

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

The members of the Fall River Housing Authority met "REMOTELY" in Regular Session on Monday, April 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
Jason Burns
Roger P. Tache
Jo Ann Bentley

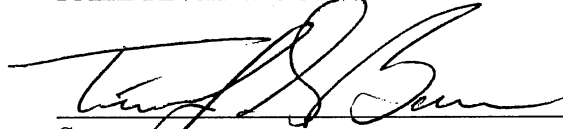
ABSENT

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, April 12, 2021, at 85 Morgan Street, in the City of Fall River, Massachusetts.

FALL RIVER HOUSING AUTHORITY



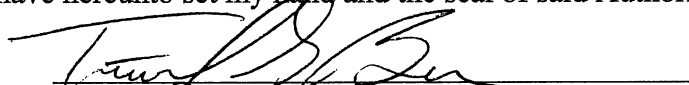
Secretary

Dated: April 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 April 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 April, 2021.



Secretary

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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

Edward Gagnon, Executive Director of the Fall River Joint Tenants Council, Inc. advised that he received notification that the Farmers Market at Cardinal Medeiros Towers has been approved for this year. It was very popular last year, and everyone is looking forward to it once again. Unfortunately, the Doolan Apartments Farmers Market will not be conducted there anymore, and the City is looking for another location with more parking, etc. Mr. Gagnon advised that the residents of our elderly/disabled developments are very happy that their community halls are open once again, and they are looking forward to being able to socialize with each other. Mr. Sbardella advised that the O'Brien Apartments Community Hall will remain closed until the sound equipment that is used for our Board meetings is boxed up and put away. Lastly, Mr. Gagnon advised that the annual Fall River Joint Tenants Council (FRJTC) Resident Meeting will be held on May 5th, beginning at 1:00 p.m., at the FRJTC office. Residents are urged to contact Mr. Gagnon or Commissioner Underhill to sign up as space is limited.

MINUTES OF PREVIOUS MEETING

As copies of the minutes of the Regular Meeting held on March 8, 2021 were mailed to the Commissioners, it was in order to act upon same.

Commissioner Underhill 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 March, 2021 vouchers as follows:

<u>Projects</u>	<u>Check Nos.</u>	<u>Amounts</u>
SECTION 8 VOUCHER	113981-115081	\$1,394,528.24
	205461-205546	\$22,259.86
	102188-102224	\$27,690.00
FEDERAL FUND	114336-114448	\$1,141,269.89
REVOLVING FUND	70948-71221	\$784,296.73
STATE FUND	8457-8484	\$87,596.55
200-C MOD	1765-1769	\$12,933.99
	TOTAL	\$3,470,575.26

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

FEDERAL FUND	\$59,873.17
REVOLVING FUND	\$79,573.43
STATE FUND	\$22,213.81

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200-C MOD

\$1,718.12

TOTAL

\$163,378.53

A motion was made by Commissioner Tache, seconded by Commissioner Burns, and carried by unanimous roll call vote to pay the vouchers for the month of March, 2021.

Communications: None

REPORT OF THE SECRETARY

As part of the Management Reports, the federal application information, as of March 31, 2021, is as follows:

Family.....	1887
Elderly.....	566
Mixed Population.....	1012

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 Management Reports as submitted.

The next item on the agenda was the Monthly Financial Reports--Combined Total Operations for the period ending February, 2021. Mr. Sbardella advised that all programs are running smoothly and had nothing out of the ordinary to report. The year-end reports will be available around the end of May, beginning of June—which is normal, as it takes a few months to gather the information and prepare the reports.

A motion was made by Commissioner Burns, seconded by Commissioner Bentley, and carried by unanimous roll call vote to accept the Monthly Financial Reports for said period.

The next item was the Federal Write-Offs, for the quarter ending March 31, 2021, in the amount of \$86,826.03. Commissioner Burns asked if this amount is consistent with years past, and Attorney Sousa advised that this year’s total is about 9% lower than last year, which was \$92,098.55. Kathleen Povar, Director of Field Operations, mentioned that the totals have been going down each year due to the efforts of our legal and management staff being pro-active and swift with collections.

