

MINUTES OF THE REGULAR MEETING
OF THE FALL RIVER HOUSING AUTHORITY
HELD ON MONDAY, FEBRUARY 14, 2022

The members of the Fall River Housing Authority met in Regular Session on Monday, February 14, 2022 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
Jo Ann Bentley
John Medeiros

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, February 14, 2022, at 85 Morgan Street, in the City of Fall River, Massachusetts.

FALL RIVER HOUSING AUTHORITY



Secretary

Dated: February 9, 2022

CERTIFICATE AS TO SERVICE OF
NOTICE OF MEETING

I, Kevin Sbardella, the duly appointed, qualified and acting Secretary of the Fall River Housing Authority, do hereby certify that on February 9, 2022, 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 14th day of February, 2022.


Secretary

Regular Meeting of 2/14/22

CITIZEN INPUT

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

RESIDENT INPUT

Chairwoman Sahady asked if anyone in the listening audience wished to speak during the Resident Input time. Edward Gagnon, FRJTC Executive Director, advised elections will be taking place soon at O'Brien Apartments and Cardinal Medeiros Towers, and at Holmes Apartments and Oliveira Apartments in the coming months. The FRJTC is looking for resident volunteers, especially at the family developments, to assist with passing out flyers, etc. in their respective sites. The Farmers Market will be held once again this summer at Cardinal Medeiros Towers, beginning the first week of June, from 11:00 a.m. to 2:00 p.m. on Thursdays.

MINUTES OF PREVIOUS MEETING

As copies of the minutes of the Postponed Annual Meeting held on January 24, 2022 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 January, 2022 vouchers as follows:

<u>Projects</u>	<u>Check Nos.</u>	<u>Amounts</u>
SECTION 8 VOUCHER	12561-126546	\$1,634,747.49
	206235-206309	\$21,387.62
	102542-102576	\$27,837.00
FEDERAL FUND	115079-115158	\$692,718.31
REVOLVING FUND	72745-72919	\$1,248,455.98
STATE FUND	8601-8611	\$65,555.85
200-C MOD	1811-1811	\$60.90
	TOTAL	\$3,690,763.15

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

FEDERAL FUND	\$86,951.76
REVOLVING FUND	\$233,560.38
STATE FUND	\$5,562.69
200-C MOD	\$381.25
ENERGY TRUST FUND	-----
TOTAL	\$326,456.08

A motion was made by Commissioner Medeiros, seconded by Commissioner Underhill, and carried by unanimous vote to pay the vouchers for the month of January, 2022.

Regular Meeting of 2/14/22

Communications: None

REPORT OF THE SECRETARY

As part of the Management Reports, the federal application information, as of January 31, 2022, is as follows:

Family.....	2,339
Elderly.....	656
Mixed Population.....	999

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

The next three (3) items on the agenda were the Monthly Financial Statements for December, 2021, the State Quarterly Modernization Reports for the period ending December 31, 2021 and the State Quarterly Operating Statements for the period ending December 31, 2021.

It was requested that the Board accept the above-listed three (3) reports, as presented.

A motion was made by Commissioner Underhill, seconded by Commissioner Bentley, and carried by unanimous vote to accept the three (3) reports as submitted.

The next item was the Revision of State Budget for the 400-1 Program for FYE 3/31/22. It was requested that the Board approve this revision for submission to DHCD.

A motion was made by Commissioner Medeiros, seconded by Commissioner Underhill, and carried by unanimous vote to approve the revision of the State Budget for the 400-1 Program for FYE 3/31/22, as presented.

UPDATE FROM DEPUTY EXECUTIVE DIRECTOR

Mr. Sbardella first thanked the Board for having the confidence in him to run the Authority during this time of transition, and promised the Commissioners that he will do his best to keep everything running smoothly while serving as “Interim” Executive Director, and looks forward to working cooperatively with the Commissioners over the next few months.

Mr. Sbardella thanked Ed Majewski, Joseph Pimental and Mike Linhares for the great job they did coordinating the snow removal efforts during the recent snowstorm, and added that the FRHA is very fortunate to have these three (3) gentleman running the Facilities Department.

