

MINUTES OF THE REGULAR MEETING
OF THE FALL RIVER HOUSING AUTHORITY
HELD ON MONDAY, JULY 12, 2021

The members of the Fall River Housing Authority met in Regular Session on Monday, July 12, 2021 at 5:00 o'clock p.m., at 85 Morgan Street, in the City of Fall River, Massachusetts.

The meeting was called to order by the Chairwoman, and upon roll call, those present and absent were as follows:

PRESENT

Mary L. Sahady
David Underhill
Roger P. Tache
Jo Ann Bentley

ABSENT

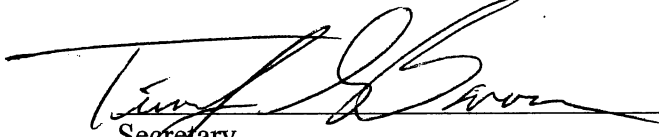
Jason Burns

There being a quorum present, business was transacted as follows:

NOTICE OF MEETING

Notice is hereby given in accordance with Section 20 (b) and Section 20 (c) of the Massachusetts General Laws (M.G.L.) Chapter 30A that the Regular Meeting of the members of the Fall River Housing Authority will be held at 5:00 p.m., on Monday, July 12, 2021, at 85 Morgan Street, in the City of Fall River, Massachusetts.

FALL RIVER HOUSING AUTHORITY


Secretary

Dated: July 7, 2021

CERTIFICATE AS TO SERVICE OF
NOTICE OF MEETING

I, Timothy S. Barrow, the duly appointed, qualified and acting Secretary of the Fall River Housing Authority, do hereby certify that on July 7, 2021, I filed, in the manner provided by Section 20(b) and Section 20(c) of the M.G.L. Chapter 30A, with the Clerk of the City of Fall River, Massachusetts, a NOTICE OF MEETING, of which the foregoing is a true and correct copy.

IN TESTIMONY WHEREOF, I have hereunto set my hand and the seal of said Authority on this 12th day of July, 2021.


Secretary

Regular Meeting of 7/12/21

CITIZEN INPUT

Chairwoman Sahady asked if anyone in the listening audience wished to speak during the Citizen Input time. Hearing none, Chairwoman went on to Resident Concerns.

RESIDENT CONCERNS

Chairwoman Sahady asked if anyone in the listening audience wished to speak during the Resident Concerns portion. Edward Gagnon, Executive Director of the Fall River Joint Tenants Council, Inc. advised the Board that he will have items to discuss at the August Board meeting.

MINUTES OF PREVIOUS MEETING

As copies of the minutes of the Postponed Regular Meeting held on June 23, 2021 were mailed to the Commissioners, it was in order to act upon same.

Commissioner Bentley made a motion to accept the minutes as presented and Commissioner Underhill seconded the motion. It being brought to a vote, the minutes were unanimously accepted.

BILLS AND COMMUNICATIONS

Vouchers: The Secretary presented the June, 2021 vouchers as follows:

| <u>Projects</u> | <u>Check Nos.</u> | <u>Amounts</u> |
|-------------------|-------------------|-----------------------|
| SECTION 8 VOUCHER | 117321-118451 | \$1,453,895.78 |
| | 205711-205794 | \$31,463.12 |
| | 102297-102330 | \$26,063.00 |
| FEDERAL FUND | 114585-114680 | \$374,788.25 |
| REVOLVING FUND | 71509-71694 | \$689,051.27 |
| STATE FUND | 8513-8529 | \$43,325.16 |
| 200-C MOD | 1779-1782 | \$3,791.20 |
| | TOTAL | \$2,622,377.78 |

Invoices to be paid: The Secretary presented the invoices to be paid as follows:

| | |
|----------------|---------------------|
| FEDERAL FUND | ----- |
| REVOLVING FUND | \$277,366.15 |
| STATE FUND | \$1,888.75 |
| 200-C MOD | \$75.00 |
| | TOTAL |
| | \$279,329.90 |

A motion was made by Commissioner Underhill, seconded by Commissioner Bentley, and carried by unanimous vote to pay the vouchers for the month of June, 2021.