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

RESOLUTION NO. 37

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

That the Federal Write-Offs, for the quarter ending March 31, 2021,
in the amount of \$86,826.03, are approved.

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

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

The next item was the State Write-Offs, for the quarter ending March 31, 2021, in the amount of \$25,705.48. Last year's total was only \$8,758.76, and Attorney Sousa explained that part of the reason for the high total is that we currently have four (4) personal injury cases pending at one of our State developments, with no judgments being rendered to date.

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

RESOLUTION NO. 38

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

That the State Write-Offs, for the quarter ending March 31, 2021,
in the amount of \$25,705.48, are 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:

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

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

The next item was the Insurance Policies for the period April 1, 2021 to March 31, 2022, as follows:

- Public Officials Insurance
- Property Insurance
- Liability Insurance
- Automobile Insurance

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

RESOLUTION NO. 39

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

That Insurance Policies for the period April 1, 2021 to March 31,
2022, are 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:

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

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

UPDATE FROM EXECUTIVE DIRECTOR

Mr. Sbardella advised that in Mr. Barrow’s absence he would provide a brief update for the Commissioners. Mr. Sbardella reiterated that the community halls at our developments for elderly/disabled were re-opened, effective on April 12th, with the exception of the O’Brien Apartments community hall, which will remain closed until further notice. Mr. Sbardella gave much deserved praise to Joseph DaSilva, Program & Services Coordinator, for the outstanding job he has done coordinating and overseeing all of the COVID vaccine clinics held thus far for our residents. Our last clinic at this time is scheduled for Friday, April 16th at Father Diaferio Village for dose 1, with a follow-up clinic for dose 2 in three (3) weeks. Should the Johnson & Johnson vaccine become available again, there may be a few more clinics scheduled.

NEW BUSINESS**MODERNIZATION**

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

The first item was Permission to Advertise for Bids for Indefinite Quantity/Delivery Services at all Federal developments. Mr. Sbardella explained that every three (3) years or so we go out for bid for a number of Architectural/Engineering (House Doctors) firms to have at the ready for our modernization projects. Usually four (4) or five (5) are chosen out of the many submissions. The contract periods are eighteen (18) months, with eighteen (18) month extensions. Approval is recommended.

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

RESOLUTION NO. 40

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

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That permission to advertise for Bids for Indefinite Quantity/Delivery Services at all Federal Developments 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	None	
Commissioner Bentley		
Commissioner Tache		
Commissioner Underhill		
Chairwoman Sahady		

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

The next item was the Certificate of Completion-Consolidated for Playground Removal at Maple Gardens, Fall River 200-2 (DHCD #095175).

The General Contractor, Industrial Concrete Solutions, completed all work items, and the final contract amount was \$33,100.00. Approval is recommended, contingent upon final approval by DHCD.

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

RESOLUTION NO. 41

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

That the Certificate of Completion-Consolidated, Contractor’s Certificate and Release, Consent to Surety Company for Final Payment and Application and Certificate of Payment (final) for Industrial Concrete Solutions, be approved; and designating and authorizing the Chairwoman to execute said Certificate of Completion-Consolidated.

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 Bentley		
Commissioner Burns		
Commissioner Tache		
Chairwoman Sahady		

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

MISCELLANEOUS

The first item is the purchase of two (2) All-Wheel Drive Cargo Vans. Timothy McCoy, Procurement Officer, advised that two (2) companies responded to a recent solicitation, as follows:

COMPANY NAME	PRICE PER HOUR
Empire Ford of New Bedford	\$82,000.00
Grieco Ford	\$85,208.00

Mr. McCoy advised that Empire Ford of New Bedford submitted the responsive and responsible qualified low bid in the amount \$82,000.00. This vendor has supplied vehicles to the Fall River Housing Authority in the past with positive reviews. A due diligence search of the State debarment list yielded no issues.

