

#2019-10
Regular Meeting of October 24, 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, October 24, 2019. Chairman Timothy Sullivan called the meeting to order at 2:02 PM. Upon a roll call, those present and absent were as follows:

PRESENT

Janet Trask

Ernest Pettiford

Carol Roberts

Timothy Sullivan

ABSENT

David Teixeira

Also present were Thomas Thibeault, Executive Director; Thomas Plouffe, Senior Counsel and Division Director of Housing Administration; Michael Pacious, Chief Financial Officer; Chris Barry, Director of Capital Improvements; Vincent DeChristopher, Director of Facilities; Bruna Campbell, Scattered Site Portfolio Manager and Susan Keating, Executive Secretary.

Mr. Thibeault explained that the minutes from the Special Meeting of September 18, 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 September 18, 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. The total time for Hearing of Visitors will be 15 minutes. Mr. Thibeault recognized that Manning Tower tenant president, Sharon Feliciano and vice president Michael Cox were in attendance. There were no Visitors wishing to be heard.

Under Correspondence, Mr. Thibeault reviewed the Mass NAHRO newsletter with the Board. No action was required on this agenda item.

Commissioner Roberts met with Mr. Thibeault and Ms. Elliott to review the bills and found them to be in order. Commissioner Roberts made a motion, seconded by Commissioner Pettiford to approve the bills for the Regular Meeting of October 24, 2019 as presented. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Thibeault explained the Acceptance of Comment on Brockton Housing Authority Annual Plan and Approval of Resolution #19-02: Resolution Approving the Submission of the Brockton Housing Authority Annual Plan for Fiscal Year 2020. The Quality Housing and Work Responsibility Act requires that the Authority submit a Plan to the United States Department of Housing and Urban Development (HUD) on an annual basis. Before this Plan can be submitted

expired contract. The contract is for three years. Commissioner Pettiford made a motion, seconded by Commissioner Trask to award a three year contract for snow removal services to Fairway Landscaping and Lawn Care of South Easton MA in accordance with the bid prices submitted on September 27, 2019. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Plouffe explained the Approval of Changes to Affordable Housing Lease. In her review of the current lease being used for the affordable housing portfolio, Ms. Bruna Campbell, Scattered Site Portfolio Manager noticed deficiencies in the current lease that needed to be corrected. Mr. Plouffe explained the edits being proposed to the lease in detail which include inspection of units, collection of information for recertification of tenancy, proper registration of motor vehicles and trash recycling and disposal. Mr. Plouffe and Ms. Campbell answered a number of questions and concerns from the Board. Commissioner Pettiford made a motion, seconded by Commissioner Roberts to adopt the changes to the Affordable Housing Lease regarding Unit Inspections, Annual Recertifications, Motor Vehicles and Disposal of Trash and Recycling as presented. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Plouffe explained the Approval of 2019 Utility Schedule. After reviewing the most recent utility allowance schedule provided by the Old Colony Planning Council, it is being recommended that the Brockton Housing Authority adopt the current schedule effective December 1, 2019. Commissioner Roberts made a motion, seconded by Commissioner Trask to approve the 2019 Utility Schedule as presented, effective December 1, 2019. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Plouffe explained the Adoption of 2020 HUD Payment Standards. Each year HUD publishes Fair Market Rents (FMR) per bedroom size, for use in the Housing Choice Voucher Program, known as Section 8 for each metropolitan area of the country. These rents are determined by HUD after a survey for the market in an area. HUD's regulations require that the Authority adopt Payment Standards (PS) based on the published FMR's. The payment standards are what the housing authority will consider to be the appropriate maximum rent for a particular size apartment. HUD allows local housing authorities the leeway in setting the payment standard between 90% and 110% of HUD's published rent because of the local housing authority's expertise and experience in a specific geographic location. The Rental Assistance staff's expertise is based upon experience in the market. The staff reviews over 200 new leases or rent increase requests each year. Each new lease or rent increase request requires a rent reasonableness comparison, for which the staff utilizes GoSection8, a product developed by Nan McKay, Inc. a leader in the Section 8 industry. GoSection8 compares and evaluates the requested rent amounts for assisted units against similar units that are unassisted in a specific locale. We are requesting to adopt the Payment Standards at 110% of the Fair

