

MINUTES OF THE REGULAR MEETING
OF THE FALL RIVER HOUSING AUTHORITY
HELD ON MONDAY, DECEMBER 13, 2021

The members of the Fall River Housing Authority met in Regular Session on Monday, December 13, 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 Vice-Chairman, and upon roll call, those present and absent were as follows:

PRESENT

David Underhill
 Jason Burns
 John Medeiros

ABSENT

Mary L. Sahady
 Jo Ann Bentley

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, December 13, 2021, at 85 Morgan Street, in the City of Fall River, Massachusetts.

FALL RIVER HOUSING AUTHORITY

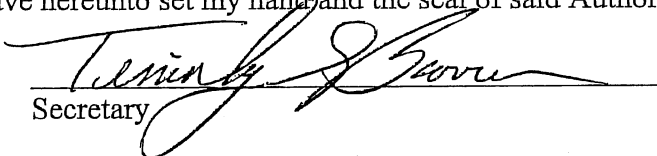

 Secretary

Dated: December 8, 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 December 8, 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 13th day of December, 2021.


 Secretary

Regular Meeting of 12/13/21

CITIZEN INPUT

Vice-Chairman Underhill asked if anyone in the listening audience wished to speak during the Citizen Input time. Hearing none, Vice-Chairman Underhill moved onto Resident Input.

RESIDENT INPUT

Vice-Chairman Underhill asked if anyone in the listening audience wished to speak during the Resident Input time. Ed Gagnon, Executive Director of the Fall River Joint Tenants Council, advised that the soup distribution is still ongoing; the resident Christmas parties have begun and he has been looking for some residents to assist at the parties at their respective developments; and plans are underway to have Tenant Association elections at some of the elderly sites.

Mr. Gagnon advised that he has received numerous complaints about serious bug infestations at a number of developments, including Cardinal Medeiros Towers, O'Brien Apartments, as well as all other elderly sites, with the exception of Chor-Bishop Eid Apartments. After speaking with residents of these sites, Mr. Gagnon feels that a better plan needs to be implemented to get rid of the bugs. Mr. Barrow suggested that Mr. Gagnon and Vice-Chairman Underhill set up a meeting to discuss this issue. Vice-Chairman Underhill suggested that a sub-committee be formed to discuss a better system of extermination.

Debra Morrisette, Associate Director of Property Management, advised that part of the reason for the infestation problem is due to the fact that during COVID our units were not treated on a regular basis, so we are playing catch-up at the sites. In addition, our extermination company has changed owners and it is taking some time for the workers to get acclimated.

Commissioner Burns stated that he understands the frustration felt by the residents and advised that the FRHA should look into amending the extermination contract to add more hours and/or personnel as soon as possible. Vice-Chairman Underhill and Commissioner Medeiros agreed.

A motion was made by Commissioner Burns, seconded by Commissioner Medeiros, and carried by unanimous vote to amend the extermination contract by adding more hours for extermination personnel to work at our sites.

MINUTES OF PREVIOUS MEETING

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

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

BILLS AND COMMUNICATIONS

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

<u>Projects</u>	<u>Check Nos.</u>	<u>Amounts</u>
SECTION 8 VOUCHER	123026-124187	\$1,577,059.11
	206086-206158	\$22,552.23
	102471-102506	\$27,406.00
FEDERAL FUND	114934-115009	\$1,037,285.68
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REVOLVING FUND	72383-72534	\$608,411.62
STATE FUND	8575-8589	\$93,630.74
200-C MOD	1805	\$25,600.00
TOTAL		\$3,391,945.38

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

FEDERAL FUND	\$179,934.28
REVOLVING FUND	\$388,710.15
STATE FUND	\$2,137.71
200-C MOD	\$158.14
ENERGY TRUST FUND	-----
TOTAL	\$570,940.29

A motion was made by Commissioner Medeiros, seconded by Commissioner Burns, and carried by unanimous vote to pay the vouchers for the month of November, 2021.

Communications: None

REPORT OF THE SECRETARY

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

Family.....	2245
Elderly.....	621
Mixed Population.....	975

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

The next item on the agenda were the Monthly Financial Statements for October, 2021. Amber Burns, Director of Finance, advised that due to an error in one of the spreadsheets, it was requested that the Board vote to approve all but the Federal program(s), which will be deferred until the January Annual Board meeting. A motion was made by Commissioner Medeiros, seconded by Commissioner Burns, and carried by unanimous vote to approve the financial statements, as presented.

The next item on the agenda was the S&P Global Ratings Pre-Publication Document. Ms. Burns advised that although we received the same rating as last year (BBB+), we are in a better position, and can expect a higher rating next year. One issue noted is our lack of a formal succession plan, which is something that we will work on improving. This was for information only, and no vote was required.

The next item was the request for Amber Burns, Director of Finance, to be approved as a signatory for our MMDT (Mass. Municipal Depository Trust) Account. Mr. Barrow explained that he has been the signatory, but feels that Ms. Burns as the Director of Finance should be that person. Commissioner Burns suggested that the Treasurer be involved in any moving of excess cash, and the CAP amount should be amended. A motion was made by Commissioner Burns, seconded by Commissioner Medeiros, and carried by unanimous vote to amend the CAP amount to 50% of the total amount of deposit.

