

MINUTES OF THE ANNUAL MEETING
OF THE FALL RIVER HOUSING AUTHORITY
HELD ON MONDAY, JANUARY 11, 2021

The members of the Fall River Housing Authority met "REMOTELY" in Annual Session at 5:00 o'clock p.m. on Monday, January 11, 2021, 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
Jason Burns
Jo Ann Bentley

ABSENT

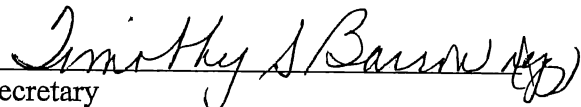
Roger Tache

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(b) and Section 20(c) of the Massachusetts General Laws (M.G.L.) Chapter 30A that the Annual Meeting of the members of the Fall River Housing Authority will be held at 5:00 p.m., on Monday, January 11, 2021, at 85 Morgan Street, in the City of Fall River, Massachusetts.

FALL RIVER HOUSING AUTHORITY



Secretary

Dated: January 6, 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 January 6, 2021, I filed, in the manner provided by Section 20(b) and Section 2(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 11th day of January, 2021.


Secretary

Annual Meeting of 1/11/21

CITIZEN INPUT

Chairwoman Sahady asked if anyone in the listening audience wished to speak during the Citizen Input time. She reminded everyone that there is a three (3) minute limit to speak per person, and all participants must identify themselves prior to speaking. Chairwoman Sahady asked Attorney Michael Sousa to read a letter from James Souza, Chairman of the City of Fall River Community Preservation Committee, regarding a request that the Fall River Housing Authority appoint a FRHA Board Commissioner to serve on this committee. Attorney Sousa read the letter, as requested.

Patrick Higgins, a resident from Cardinal Medeiros Towers, requested permission to speak, and permission was granted by Chairwoman Sahady. Mr. Higgins strongly suggested that the FRHA appoint a Board Commissioner to serve on the City's Community Preservation Committee and stated that Commissioner Jo Ann Bentley would be a good choice since she is an architect. If Ms. Bentley is unable to serve, Mr. Higgins then suggested that Commissioner Roger Tache be appointed to this committee. No action was taken by the Board at this time.

RESIDENT INPUT

Chairwoman Sahady asked if any residents in the listening audience wished to speak and Mr. Higgins requested permission to speak as a resident. Mr. Higgins advised the Board that FedEx refuses to deliver packages to Cardinal Medeiros Towers due to COVID. Mr. Higgins explained that a number of residents at this development have medications delivered through FedEx, and because of their refusal to deliver, the health of those residents is in jeopardy. All other delivery services such as UPS, the US Post Office, CVS, etc. have no issues delivering to Cardinal Medeiros Towers, and Mr. Higgins asked if the FRHA could intervene on behalf of the residents and see if something can be done to facilitate deliveries by FedEx.

Ed Gagnon, Executive Director, Fall River Joint Tenants Council, Inc. (FRJTC), advised that the free soup will be delivered to Barresi Heights and seven (7) other developments this month, and once the community halls reopen, more deliveries of free soup (and macaroni & cheese) will be made on a regular basis.

MINUTES OF PREVIOUS MEETING

As copies of the minutes of the Regular Meeting held on December 14, 2020 had been provided to the Commissioners, it was in order to act upon same.

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

BILLS AND COMMUNICATIONS

Vouchers: The Secretary presented the December, 2020 vouchers as follows:

| <u>Projects</u> | <u>Check Nos.</u> | <u>Amounts</u> |
|-------------------|-------------------|----------------|
| SECTION 8 VOUCHER | 110716-117797 | \$1,371,838.84 |
| | 205202-205284 | 18,739.52 |
| | 102080-102115 | 30,395.00 |
| | 15002-15002 | --- |
| FEDERAL FUND | 114136-114199 | \$1,235,676.70 |

| | | |
|----------------|--------------|-----------------------|
| REVOLVING FUND | 70461-70612 | \$478,227.55 |
| STATE FUND | 8414-8427 | \$40,386.87 |
| 200-C MOD | 1755-1758 | \$29,085.95 |
| | TOTAL | \$3,204,350.43 |

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

| | |
|----------------|--------------|
| FEDERAL FUND | \$109,047.16 |
| REVOLVING FUND | \$484,267.89 |
| STATE FUND | \$12,229.63 |
| 200-C MOD | \$1,038.86 |
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A motion was made by Commissioner Underhill, seconded by Commissioner Burns, and carried by unanimous roll call vote to pay the vouchers for the month of December, 2020.