Mr. Sbardella also thanked Timothy McCoy, Procurement Officer, for his continuous hard work heading the Procurement Department, along with his staff, and his efforts are most appreciated.

Mr. Sbardella advised that Joseph DaSilva, Program and Services Coordinator, is working with the City of Fall River and HealthFirst to bring vaccine clinics to our family developments, and thanked Mr. DaSilva for his ongoing efforts and assistance during the COVID pandemic.

Mr. Sbardella advised the Board that the first meeting with the Union was held on February 3rd to set up the ground rules for the upcoming negotiations. The next meeting will be sometime in March, and the Board will be kept apprised of how the negotiations are going.

Lastly, Mr. Sbardella advised that the Management Department is being restructured in order to make the Management Department and Maintenance Department run more efficiently. Each Property Manager will have a Maintenance Leader working closely to assist in the timely delivery of services to our residents.

Mr. Sbardella’s report was for information only, no vote was required.

NEW BUSINESS

MODERNIZATION

The Board was briefed on the following Modernization items.

The first item was the state Certificate of Substantial Completion for the Exterior Building Envelope/Balcony Repairs & Roof Replacement at James A. O’Brien, Sr. Apartments, Mass. 6-5, under the Capital Fund Program (CFP) Year 2020 Activities.

The General Contractor, East Coast Masonry & Restoration, Inc., substantially completed work on January 25, 2022.

Approval was recommended.

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

RESOLUTION NO. 19

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

That the Certificate of Substantial Completion for the Exterior Building Envelope/Balcony Repairs & Roof Replacement at James A. O’Brien, Sr. Apartments, be approved and designating and authorizing the Chairwoman to execute said Certificate of Substantial Completion.

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

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Commissioner Bentley Commissioner Medeiros Commissioner Underhill Chairwoman Sahady	None	Commissioner Burns

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

The next item was Change Order No. 4 for the Basement Upgrades at Maple Gardens, Fall River, 200-2 (DHCD #095167).

Change Order No. 4 was an INCREASE of \$6,372.88 to the contract amount for providing additional switch/wiring (in conduit) for basement lighting in each of the three (3) partitioned spaces within the four (4) townhouses (buildings 15-18), and including three (3) additional days to complete the work. Approval was recommended.

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

RESOLUTION NO. 20

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

That Change Order No. 4 for the Basement Upgrades at Maple Gardens, Fall River, 200-2 (DHCD #095167), increasing the contract amount by \$6,372.88 for providing additional switch/wiring (in conduit) for basement lighting in each of the three (3) partitioned spaces within the four (4) townhouses (buildings 15-18), and including three (3) additional days to complete the work, is approved.

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

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Commissioner Bentley Commissioner Medeiros Commissioner Underhill Chairwoman Sahady	None	Commissioner Burns

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

MISCELLANEOUS

The first item was the Lead Based Paint Certificate of Compliance for 2022, executed by each Commissioner and the Deputy Executive Director (in the Executive Director’s absence). This Certificate of Compliance will be part of the Authority’s 5-Year CIP submission to the Department of Housing & Community Development (DHCD).

A motion was made by Commissioner Medeiros, seconded by Commissioner Underhill, and carried by unanimous vote to approve the execution of the Lead Based Paint Certificate of Compliance for 2022 by each Board member and Mr. Sbardella, for submission to DHCD in May, 2022.

The next item was Conflict of Interest Law Summary Acknowledgment of Receipt that was sent to the FRHA by Fall River City Clerk and was signed by each Commissioner to be returned to the City Clerk by February 28, 2022. Each Commissioner was provided with the Conflict of Law Summary for their files. No vote was required for this item.

Timothy McCoy, Procurement Officer, advised that three (3) companies responded to our recent solicitation for the purchase of plumbing fixtures for use in the developments, as follows:

COMPANY NAME	CONTRACT AMOUNT
Plumber’s Supply	Not to exceed \$40,000
Simon’s Supply	Not to exceed \$40,000
Supply New England	Not to exceed \$40,000

Mr. McCoy advised that all vendors offered responsive and responsible price quotes, and have provided quality plumbing fixtures and service to the FRHA for several years. It was recommended that the Authority continue to partner with all three of these local companies in order to avoid supply and delivery backlogs as we have been experiencing over the past two years due to COVID.