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

RESOLUTION NO. 161

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

That permission for Amber Burns, Director of Finance, to be
an authorized signatory for the Massachusetts Municipal
Depository Trust (MMDT) Account, is approved.

Commissioner Burns 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 Burns Commissioner Medeiros Vice-Chairman Underhill	None	Chairwoman Sahady Commissioner Bentley

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

The next item was the Fall River Contributory Retirement Board FY2023 Appropriation letter. Ms. Burns advised that there was an increase of \$243,000.00 (9%) due to a higher than normal number of employee retirements. This was for information only, no vote was required.

UPDATE FROM EXECUTIVE DIRECTOR

Mr. Barrow advised the Board that our employees were once again granted a holiday extended lunch giving them an extra hour added on to the regular ½ hour lunch period, to be used during the month of December. There are many employees utilizing annual leave during this month as well.

Mr. Barrow advised that we may be starting a quarterly Employee Newsletter, prepared by our Human Resources Department, to keep staff up-to-date on different topics of importance/interest to the employees.

The Authority is still in the process of purchasing the electric sub-compact tractors, and the plan is to change our entire fleet from gas to electric over the next several years.

Fall River continues to have a high rate of COVID positive residents, about 9 ½%, which is one of the highest in the state. The FRHA will continue being vigilant in keeping our residents and staff safe and will follow all CDC guidelines regarding vaccinations, boosters, wearing masks, keeping safe distances, washing hands frequently, etc.

The Department of Housing & Urban Development (HUD) plans to discontinue the waivers instituted at the beginning of COVID, but with the new strain of the virus, the waivers may continue to be effect for the foreseeable future.

Massachusetts received \$150 million in ARPA funds for state-wide public housing sites, with approximately \$600,000 to \$1 million for the Fall River Housing Authority, which will be used for Maple Gardens, Chor-Bishop Eid and Corky Row upgrades.

The 3rd Resident Advisory Board (RAB) meeting and Annual Luncheon is scheduled for Wednesday, December 15th, and the Public Hearing will be held on Wednesday, January 5, 2022. Following the Public Hearing, the HUD 2022 Agency Plan and DHCD Annual Plan will be presented to the Board for approval of submission at the Annual Board meeting.

We have not received word regarding vaccine mandates, but a high percentage of FRHA employees have already been vaccinated, and many have received the booster as well. All new employees will be required to be fully vaccinated prior to starting work with the Authority. The Authority is working with HealthFirst and other organizations regarding implementing some booster clinics on-site and off-site for our residents.

NEW BUSINESS

MODERNIZATION

The Board was briefed on the following Modernization items.

The first item was an update on the Gateway Cities grant architectural contract for Maple Gardens. Arthur Anderson, Director of Modernization, advised that construction on this \$8 million project will begin sometime this year. Mr. Anderson added that this is a very involved project and the FRHA and William Starck Architects are working with DHCD to work out some of the details. This was for information only, no vote was required.

The next item was Change Order No. 3 for Basement Upgrades at Maple Gardens, Fall River 200-2 (DHCD #095167).

Change Order No. 3 is an INCREASE of \$2,342.11 to the contract amount for adding additional electrical wiring and new LED lights at the stair landings in 45 buildings.

DHCD has reviewed and approved this Change Order, and approval was recommended.

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

RESOLUTION NO. 162

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

That Change Order No. 3 for Basement Upgrades at Maple Gardens, Fall River 200-2 (DHCD #095167), increasing the contract amount by \$2,342.11 for additional electrical wiring and new LED lights at the stair landings in 45 buildings, reviewed and approved by DHCD, is approved.

Commissioner Burns 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:

AYES

Commissioner Burns
Commissioner Medeiros
Vice-Chairman Underhill

NAYS

None

ABSENT

Chairwoman Sahady
Commissioner Bentley

The Vice-Chairman thereupon declared said motion carried and said resolution adopted.
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The next item was Change Order No. 1 for the Elevator Modernization Project at Raymond D. Holmes Apartments, Mass. 6-6, under the CFP Year 2020 Activities.

Change Order No. 1 was an INCREASE of \$2,270.00 to the contract amount for framing and installation of fire-rated ceiling access panels and the installation of an electrical dedicated ground. This Change Order also includes a one (1) calendar day time extension. Approval was recommended.

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

RESOLUTION NO. 163

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

That Change Order No. 1 for Elevator Modernization Project at Raymond D. Holmes Apartments, Mass. 6-6, under the CFP Year 2020 Activities, increasing the contract amount by \$2,270.00 for framing and installation of fire-rated ceiling access panels and the installation of an electrical dedicated ground, and including a one (1) calendar day time extension, is approved.

Commissioner Burns 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 Burns Commissioner Medeiros Vice-Chairman Underhill	None	Chairwoman Sahady Commissioner Bentley

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

The next item was Change Order No. 1 for Exterior Building Envelope/Balcony Repairs and Roof Replacement at James A. O’Brien, Sr. Apartments, Mass. 6-5, under the CFP Year 2020 Activities.