Market Rents which will allow the Section 8 rents to remain in line with the current rent amounts for unassisted units of the same size. Mr. Plouffe reviewed the PS schedule with the Board and addressed their questions and concerns. Commissioner Trask made a motion, seconded by Commissioner Pettiford that the Board of Commissioners, on behalf of the Brockton Housing Authority, adopts the Payment Standards as presented based on HUD's recently published Fair Market Rents effective December 1, 2019. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Barry explained the Approval of Contract Award Amount Correction – Comprehensive Elevator Replacement – Caffrey Towers, Campello High Rise and Sullivan Tower. At the January 25, 2018 meeting, the Board awarded the contract for comprehensive elevator replacement at Caffrey Towers, Campello High Rise and Sullivan Tower to United Elevator of Weymouth MA in the amount of \$4,383,147. During a recent review of the Capital Improvement files, it was discovered that a clerical error occurred during the exhibit write-up of the award of contract. The exhibit stated that the amount of the contract was \$4,383,147., when in fact it should have been \$4,393,147. Commissioner Pettiford made a motion, seconded by Commissioner Trask to correct the amount of the contract awarded to United Elevator of Weymouth, MA for comprehensive elevator replacement of Caffrey Towers, Campello High Rise and Sullivan Tower to \$4,393,147.00. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Pacious reviewed the Financial Comparatives for the period ending August 31, 2019 with the Board and addressed their questions and concerns. Mr. Thibeault addressed state budget deficits and answered questions from the Board. 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 August 31, 2019 and put on file. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Pacious explained the Approval of Tenants Accounts Receivable (TARA) Write-Offs. He provided the Board with copies of the recommended 2018 Tenant Accounts Receivable Account write-offs for the Federal public housing developments in the amount of \$35,335.27; the state public housing developments in the amount of \$9,166.06 and the Affordable Housing program in the amount of \$6,933.96. The purpose of the write-offs is to remove them from the Authority's books as an asset and, therefore, increase potential subsidy in the next fiscal year. These write-offs are for units that have been vacated by tenants for various reasons; no resident in possession of a unit is included on these lists. This action in no way precludes the Authority from pursuing the collection of these monies in the future. Commissioner Trask made a motion, seconded by Commissioner Roberts Motion to approve the Federal Public Housing Program write-offs for 2018 in the amount of \$35,335.27; the State Public Housing Program write-offs for 2018 in the amount of \$9,166.06 and the Affordable Housing Program

BHA Regular Meeting
October 24, 2019
Page 5

write-offs for 2018 in the amount of \$6,933.96. 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 Trask to accept the Executive Director's Report for October 24, 2019 and put on file. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Under Old Business, Commissioner Trask commended Manning Tower resident, Gerard, for his attentiveness to the garden across the street from Manning Tower, during the summer and asked if a note of appreciation could be sent to him. Mr. Thibeault stated that Gerard takes great pride in his garden work and he will be acknowledged for his work across the street and on the grounds of Manning Tower.

Under New Business, Chairman Sullivan asked if Ollie Spears will be providing Thanksgiving dinners to Authority residents this year. Mr. Thibeault stated that he would and he is dealing directly with the tenant associations of the various buildings. Commissioner Roberts stated that the residents look forward to their Thanksgiving dinners that are provided and commended Mr. Spears and his associates for taking time out of their holiday to provide these meals to Authority residents.

There being no further business, Commissioner Pettiford made a motion, seconded by Commissioner Trask to adjourn. All voted in the affirmative. The Chairman thereupon declared the motion carried and the meeting adjourned at 3:15 PM.

Respectfully submitted,

/S/

Timothy J. Sullivan, Chairman

November 21, 2019

Date

/S/

Thomas G. Thibeault, Secretary