Based on the above, it is recommended that a purchase order contract be awarded for the two (2) cargo vans, in the amount of \$82,000.00.

Commissioner Underhill asked what the two (2) vans would be used for, and Ed Majewski, Director of Facilities Management advised that one of the vans will take the place of the 2005 van that is utilized by the Warehouseman for deliveries of appliances, stock, etc., and the second van will replace the current Ford diesel truck that is used by the 2nd shift staff. The truck will be sold to whoever offers the highest amount for it. The van is not safe enough for use by anyone else and will be scrapped.

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

RESOLUTION NO. 42

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

That permission to purchase two (2) All-Wheel Drive Cargo Vans from Empire Ford of New Bedford, in the amount of \$82,000.00, 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:

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

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

The next item was the Amendment to the Housing Choice Voucher Program (HCVP) Administrative Plan, which will re-incorporate the current FRHA guidelines for the review of criminal records for applicant screening purposes. Ms. Povar explained that the lookback periods that are currently in the public housing Admissions & Continued Occupancy Plan

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(ACOP) should also be in the Section 8 Administrative Plan. Back in 2016, new guidelines were drafted and a new policy was created entitled "Criminal Lookback Periods". It was discovered recently that the new policy was inadvertently left out of the Section 8 Administrative Plan during a recent overhaul. It is important to get that information back in the Plan, and it is requested that the Board approve the Amendment. Ms. Povar stated that although the policy wording was not in the Plan, the policy guidelines have been followed by both Public Housing and Section 8 staff since its inception. This is merely to get it re-incorporated back in the Admin. Plan.

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

RESOLUTION NO. 43

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

That the Amendment to the Housing Choice Voucher Program (HCVP) Administrative Plan, which will re-incorporate the current FRHA guidelines for the review of criminal records for applicant screening purposes, is approved.

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

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

PERSONNEL

The first item is the resignation of Thomas Timms, Clerk Interviewer, Section 8 Department, effective on April 1, 2021. It was requested that the Board accept Mr. Timms resignation.

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

RESOLUTION NO. 44

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

That the resignation of Thomas Timms, Clerk Interviewer,
Section 8 Department, effective on April 1, 2021, is accepted

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:

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

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

Mr. Sbardella advised that no in-house employees applied for the Inventory Asset Data Entry Clerk position, and it was decided that it would be helpful to advertise this position on our website. It was requested that the Board ratify permission to advertise on the FRHA website.

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

RESOLUTION NO. 45

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

That permission to advertise for the Inventory Asset Data Entry Clerk position on the FRHA website 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:

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

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

Regarding the recently advertised Clerk Interviewer positions, Mr. Burke advised a number of applications were received. After reviewing all of the applications, three (3) applicants were chosen to be interviewed on March 8, 2021. The Screening Committee was comprised of Debra Morrissette, Associate Director of Property Management; Kerry Farias, Director of Leased Housing; Marie Afonso, Assistant Director of Leased Housing and Timothy Burke, Director of Human Resources.

Following those interviews, it was determined that the position should be re-advertised on the FRHA website to garner more applications. Several more applications were received and another round of interviews were scheduled. Six (6) applicants were interviewed on March 29, 2021. Following the second set of interviews, each committee member was asked to choose their top picks. After much discussion, the committee unanimously agreed that Christine Jordan (for Public Housing Department), Cislani DaSilva (for Public Housing Department) and Rose Marie Rego (for Section 8 Department) would be recommended to the Board for appointment to the three (3) positions.

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

RESOLUTION NO. 46

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

That the appointments of Christine Jordan, Cislani DaSilva and
Rose Marie Rego for three (3) Clerk Interviewer positions, start dates
to be determined, are 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:

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

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

The last item was an update regarding the Watuppa Heights litigation.

At 5:38 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 to discuss the above mentioned item. The Board will resume in Open Session following the Executive Session.

At 6:15 p.m. a motion was made by Commissioner Burns, 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 6:16 p.m.


Timothy S. Barrow, Secretary