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To: All Staff Members
From: Thomas G. Thibeault, Executive Director
Date: 6/28/2021
Re: Notes from the June Board Meeting

At the Regular Meeting of June 24, 2021, the Board of Commissioners took the following action:

1. Approved the Minutes for the Regular Meeting of May 27, 2021;
2. Approved the Bills for the Regular Meeting of June 24, 2021;
3. Received, reviewed and accepted the Executive Director's Report for June 24, 2021; and the Financial Comparatives for the period ending April 30, 2021 and put on file;
4. Reviewed Management Organization Report submitted by TAG Associates and approved amendments to the Personnel Policy and Organizational Chart, establishing positions of Assistant Executive Director, Director of Procurement, Director of Asset Management and Executive Assistant for Compliance;
5. Accepted Comment to Brockton Housing Authority's 2021 Amended Annual Plan and Approved Resolution #21-03; Resolution approving the submission of Brockton Housing Authority's Amended Annual Plan for Fiscal Year 2021;
6. Authorized Ava Hewitt, Scattered Site Portfolio Manager, to execute leases for the Affordable Housing properties on behalf of the Brockton Housing Authority;
7. Authorized Thomas Thibeault as the Executive Director of the Brockton Housing Authority to enter into a three year contract with Fairway Lawn Care Corporation DBA Fairway Landscaping for landscape services and maintenance for the Affordable Housing Properties effective June 1, 2021;

8. Appointed Dawn Ogden of West Bridgewater MA to the position of Tenant Selection Leasing Agent effective June 28, 2021;
9. Appointed Daiana Carvalho of South Easton MA to the position of Accounts Receivable Collections Associate effective June 28, 2021;
10. Appointed Jennifer Monahan of Brockton MA to the position of Clerk Typist effective June 28, 2021;
11. Appointed Tonya Fort of Brockton MA to the position of Maintenance Office Manager effective June 28, 2021;
12. Awarded a contract in the amount of \$337,000 to Aegean Builders of Winchester MA for the comprehensive window replacement project at Crosby Gardens, Project 667-4;
13. Approved Addendum #2 in an amount not to exceed \$38,027.40 to the contract with McKinnell, McKinnell & Taylor Inc. for Phase IIIC and Phase IIID scope of work at Caffrey Towers, Project 24-7;
14. Awarded a three year contract to Jet Security LLC of Dedham MA, beginning August 1, 2021, with an option to extend by 12 months at the sole discretion of the Authority, for security services to the Brockton Housing Authority elderly/disabled complexes for an amount not to exceed \$1,620,000.