

#2019-09
Special Meeting of September 18, 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 Wednesday September 18, 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

Janet Trask
David Teixeira
Timothy Sullivan

ABSENT

Ernest Pettiford
Carol Roberts

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 and Susan Keating, Executive Secretary.

Mr. Thibeault explained that the minutes from the Regular Meeting of June 27, 2019; the Annual Meeting of June 28, 2019 and the Special Meeting of August 22, 2019 have been reviewed and found to be in order. Commissioner Trask made a motion, seconded by Commissioner Teixeira to approve the minutes of the Regular Meeting of June 27, 2019; the Annual Meeting of June 28, 2019 and the Special Meeting of August 22, 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. There were no Visitors wishing to be heard.

Under Correspondence, Mr. Thibeault reviewed letters from Stephen Pike and Representative Claire Cronin. No action was required on this agenda item.

Commissioner Teixeira 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 Trask to approve the bills for the Special Meeting of September 18, 2019 as presented. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Barry explained the Approval of FY2020 State Capital Improvement Plan. In 2009, the Department of Housing and Community Development (DHCD) implemented their Capital Improvement Plan (CIP) for the modernization of state public housing and they began to fund the program at the beginning of 2013. DHCD requires that the Board approve the Authority's

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annual State Capital Improvement Plan along with a notification to our state residents for review and comment. The plan was presented to our residents on August 21, 2019; copies were distributed at the meeting and made available to our residents upon request; All comments received have been taken into consideration. Mr. Barry reviewed the Plan with the Board and addressed questions and concerns. Commissioner Teixeira made a motion, seconded by Commissioner Trask to approve the Brockton Housing Authority's FY2020 State Capital Improvement Plan. All voted in the affirmative. The Chairman thereupon declared the motion carried. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. DeChristopher explained the Award of Contract – On Call Sprinkler Systems Repair and Annual Testing. An invitation to bid was prepared for on call maintenance sprinkler repairs and testing for a three year period. As stated in the bid package, the two vendors selected would be called on an as needed basis and used on a revolving basis. Bids were opened on August 23, 2019, two bids were received from Rustic Fire Protection and Cogswell Sprinkler Company. Mr. DeChristopher addressed questions from the Board with regard for the need of two vendors and the bid process. Commissioner Trask made a motion, seconded by Commissioner Teixeira to award three year contracts to Cogswell Sprinkler Company and Rustic Fire protection for on call sprinkler repairs and annual testing. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Pacious reviewed the Financial Comparatives for the period ending July 31, 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 Trask to accept the monthly cost comparatives for the period ending July 31, 2019 and put on file. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Mr. Plouffe explained the Appointment of Receptionist. In July 2019 the Brockton Housing Authority posted internally and advertised in *The Enterprise, Patriot Ledger, Taunton Gazette* and ZipRecruiter.com to fill the vacant receptionist position at 45 Goddard Road. Forty applications were received and reviewed by Michael Pacious, Cheryl Elliott, Wanda Massiah and Thomas Plouffe. Seven candidates were selected for interviews; three were called back for second interviews, one candidate declined. Eva Poole was the candidate that the committee felt would be a good fit for the position. She has extensive office and front desk experience. Ms. Poole had previously worked at the Authority as a temp at the reception desk and in the maintenance department and worked well with the staff and the residents. Mr. Thibeault added that in his interview with Ms. Poole, he was extremely impressed with her professional demeanor and her courteous and empathetic behavior towards our residents. She will be a great addition to the Authority team. Commissioner Trask made a motion, seconded by

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Commissioner Teixeira to appoint Eva Poole of Middleboro MA to the position of Receptionist effective October 7, 2019 at the Step 1 rate of \$39,466 per annum. 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 Trask made a motion, seconded by Commissioner Teixeira to accept the Executive Director's Report for September 18, 2019 and put on file. All voted in the affirmative. The Chairman thereupon declared the motion carried.

Chairman Sullivan proposed that the Executive Board Room be named in honor of the late Mayor Bill Carpenter; who passed away in July. A dedication ceremony will be planned for October. Commissioner Teixeira made a motion, seconded by Commissioner Trask to name the Executive Board Room; the Mayor Bill Carpenter Executive Board Room. All voted in the affirmative. The Chairman thereupon declared the motion carried.

There was no Old Business.

There was no New Business.

There being no further business, Commissioner Teixeira 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 3:02 PM.

Respectfully submitted,

/S/

Timothy J. Sullivan, Chairman

October 24, 2019

Date

/S/

Thomas G. Thibeault, Secretary