

# Memo

**To:** All Staff Members  
**From:** Thomas G. Thibeault, Executive Director  
**Date:** 12/20/2022  
**Re:** Notes from the December Board Meeting

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At their Special Meeting on December 15, 2022; the Brockton Housing Authority Board of Commissioners took the following action:

1. Approved the minutes of the Special Meeting of November 17, 2022;
2. Approved the bills for the Special Meeting of December 15, 2022;
3. Accepted the Executive Director's Report for December 15, 2022 and put on file;
4. Appointed Evelyn Echeverria of Brockton to the position of Clerk Typist in the Capital Improvements Department effective December 30, 2022;
5. Appointed Suelma DaRosa of Brockton to the position of Clerk Typist in the Asset Management Department;
6. Awarded a three year contract to Pathfinder Tree Service Inc. for the base hourly rate of \$245 for tree trimming and removal services;
7. Awarded a three year contract for the painting of vacant units in the Affordable Housing portfolio to Costa Painting of Somerville MA in the amount of \$5,295 per year with a \$45 hourly rate for the painting of common areas;
8. Awarded a contract for gutter cleaning services to Sole Source Restoration LLC of Cranston RI for the unit price of \$3.48 per linear foot;
9. Awarded a three year contract in the amount of \$123,030 per year to Fairway Landscaping and Lawn Care of S Easton MA for grounds maintenance;

10. Authorized the Executive Director to apply, on behalf of the Brockton Housing Authority to DHCD for renewal funding for the Mixed Population Resident Service Coordinator Grant;
11. Approved the 2023 Flat Rent Schedule for the Brockton Housing Authority's Federal Public Housing;
12. Approved the Certificate of Completion Consolidated and Certificate of Release to the contract with EV Mechanical Inc. of Walpole MA for the water closet replacements at Hillside Village;
13. Awarded a contract in the amount of \$884,000 to NENA Construction Inc. of Warwick RI for the comprehensive window replacement at Roosevelt Heights;
14. Approved a third year option on the Indefinite Quantity Contracts for architect/engineer services with McKinnell, McKinnell & Taylor, Angelo A. Kyriakides Architect P.C. and TBA Architects;
15. Authorized the Executive Director to execute documents necessary to effectuate the subdivision of 1380 Main Street;
16. Awarded a three year contract for emergency and year generator services to Power Products Systems LLC of Wakefield MA for the price of \$550. Per each serviced generator.