Communications: None

REPORT OF THE SECRETARY

As part of the Management Reports, the federal application information, as of June 30, 2021, is as follows:

| | |
|-----------------------|------|
| Family..... | 1990 |
| Elderly..... | 559 |
| Mixed Population..... | 1024 |

After a brief discussion, a motion was made by Commissioner Underhill, seconded by Commissioner Bentley, and carried by unanimous vote to accept the Management Reports as submitted.

The next item on the agenda was the Monthly Financial Statements for May, 2021.

A motion was made by Commissioner Underhill, seconded by Commissioner Bentley, and carried by unanimous vote to accept the Monthly Financial Statements for May, 2021, as presented.

UPDATE FROM EXECUTIVE DIRECTOR

Mr. Barrow advised that the Fall River Joint Tenants Council, Inc. (FRJTC) has taken on a lot of extra work due to the distribution of free food items to residents at our elderly/disabled sites. Edward Gagnon, Executive Director of the FRJTC, is looking for monies to hire a part-time driver/delivery person to assist him. The Authority has reached out to Michael Dion, Executive Director of the Community Development Agency (CDA), and is hoping he can be of assistance in securing needed funding.

Mr. Barrow was pleased to announce that the FRHA's occupancy rate is at 97%, and asked Kathleen Povar, Director of Field Operations/Leased Housing, to give a brief overview of our occupancy numbers. Ms. Povar advised that when she began employment at the FRHA around seven (7) years ago, our occupancy percentages were around 94-95%, and explained that any time we fall below the required 97% occupancy rate, we lose much needed money from HUD. Due to a number of procedural changes over the past few years, our occupancy rate increased to 98% in 2020, even with the pandemic. Our current percentage is 97.4. In addition, Ms. Povar advised that it used to take over 150 days to re-occupy a unit, and as of June 30, 2021, the average number of days to turn over a unit is 27, which is a big change from six (6) years ago. This has been accomplished through good communication between the management, tenant selection and maintenance departments—all working together.

Mr. Barrow advised that there is approximately \$80,000 left of COVID monies, which need to be spent before December 31, 2021. The FRHA is appealing the FEMA decision denying payment for the extra security and cleaning services we had during the pandemic.

NEW BUSINESS

MODERNIZATION

Mr. Anderson briefed the Board on the following Modernization items.

The first item was Permission to Advertise for Roofing Improvements for Two (2) Buildings at Sunset Hill, Mass. 6-1.

Approval was recommended.

The following resolution was introduced by Commissioner Bentley, read in full and considered:

RESOLUTION NO. 88

BE IT RESOLVED BY THE MEMBERS OF THE
FALL RIVER HOUSING AUTHORITY:

That Permission to Advertise for Roofing Improvements
for Two (2) Buildings at Sunset Hill, Mass. 6-1, is approved.

Commissioner Bentley moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Underhill, and the "Ayes" and "Nays" were as follows:

| <u>AYES</u> | <u>NAYS</u> | <u>ABSENT</u> |
|---|--------------------|----------------------|
| Commissioner Bentley Commissioner Underhill Commissioner Tache Chairwoman Sahady | None | Commissioner Burns |

The Chairwoman thereupon declared said motion carried and said resolution adopted.

The next item was Permission to Advertise for Masonry Repairs and Roofing Improvements at George H. Cottell Heights, Mass. 6-10.

Approval was recommended.

The following resolution was introduced by Commissioner Tache, read in full and considered:

RESOLUTION NO. 89

BE IT RESOLVED BY THE MEMBERS OF THE
FALL RIVER HOUSING AUTHORITY:

That Permission to Advertise for Masonry Repairs and
Roofing Improvements at George H. Cottell Heights, Mass.
6-10, is approved.

Commissioner Tache moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Underhill, and the "Ayes" and "Nays" were as follows:

| <u>AYES</u> | <u>NAYS</u> | <u>ABSENT</u> |
|---|--------------------|----------------------|
| Commissioner Tache Commissioner Underhill Commissioner Bentley Chairwoman Sahady | None | Commissioner Burns |

The Chairwoman thereupon declared said motion carried and said resolution adopted.

The next item was Permission to Advertise for Building Lighting Protection Survey and Repair of Existing Structures at Cardinal Medeiros Towers, Mass. 6-8; James A. O'Brien, Sr. Apartments, Mass 6-5; Francis J. Barresi Heights, Fall River 661; George H. Cottell Heights, Mass. 6-10 and Nicholas W. Mitchell Heights, Mass. 6-11.