REPORT OF THE SECRETARY

The “Management Reports”, which include Applications, Occupancy Report, Tenants Accounts Receivables, Work Order Report, Monthly Section 8 Voucher Activity Report, Monthly Personnel Count and Director of Modernization Monthly Report were included in the Board packets, and require only one vote of acceptance by the Board.

As part of the Management Reports, the following federal application information, as of December, 31, 2020 is as follows:

| | |
|-----------------------|-------|
| Family..... | 1,628 |
| Elderly..... | 600 |
| Mixed Population..... | 984 |

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

The next item on the agenda was the Monthly Financial Reports--Combined Total Operations for November, 2020.

Chairwoman Sahady asked Melissa Melo, Director of Finance, to provide a brief overview of the FY2020 Audit Report and the FY2020 Agreed Upon Procedures Audit. Ms. Melo advised that the audit was completed before the New Year, and according to the auditors, the Fall River Housing Authority’s programs and financial statements are all in order. Ms. Melo advised that the Agreed Upon Procedures Audit was performed because DHCD requested additional information on some specific items that were not included in the regular audit report. There were no findings in either audit.

A motion was made by Commissioner Burns, seconded by Commissioner Bentley, and carried by unanimous roll call vote to accept the Monthly Financial Reports, the FY2020 Audit and FY2020 Agreed Upon Procedures Audit, as presented.

UPDATE TO THE BOARD FROM EXECUTIVE DIRECTOR

In Mr. Barrow’s absence, Kevin Sbardella, Deputy Executive Director, advised the Board that effective January 4, 2021, maintenance staff would only be allowed to do emergency work orders due to the uptick in COVID cases. Hopefully after the Martin Luther King holiday, they will be able to go back to doing the regular work orders as well. Commissioner Burns asked if the increase in COVID cases is related to residents or employees. Mr. Sbardella said that over the holidays there was a slight increase in the number of residents and employees who reported testing positive for COVID, and there are still a few employees who have not been cleared to return to work. The FRHA continues to take every precaution to keep our residents and staff safe, including weekly sanitizing of all offices, daily sanitizing of all common areas, distribution of masks and hand sanitizer and following strict social distancing guidelines. In addition, Mr. Sbardella provided the Commissioners with his brief monthly Board report summarizing some of what each department has been working on during the previous month.

This update is for information only, no Board vote is required.

NEW BUSINESS

MODERNIZATION

The lone item is Change Order No. 2 for the Video Security System Upgrades at Edward F. Doolan Apartments, Fall River 662, under the Capital Fund Program (CFP) Year 2022.

Change Order No. 2 is an increase of \$2,607.18 to the contract amount for an upgraded surge-protection system.

The General Contractor is Systems Contracting, Inc., and the new contract total is \$164,051.18. Approval is recommended.

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

RESOLUTION NO. 1

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

That Change Order No. 2 for the Video Security System Upgrades at Edward F. Doolan Apartments, Fall River 662, under CFP Year 2022 Activities, increasing the contract amount by \$2,607.18 for an upgraded surge protection system, is approved.

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

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

The Chairwoman thereupon declared said motion carried and said resolution adopted.
Annual Meeting of 1/11/21

MISCELLANEOUS

The Board was presented with a brief outline regarding the submission of our 2021 Agency Plan to the Department of Housing & Urban Development (HUD) and DHCD Annual Plan. As required by HUD, the Authority has developed its Agency Plan, in compliance with the Quality and Work Responsibility Act of 1998.

Mr. Sbardella advised the Board that the Authority is required to develop and submit an annual Agency Plan to HUD, in conjunction with the Resident Advisory Board (RAB) (members of the Fall River Joint Tenants Council). The Plan consists of our goals and objectives for the coming year, including our operating policies and budget for our Capital Fund Program (CFP). All changes to the policies were discussed with and agreed to by the Resident Advisory Board. Beginning this year, the Authority is also required to develop and submit an Annual Plan to DHCD.

At this time, the Authority is requesting the Board’s approval of both Plans and permission to submit same to HUD and DHCD. As part of the Agency Plan, the Fall River Housing Authority is required to submit certifications that we are accurately following the regulations set forth, including the Five Year Plan and Annual Plan and Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan.

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

RESOLUTION NO. 2

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

That the Five Year Plan and Annual Plan for the Fall River Housing Authority for fiscal year beginning April 1, 2021, (hereinafter referred to as the Plan), as outlined in the HUD form, entitled “PHA Certifications of Compliance with the PHA Plan and Related Regulations” signed by the Chairwoman, and submitted to the Department of Housing & Urban Development (HUD) be approved.

That the Fall River Housing Authority certifies the information contained in HUD Form No. 50075, entitled “Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan”, signed by the Mayor Coogan, City of Fall River, and submitted to the Department of Housing & Urban Development (HUD), is true and accurate.

