

#2019-11
Special Meeting of November 21, 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, November 21, 2019. Chairman Timothy Sullivan called the meeting to order at 2:00 PM. Upon a roll call, those present and absent were as follows:

PRESENT

Janet Trask
David Teixeira
Ernest Pettiford
Carol Roberts
Timothy Sullivan

ABSENT

None

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

Mr. Thibeault explained that the minutes from the Regular Meeting of October 24, 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 October 24, 2019 as written. All voted in the affirmative. The Chairman thereupon declared the motion carried.

There were no Visitors wishing to be heard.

Under Correspondence, Mr. Thibeault reviewed a letter from the US Department of Housing and Urban Development acknowledging receipt of the Authority's audit report for fiscal year 2018; there were no findings or recommendation. Mr. Thibeault commended the staff for their diligent work to ensure the Authority is in compliance with all regulations. Chairman Sullivan commended the staff on behalf of the Board for a job well done. No action was required on this agenda item.

Commissioner Teixeira stated that he and Commissioner Roberts met with Mr. Thibeault and Ms. Elliott to review the bills and found them to be in order. Mr. Thibeault expressed his appreciation to Commissioner Roberts and Commissioner Teixeira for taking the time to review the bills every month and offer valuable insight and advice. Commissioner Teixeira made a motion, seconded by Commissioner Roberts to approve the bills for the Special Meeting of November 21, 2019 as presented. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. DeChristopher explained the Award of Contract – On Call Grounds Maintenance. On September 30, 2019, the Authority went out to bid for lawn care and grounds maintenance of the following three groups of properties; Group 1: Crescent Court, Hillside Village and

BHA Special Meeting

November 21, 2019

Page 2

Roosevelt Heights; Group 2: Belair Tower, Belair Heights, Manning Tower, Campello High Rise, Caffrey Towers and Sullivan Tower; and Group 3: Rainbow Terrace, Kennedy Drive, Crosby Gardens, Ann Ward House, Golden Circle, Walnut Crowell, 15/17 Essex Street, 25/27 Turner Street, 35/37 West Chestnut Street and Washburn Heights. The Rule of Award for this contract was for the vendor that submitted the lowest yearly combined bid for the three groups. As reflected on the bid tally sheet, the lowest combined total was submitted by Fairway Landscaping and Lawn Care Corporation. This is a three year contract. Mr. DeChristopher addressed questions from the Board with regard to the bid process and scope of work included in the contract. Commissioner Trask made a motion, seconded by Commissioner Pettiford to award a three year contract for on call grounds maintenance services to Fairway Landscaping and Lawn Care Corporation of South Easton MA in the combined yearly amount of \$79,090 for Groups 1 through 3 of housing units. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Pacious reviewed the Financial Comparatives for the period ending September 30, 2019 with the Board and addressed their questions and concerns. The deficits in the state 400 budget were again discussed. The Authority's programs are performing well. Commissioner Roberts made a motion, seconded by Commissioner Trask to accept the monthly cost comparatives for the period ending September 30, 2019 and put on file. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Barry explained the Award of Contract – Architect/Engineer Services – Comprehensive Modernization, Phase IIIC – Caffrey Towers, Project 24-7. On September 4, 2019 the Capital Improvements Department solicited responses to a Request for Proposals (RFP) for the architect and engineer services for the Phase IIIC comprehensive modernization at Caffrey Towers. Mr. Barry explained the scope of work in detail, which has an estimated construction budget of \$2.4 million and will include the comprehensive modernization of 28 to 32 units, balcony/building façade repairs and investigation of window/door water infiltration issues. Twenty two RFP packets were requested and four submissions were received and reviewed by a four person selection committee. The top two firms were selected for interviews on November 5, 2019. Prior to the interviews, one of the firms, CSS Architects declined stating that they were too busy; and efforts to re-schedule the interview were unsuccessful. The selection committee continued as scheduled with the process and unanimously agreed that McKinnell, McKinnell and Taylor of Norwell MA had submitted a fair and reasonable bid. Commissioner Pettiford made a motion, seconded by Commissioner Roberts to award a contract in the amount of \$201,902.20 to McKinnell, McKinnell & Taylor of Norwell MA for architect and engineer services for the comprehensive modernization, Phase IIIC at Caffrey Towers, Project 24-7. All voted in the affirmative. The Chairman thereupon declared the motion carried.

***BHA Special Meeting
November 21, 2019
Page 3***

Mr. Barry explained the Approval of Change Order #1 – Boiler and Domestic Hot Water Replacement – Belair Heights, Project 24-2. During the boiler and hot water replacement project at Belair Heights several unforeseen conditions within a number of buildings were discovered with system components that were not scheduled to be replaced. Additionally, between the time of the Request for Proposals and the award of the contract, the Maintenance Department replaced the boilers/hot water in Building #15 which did not get transferred into the contract documents, therefore a credit for this work was negotiated. Commissioner Teixeira made a motion, seconded by Commissioner Pettiford to approve Change Order #1 in the amount of -\$22,830.59 to the contract with Byors & Sons Mechanical LLC of Marblehead MA for the 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. Barry explained the Approval of Certificate of Completion – Consolidated and Certificate of Release – Boiler and Domestic Hot Water Replacement – Belair Heights, Project 24-2. McKinnell, McKinnell & Taylor has determined that the contract with Byors & Sons Mechanical LLC is completed as of September 25, 2019 per the plans and specifications. They have also confirmed that the construction work meets all applicable codes and all punch list items have been completed. Commissioner Trask noted that Essex County is misspelled on the Certificate of Release. Mr. Thibeault stated that the error will be corrected. Commissioner Trask made a motion, seconded by Commissioner Teixeira to approve the Certificate of Completion – Consolidated and Certificate of Release to the contract with Byors & Sons Mechanical LLC of Marblehead MA for the boiler and hot water replacement at Belair Heights, Project 24-2. 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 Roberts made a motion, seconded by Commissioner Teixeira to accept the Executive Director's Report for November 21, 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.

Chairman Sullivan stated that he would entertain a motion for the Board to go into Executive Session under Purpose 2: to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. The Board will reconvene in Public Session only to adjourn.

Commissioner Teixeira made a motion, seconded by Commissioner Trask to go into Executive Session under Purpose 2: to conduct strategy sessions in preparation for negotiations with

***BHA Special Meeting
November 21, 2019
Page 4***

nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. Upon a roll call vote, the ayes and nays were as follows:

<u>AYES</u>	<u>NAYS</u>
David Teixeira	None
Janet Trask	
Carol Roberts	
Ernest Pettiford	
Timothy Sullivan	

The Chairman thereupon declared the motion carried and Board in Executive Session at 2:50 PM.

The Board reconvened in Public Session at 3:15 PM.

There being no further business, Commissioner Teixeira 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 3:16 PM.

Respectfully submitted,

/s/

Timothy J. Sullivan, Chairman

December 12, 2019

Date

/s/

Thomas G. Thibeault, Secretary