Mr. McCoy recommended that the FRHA award one (1) year indefinite quantities contracts to Plumber’s Supply, Simon’s Supply and Supply New England, in an amount not to exceed \$40,000 for each company.

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

RESOLUTION NO. 21

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

That permission to award indefinite quantities contracts for
Plumbing Fixtures to Plumber’s Supply, Simon’s Supply and
Supply New England, in an amount not to exceed \$40,000 for
each company, is approved.

Commissioner Medeiros 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 Medeiros Commissioner Bentley Commissioner Underhill Chairwoman Sahady	None	Commissioner Burns

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

Mr. McCoy advised that three (3) companies responded to a recent solicitation for a Network Systems Administrator contract, as follows:

COMPANY NAME	TECHNICAL PROPOSAL RATING	PRICE PROPOSAL
MTSI	Highly Advantageous	\$153,860.00
Local Computer Store	Advantageous	\$94,800.00
Net-Cenergy	Advantageous	\$175,392.00

Mr. McCoy advised that the evaluation committee determined that the most advantageous proposer was MTSI, located at 132 Alden Road, Fairhaven, MA. MTSI was founded in 1998 and has been offering on-site services to the greater New England area since then—such as Fall River, Westport, Dartmouth, New Bedford, Fairhaven, Providence, E. Providence, etc.

Based on the proposer’s degree of Highly Advantageous and their effective comparative responses, it was recommended that the two (2) year contract be awarded to MTSI, in an amount of \$153,860.00.

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

RESOLUTION NO. 22

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

That permission to award a two (2) year contract for the
Network Systems Administrator to MTSI, in an amount
of \$153,860.00, is approved.

Commissioner Underhill 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 Underhill Commissioner Bentley Commissioner Medeiros Chairwoman Sahady	None	Commissioner Burns

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

The next item was Permission to Advertise for the Installation of Keltron Radio Signal
Devices at Edward F. Doolan Apartments, Bates/Tower Apartments, Nicholas W. Mitchell
Heights, James A. O’Brien, Sr. Apartments, Father Vincent Diaferio Village, Frank B. Oliveira
Apartments and Raymond D. Holmes Apartments.

Mr. McCoy advised that he met with Arthur Anderson, Director of Modernization, and it
was determined that this item can be handled by the Modernization Department since the cost
should not exceed the \$50,000 limit and permission to advertise would not be necessary at this
juncture.

No Board action was taken on this item.

The last item was the Uniform Physical Site Inspections (REAC Inspections) Contract.
Mr. McCoy advised that US Inspection Group, Inc. was the only company who responded to our
recent solicitation, and following a review of their bid, it was recommended that a one (1) year
contract be awarded to US Inspection Group, Inc., in an amount of \$20,126.70, payable upon
completion and receipt of inspection report.

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

RESOLUTION NO. 23

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

That permission to award a one (1) year contract be awarded to
US Inspection Group, Inc., in an amount of \$20,126.70, payable
upon completion and receipt of inspection report, is approved.

Commissioner Medeiros 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 Medeiros Commissioner Underhill Commissioner Bentley Chairwoman Sahady	None	Commissioner Burns

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

PERSONNEL

Mr. Sbardella advised the Board that there is a need for two (2) additional Maintenance Leaders, and it was requested that the Board approve the in-house posting, and outside advertising, if necessary, for two (2) positions.

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

RESOLUTION NO. 24

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

That permission to post in-house, and advertise, if necessary,
for two (2) Maintenance Leader positions, 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 Medeiros Chairwoman Sahady	None	Commissioner Burns

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

Mr. Sbardella advised the Board that in an effort to assist the Management Department with Clerical, Courier and Reception duties during busy times, a job description was created for a Management Department Housing Support Assistant position. It was requested that the Board approve the job description and the in-house posting/outside advertising for this position.