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

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

The Chairwoman thereupon declared said motion carried and said resolution adopted.
Annual Meeting of 1/11/21

The next item is the Residential Emergency Security Guard Services (COVID-19). The FRHA has been able to provide security guard services at our elderly sites during the pandemic utilizing COVID monies, and since HUD has extended its COVID related funding through 2021, it is requested that the Board ratify permission to obtain updated hourly rates for continued coverage. The number of hours will be decreased from ten (10) hours per day to five (5) hours per day, which will enable us to extend the contract until the third week of February, as long as we do not exceed \$26,509.00.

The following resolution were introduced by Commissioner Burns, read in full and considered:

RESOLUTION NO. 3

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

That permission to obtain updated hourly rates for continued Residential Emergency Security Guard Services (COVID-19) at our elderly high rises, for up to five (5) hours per day, through the third week of February, 2021, not to exceed \$26,509.00, is approved.

Commissioner Burns 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:

AYES

Commissioner Burns
Commissioner Underhill
Commissioner Bentley
Chairwoman Sahady

NAYS

None

ABSENT

Commissioner Tache

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

PERSONNEL

The first item is the retirement of two (2) employees, Lorie Ras, effective on January 15, 2021 and Darlene Clement, effective on January 29, 2021. It is requested that the Board approve both retirements. Chairwoman Sahady, on behalf of the Board of Commissioners, thanked both employees for their many years of service to the Authority and wished them much happiness in their retirements.

The following resolution were introduced by Commissioner Burns, read in full and considered:

RESOLUTION NO. 4

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

That the retirements of Lorie Ras, effective on January 15, 2021 and Darlene Clement, effective on January 29, 2021, are approved.

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

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

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

Due to the pending retirement of Ms. Clement, her position as Modernization Office Coordinator will be vacant, and it is requested that the Board ratify permission to post this position in-house.

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

RESOLUTION NO. 5

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

That the in-house posting of the Modernization Office Coordinator position is approved.

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

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

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

Due to the pending retirement of Ms. Ras, there will be another Property Manager position vacant, and it is requested that the Board approve the in-housing posting of two (2) “Temporary” Property Manager positions.

The following resolution were introduced by Commissioner Burns, read in full and considered:

RESOLUTION NO. 6

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

That permission to post two (2) “Temporary” Property Manager positions in-house is approved.
Annual Meeting of 1/11/21

Commissioner Burns 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 Burns | None | Commissioner Tache |
| Commissioner Underhill | | |
| Commissioner Bentley | | |
| Chairwoman Sahady | | |

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

Due to the potential promotion of two (2) Clerk Interviewers to Property Managers, two (2) Clerk Interviewer positions will become vacant, and it is requested that Board approve advertising these positions on our website.

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

RESOLUTION NO. 7

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

That permission to advertise two (2) Clerk Interviewer positions
on our website is approved.

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

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

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

ELECTION OF OFFICERS

It was announced that it was in order to proceed to the matter of the election of the Chairman, Vice-Chairman and the Treasurer for the calendar year 2021.

Commissioner Underhill made a motion that **Mary L. Sahady** be nominated to the office of Chairwoman.

Commissioner Burns seconded the motion.

Upon a motion duly made by Commissioner Underhill, seconded by Commissioner Burns, and carried by unanimous roll call vote, nominations were closed.

Vote of election for **CHAIRWOMAN** was taken with the following results:

Annual Meeting of 1/11/21

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

Mary L. Sahady was declared elected to the office of the **Chairwoman**.

Commissioner Burns made a motion that **David Underhill** be nominated to the office of Vice-Chairman.

Commissioner Bentley seconded the motion.

Upon a motion duly made by Commissioner Burns, seconded by Commissioner Bentley, and carried by unanimous roll call vote, nominations were closed.

Vote of election for **VICE-CHAIRMAN** was taken with the following results:

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

David Underhill was declared elected to the office of the **Vice-Chairman**.

Commissioner Underhill made a motion that **Jason Burns** be nominated to the office of Treasurer.

Commissioner Bentley seconded the motion.

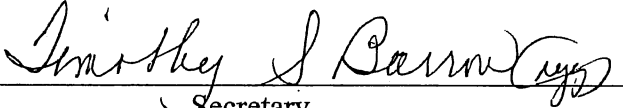
Upon a motion duly made by Commissioner Underhill, seconded by Commissioner Bentley and carried by unanimous vote, nominations were closed.

Vote of election for **TREASURER** was taken with the following results:

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

Jason Burns was declared elected to the office of the **Treasurer**.

Upon a motion duly made and seconded, it was VOTED: to adjourn. The meeting adjourned at 5:30 p.m.


Secretary