Approval was recommended.

The following resolution was introduced by Commissioner Bentley, read in full and considered:

RESOLUTION NO. 90

BE IT RESOLVED BY THE MEMBERS OF THE
FALL RIVER HOUSING AUTHORITY:

That Permission to Advertise for Building Lighting Protection Survey and Repair of Existing Structures at Cardinal Medeiros Towers, Mass. 6-8; James A. O'Brien, Sr. Apartments, Mass 6-5; Francis J. Barresi Heights, Fall River 661; George H. Cottell Heights, Mass. 6-10 and Nicholas W. Mitchell Heights, Mass. 6-11.

Commissioner Bentley moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Tache, and the "Ayes" and "Nays" were as follows:

AYES

Commissioner Bentley
Commissioner Tache
Chairwoman Sahady

ABSTAIN

Commissioner Underhill

ABSENT

Commissioner Burns

The Chairwoman thereupon declared said motion carried and said resolution adopted.

The next item was the MEP and Life Safety Engineering Audit for Fire Alarm Security and Apartment Electrical Panel Improvements at Chor-Bishop Joseph Eid Apartments, Fall River 667-3.

Approval was recommended.

The following resolution was introduced by Commissioner Tache, read in full and considered:

RESOLUTION NO. 91

BE IT RESOLVED BY THE MEMBERS OF THE
FALL RIVER HOUSING AUTHORITY:

That the MEP and Life Safety Engineering Audit for Fire Alarm Security and Apartment Electrical Panel Improvements at Chor-Bishop Joseph Eid Apartments, Fall River 667-3, is approved.

Commissioner Tache moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Underhill, and the "Ayes" and "Nays" were as follows:

Regular Meeting of 7/12/21

| <u>AYES</u> | <u>NAYS</u> | <u>ABSENT</u> |
|---|-------------|--------------------|
| Commissioner Tache Commissioner Underhill Commissioner Bentley Chairwoman Sahady | None | Commissioner Burns |

The Chairwoman thereupon declared said motion carried and said resolution adopted.

The next item was Permission to Advertise for Masonry Repairs & Painting at Raymond D. Holmes Apartments, Mass. 6-6 and Francis J. Barresi Heights, Fall River 661.

Approval was recommended.

The following resolution was introduced by Commissioner Tache, read in full and considered:

RESOLUTION NO. 92

BE IT RESOLVED BY THE MEMBERS OF THE
FALL RIVER HOUSING AUTHORITY:

That Permission to Advertise for Masonry Repairs & Painting
at Raymond D. Holmes Apartments, Mass. 6-6 and Francis J.
Barresi Heights, Fall River 661, is approved.

Commissioner Tache moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Underhill, and the "Ayes" and "Nays" were as follows:

| <u>AYES</u> | <u>NAYS</u> | <u>ABSENT</u> |
|---|-------------|--------------------|
| Commissioner Tache Commissioner Underhill Commissioner Bentley Chairwoman Sahady | None | Commissioner Burns |

The Chairwoman thereupon declared said motion carried and said resolution adopted.

The last item was the Contract Award for Boiler & Domestic Water Heater Replacement at Cardinal Medeiros Towers, Mass. 6-8.

Four (4) bids were received and opened on June 24, 2021, with the following results:

| COMPANY NAME | BASE BID |
|--|-----------------|
| Araujo Bros. Plumbing, Inc. P.O. Box 50225 New Bedford, MA 02745 | \$409,600.00 |
| Performance Plumbing & Heating 9 Bramble Road Medway, MA 02053 | \$424,288.00 |

Glionna Plumbing & Heating Services, Inc. \$500,000.00
 31 Slaff Road
 Saugus, MA 01908

DDS Industries, Inc. \$657,600.00
 250 Ace Street
 Fall River, MA 02720

Following a review of the bids, it was recommended that the contract be awarded to the low bidder, Araujo Bros. Plumbing, Inc., in the amount of \$409,600.00

The following resolution was introduced by Commissioner Bentley, read in full and considered:

RESOLUTION NO. 93

BE IT RESOLVED BY THE MEMBERS OF THE
 FALL RIVER HOUSING AUTHORITY:

That permission to award a contract for Boiler & Domestic Water Heater Replacement at Cardinal Medeiros Towers, Mass. 6-8, to the low bidder, Araujo Bros. Plumbing, Inc., in the amount of \$409,600.00, is approved.