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

RESOLUTION NO. 25

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

That the job description and in-house posting/outside advertising
for the Management Department Housing Support Assistant position
is approved.

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

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Commissioner Underhill Commissioner Medeiros Commissioner Bentley Chairwoman Sahady	None	Commissioner Burns

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

Mr. Sbardella advised that there is still a need for an additional Clerk Interviewer in the
Public Housing Department, and it was requested that the Board approve the in-house posting
and outside advertising for this position.

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

RESOLUTION NO. 26

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

That the in-house posting, and outside advertising, for a Clerk
Interviewer position, is approved.

Commissioner Underhill 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 Underhill Commissioner Bentley Commissioner Medeiros Chairwoman Sahady	None	Commissioner Burns

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

Timothy Burke, Director of Human Resources, advised the Board that due to the need for
one more Clerk Interviewer for the Tenant Selection Department, interviews were recently
conducted by a Screening Committee made up of Marie Souza, Coordinator of Tenant Selection;
Amy Morin, Assistant Director of Tenant Selection; and Mr. Burke.

Following the interviews, the Screening Committee unanimously agreed that Lisayka Arzola would be recommended to the Board for appointment.

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

RESOLUTION NO. 27

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

That the appointment of Lisayka Arzola to the position of
Clerk Interviewer for the Tenant Selection Department, start
date to be determined, is approved.

Commissioner Medeiros 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 Medeiros Commissioner Underhill Commissioner Bentley Chairwoman Sahady	None	Commissioner Burns

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

Mr. Sbardella advised the Board that in preparation of the Executive Director search, the
Executive Director’s job description and the advertisement to be published in various newspapers
and websites was forwarded to DHCD for review and approval. Both documents were approved
by DHCD, and it was requested that the Board approve them as well.

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

RESOLUTION NO. 28

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

That the updated Executive Director’s job description and the
newspaper advertisement to be published in various publications,
previously approved by DHCD, are approved.

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

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Commissioner Underhill Commissioner Medeiros Commissioner Bentley Chairwoman Sahady	None	Commissioner Burns

The Chairwoman thereupon declared said motion carried and said resolution adopted.
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Mr. Sbardella advised that in view of the Board’s approval of the updated Executive Director’s job description and advertisement, it is requested that the Board approve our publishing the ad in the Boston Globe, Providence Journal, Herald News, Bay State Banner, El Mundo and Sampan, as well as the FRHA website, and various other sites recommended by DHCD.

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

RESOLUTION NO. 29

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

That permission to have the updated Executive Director’s advertisement published in the above-listed publications/websites, is approved.

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

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Commissioner Underhill Commissioner Medeiros Commissioner Bentley Chairwoman Sahady	None	Commissioner Burns

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

Mr. Sbardella stated that in view of Mr. Barrow’s impending retirement, effective on March 31, 2022, and our proceeding with the Executive Director search, as required by DHCD, it was requested that the Board approve the appointment of Mr. Sbardella to the position of “Interim” Executive Director, effective on April 1, 2022.

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

RESOLUTION NO. 30

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

That the appointment of Kevin Sbardella to the position of “Interim” Executive Director, effective on April 1, 2022, is approved.

Commissioner Bentley 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:

AYESNAYSABSENT

Commissioner Bentley
Commissioner Underhill
Commissioner Medeiros
Chairwoman Sahady

None


Commissioner Burns

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

Chairwoman Sahady recommended that the Board go into Executive Session, pursuant to M.G.L. Chapter 30A, Section 21 (a) 2 and (3) to discuss the remainder of the Board agenda items: Employee Incident Report, Maple Gardens Litigation Update and Executive Director Contract Update.

At 6:00 p.m. a motion was made by Commissioner Bentley, seconded by Commissioner Underhill, and carried by unanimous roll call vote to go into Executive Session. The Board did not resume in Open Session following the Executive Session.

At 7:05 p.m. a motion was made by Commissioner Underhill, seconded by Commissioner Medeiros, and carried by unanimous roll call vote to adjourn the meeting.



Kevin Sbardella, Secretary