at Crosby Gardens, project 667-4 for the base bid amount plus Alternate 1 for a total amount of \$157,000. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Barry explained the Award of Contract – A/E Services; Fire Alarm System – Belair Heights, Project 24-2. On April 29, 2019; the Capital Improvements Department solicited responses to a Request for Proposals (RFP) for engineering services to design and oversee the installation of a fire alarm system at Belair Heights. Five submissions were received and evaluated and ranked by Mr. Barry, Ms. Macedo, Mr. Ahearn and Mr. DeChristopher. BLW Engineers, Inc. was ranked highest by all members of the reviewing committee. Mr. Barry answered a number of questions on the differences between the bid process and the RFP process. Commissioner Teixeira made a motion, seconded by Commissioner Pettiford to award a contract in the amount of \$35,000 to BLW Engineers of Littleton MA for engineering services to design and oversee the installation of a fire alarm system at Belair Heights, Project 24-2. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Barry explained the Approval of Change Order #5- Exterior Repairs – Hillside Village, Project 24-1. Subsequent to the issuance of Change Order #4; while removing the gutters to replace the roof on the Community Center, the plywood fascia and trim began to delaminate and fall off the building. This level of rot and deterioration was not detected previously, but needs immediate attention. Commissioner Pettiford made a motion, seconded by Commissioner Roberts to approve Change Order #5 in the amount of \$21,097 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 #6- Exterior Repairs – Hillside Village, Project 24-1. Although a number of issues were designed into the based bid as unit prices, Lambrian Construction has uncovered unforeseen conditions that have required a change in the scope of work. The contractor has submitted a Chang Order that has been reviewed and approved by the Capital Improvements Department and McKinnell, McKinnell and Taylor that totals \$42,206.83 covering the last four buildings. Commissioner Roberts made a motion, seconded by Commissioner Teixeira to approve Change Order #6 in the amount of \$42,206.83 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 #5 – Energy Conservation Measures – Federal Developments. During the design phase of the unit ventilators at the Belair High Rise community room, the plans and specifications did not call for screens in the operable windows

of the new storefront window units. The Board of Health requires screens on any operable windows that are within residential space. Commissioner Teixeira made a motion, seconded by Commissioner Pettiford to approve Change Order #5 in the amount of \$2,181.55 to the contract with Araujo Brothers Plumbing and Heating Inc. of New Bedford MA for energy conservation measures in the Federal developments. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Barry explained the Award of Contract – Boiler and Domestic Hot Water Replacement – Belair Heights, Project 24-2. On June 20, 2019, bids for the boiler and domestic hot water replacement at Belair Heights were opened publicly online. Four bids were received and reviewed by the Capital Improvements Department and McKinnell, McKinnell and Taylor. Byors & Sons Mechanical LLC was determined to be the low responsive and responsive bidder after a review of the bid documents and reference checks. Commissioner Trask made a motion, seconded by Commissioner Pettiford to award a contract in the amount of \$386,679 to Byors & Sons Mechanical, LLC for boiler and domestic hot water replacement at Belair Heights, Project 24-2. 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.

There was no Old Business.

There was no New Business.

There being no further business, Commissioner Roberts 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 4:15 PM.

Respectfully submitted,

/s/

Timothy J. Sullivan, Chairman

September 18, 2019

Date

/s/

Thomas G. Thibeault, Secretary