Commissioner Bentley moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Tache, and the "Ayes" and "Nays" were as follows:

| <u>AYES</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
|---|------------------------|--------------------|
| Commissioner Bentley Commissioner Tache Chairwoman Sahady | Commissioner Underhill | Commissioner Burns |

The Chairwoman thereupon declared said motion carried and said resolution adopted.

MISCELLANEOUS

Mr. Barrow advised that two firms responded to our recent Request for Proposals (RFP) for (Outside) Legal Services, as follows:

| COMPANY NAME | HOURLY RATES |
|------------------------------------|--|
| KP Law, PC | \$205 p/h (yr. 1) \$215 p/h (yr. 2) \$225 p/h (yr. 3) |
| Murphy, Hess, Toomey & Lehane, LLP | \$110 p/h (Paralegal) \$225 p/h (Associate) \$240 p/h (Senior Associate) |

Kevin Sbardella, Deputy Executive Director and Michael Sousa, General Counsel, reviewed the proposals, rated them (without hourly rates) and unanimously recommended that the three (3) year contract for Legal Services be awarded to KP Law, PC, in the amount of \$205 p/h (year 1); \$215 p/h (year 2) and \$225 p/h (year 3).

The following resolution was introduced by Commissioner Tache, read in full and considered:

RESOLUTION NO. 94

BE IT RESOLVED BY THE MEMBERS OF THE FALL RIVER HOUSING AUTHORITY:

That permission to award a three (3) year contract for Legal Services to KP Law, PC, in the amount of \$205 p/h (year 1); \$215 p/h (year 2) and \$225 p/h (year 3), is approved.

Commissioner Tache moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Underhill, and the “Ayes” and “Nays” were as follows:

| <u>AYES</u> | <u>NAYS</u> | <u>ABSENT</u> |
|---|-------------|--------------------|
| Commissioner Tache Commissioner Underhill Commissioner Bentley Chairwoman Sahady | None | Commissioner Burns |

The Chairwoman thereupon declared said motion carried and said resolution adopted.

PERSONNEL

Mr. Barrow advised that due to the retirement of Suzanne Sentner, Receptionist, Management Department, there is a vacancy for an administrative assistant position. Kevin Sbardella, Deputy Executive Director; Kathleen Povar, Director of Field Operations/Leased Housing; Debra Morrissette, Associate Director of Public Housing and Timothy Burke, Director of Human Resources prepared a new job description for a Public Housing Administrative Assistant position, and it was requested that the Board approve the job description and in-house posting of this position.

The following resolution was introduced by Commissioner Bentley, read in full and considered

RESOLUTION NO. 95

BE IT RESOLVED BY THE MEMBERS OF THE FALL RIVER HOUSING AUTHORITY:

That the job description for the Public Housing Administrative Assistant position and in-house posting is approved.

Commissioner Bentley moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Tache, and the “Ayes” and “Nays” were as follows:

| <u>AYES</u> | <u>NAYS</u> | <u>ABSENT</u> |
|---|-------------|--------------------|
| Commissioner Bentley Commissioner Tache Commissioner Underhill Chairwoman Sahady | None | Commissioner Burns |

The Chairwoman thereupon declared said motion carried and said resolution adopted.

Mr. Barrow advised that since Sarah St. Pierre has been appointed to the newly created Compliance Officer position, the Section 8 Department will be going back to having one (1) Assistant Director of Leased Housing. Due to this change the Assistant Director of Leased Housing job description needed to be revised to include some of the duties that Ms. St. Pierre handled while she was one of the two (2) Assistant Directors of Leased Housing. It was requested that the Board approve the revised job description.

The following resolution was introduced by Commissioner Tache, read in full and considered:

RESOLUTION NO. 96

BE IT RESOLVED BY THE MEMBERS OF THE
FALL RIVER HOUSING AUTHORITY:

That the revised job description for the Assistant Director of
Leased Housing position is approved.

Commissioner Tache moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Underhill, and the “Ayes” and “Nays” were as follows:

| <u>AYES</u> | <u>NAYS</u> | <u>ABSENT</u> |
|---|-------------|--------------------|
| Commissioner Tache Commissioner Underhill Commissioner Bentley Chairwoman Sahady | None | Commissioner Burns |

The Chairwoman thereupon declared said motion carried and said resolution adopted.

Due to the changes in the Assistant Director of Leased Housing job description, and there only being one (1) Assistant, there is once again the need for a Leased Housing Clerical Staff Supervisor position. It was requested that the Board approve the in-house posting and outside advertising, if necessary, of this position.

The following resolution was introduced by Commissioner Tache, read in full and considered:

RESOLUTION NO. 97

BE IT RESOLVED BY THE MEMBERS OF THE
FALL RIVER HOUSING AUTHORITY:

That the in-house posting and outside advertising, if
necessary, for the Leased Housing Clerical Staff Supervisor
position, is approved.

Commissioner Tache moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Bentley, and the “Ayes” and “Nays” were as follows:

| <u>AYES</u> | <u>NAYS</u> | <u>ABSENT</u> |
|---|-------------|--------------------|
| Commissioner Tache Commissioner Bentley Commissioner Underhill Chairwoman Sahady | None | Commissioner Burns |

The Chairwoman thereupon declared said motion carried and said resolution adopted.

Mr. Barrow advised that the Authority still has a need for "Temporary" Maintenance Custodian/Floaters; and as such, interviews were recently conducted with a number of applicants. The Screening Committee consisted of Kevin Sbardella, Deputy Executive Director; Ed Majewski, Director of Facilities Management and Timothy Burke, Director of Human Resources. Following the interviews, the Screening Committee unanimously recommended Steven LePage and Cody Medeiros for the two (2) "Temporary" Maintenance Custodian/Floater positions, subject to passing all pre-employment requirements, including physical and occupational exams. It was recommended that the Board approve these appointments.

The following resolution was introduced by Commissioner Tache, read in full and considered:

RESOLUTION NO. 98

BE IT RESOLVED BY THE MEMBERS OF THE
FALL RIVER HOUSING AUTHORITY:

That the appointments of Steven LePage and Cody Medeiros to the two (2) "Temporary" Maintenance Custodian/Floater positions, subject to passing all pre-employment requirements, including physical and occupational exams, with start dates to be determined, are approved.

Commissioner Tache moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Underhill, and upon roll call, the "Ayes" and "Nays" were as follows:

| <u>AYES</u> | <u>NAYS</u> | <u>ABSENT</u> |
|---|-------------|--------------------|
| Commissioner Tache Commissioner Underhill Commissioner Bentley Chairwoman Sahady | None | Commissioner Burns |

The Chairwoman thereupon declared said motion carried and said resolution adopted.

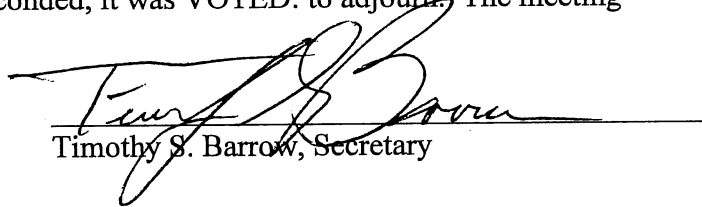
The next four items, AAA Case No. 01-19-0001-3454; Labor Relations Case No. 648.20; MCAD Complaint—Docket #20NEM00374 and the Wage Re-Opener for Year 2021 (Units A & B) will be discussed in Executive Session, pursuant to M.G.L. Chapter 30A, Section 21(a)(3), as an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the Chair so declares.

At 5:35 p.m. a motion was made by Commissioner Tache, seconded by Commissioner Bentley, and carried by unanimous roll call vote to go into Executive Session to discuss the above mentioned items. The Board will resume in Open Session following the Executive Session.

Resolution #99 was voted on in Executive Session.

At 6:20 p.m. a motion was made by Commissioner Tache, seconded by Commissioner Bentley, and carried by unanimous roll call vote to go back into Open Session.

Upon a motion duly made and seconded, it was VOTED: to adjourn. The meeting adjourned at 6:22 p.m.



Timothy S. Barrow, Secretary