Change Order No. 1 was an INCREASE of \$22,759.00 to the contract amount to complete the revised roof edge detail that was shown on the original building drawings, but omitted during the original building construction. Approval was recommended.

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

RESOLUTION NO. 164

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

That Change Order No. 1 for Exterior Building Envelope/Balcony Repairs and Roof Replacement at James A. O’Brien, Sr. Apartments, Mass. 6-5, under the CFP Year 2020 Activities, increasing the contract
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amount by \$22,759.00 to complete the revised rood edge detail that was shown on the original building drawings, but omitted during the original building construction, is approved.

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

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

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

The next item was Change Order No. 2 for the Boiler and Domestic Water Heater Replacement project at Cardinal Medeiros Towers, Mass. 6-8, under the CFP Year 2020 Activities.

Change Order No. 2 was an INCREASE of \$5,091.66 to the contract amount for installation of six (6) CAT-5 drops in conduit for B-1, B-2, B-3, Water Heater, P-5 and P-6, and the demolition of existing water heater concrete pad and installation of new concrete heater pad. Approval was recommended.

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

RESOLUTION NO. 165

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

That Change Order No. 2 for the Boiler and Domestic Water Heater Replacement project at Cardinal Medeiros Towers, Mass. 6-8, under the CFP Year 2020 Activities, increasing the contract amount by \$5,091.66 for the installation of six (6) CAT-5 drops in conduit for B-1, B-2, B-3, Water Heater, P-5 and P-6, and the demolition of existing water heater concrete pad and installation of new concrete heater pad, is approved.

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

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

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

The next item was Change Order No. 1 for the HVAC Modifications at Sunset Hill, Mass. 6-1, under the CFP Year 2021 Activities.

Change Order No. 1 is a CREDIT of \$984.50 for eliminating the installation of a new aluminum exterior awning to cover the twelve (12) dryer exhaust ducts at the window. Approval was recommended.

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

RESOLUTION NO. 166

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

That Change Order No. 1 for the HVAC Modifications at Sunset Hill, Mass. 6-1, under the CFP Year 2021 Activities, decreasing the contract amount by \$984.50 for eliminating the installation of a new aluminum exterior awning to cover the twelve (12) dryer exhaust ducts at the window, is approved.

Commissioner Burns 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 Burns Commissioner Medeiros Vice-Chairman Underhill	None	Chairwoman Sahady Commissioner Bentley

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

The next items were the Certificate of Substantial Completion and Certificate of Completion-Consolidated for the HVAC Modifications at Sunset Hill, Mass. 6-1, under the CFP Year 2021 Activities.

The General Contractor, Davison Co., Inc. substantially completed work on December 3, 2021, and the final contract amount was \$20,955.50. Approval was recommended.

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

RESOLUTION NO. 167

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

That the Certificate of Substantial Completion for the HVAC Modifications at Sunset Hill, Mass. 6-1, under the CFP Year 2021 Activities, be approved and designating and authorizing the Vice-Chairman to execute said Certificate of Substantial Completion; and 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 Davison Co., Inc., be approved; and designating and authorizing the Vice-Chairman to execute said Certificate of Completion-Consolidated.

Commissioner Burns 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 Burns Commissioner Medeiros Vice-Chairman Underhill	None	Chairwoman Sahady Commissioner Bentley

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

The next items were the Certificate of Substantial Completion and Certificate of Completion-Consolidated for the Emergency Generator Improvements at Nicholas W. Mitchell Heights, Mass. 6-11, under the CFP Year 2020 Activities.

The General Contractor, Ralco Electric & Generator, Inc. substantially completed work on December 3, 2021, and the final contract amount was \$24,919.00. Approval was recommended.

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

RESOLUTION NO. 168

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

That the Certificate of Substantial Completion for the Emergency Generator Improvements at Nicholas W. Mitchell Heights, Mass. 6-11, under the CFP Year 2020 Activities, be approved and designating and authorizing the Vice-Chairman to execute said Certificate of Substantial Completion; and 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 Ralco Electric & Generator, Inc. be approved; and designating and authorizing the Vice-Chairman to execute said Certificate of Completion-Consolidated.

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

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

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

MISCELLANEOUS

The first item was NERC/NAHRO Mid-Winter Conference from February 6, 2022 to February 9, 2022 at Mohegan Sun. Approval was requested for Commissioners and authorized staff to attend.

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

RESOLUTION NO. 169

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

That permission for Commissioners and authorized staff to
attend the NERC/NAHRO Mid-Winter Conference from February 6,
2022 to February 9, 2022 at Mohegan Sun, is approved.

Commissioner Burns 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 Burns Commissioner Medeiros Vice-Chairman Underhill	None	Chairwoman Sahady Commissioner Bentley

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

Mr. McCoy advised that one individual responded to a recent solicitation to perform the duties and tasks associated with the position of Executive Director of the Fall River Joint Tenants Council, Inc. (FRJTC), as follows:

COMPANY NAME	PROPOSAL PRICE
Edward Gagnon Associates	\$25.00 per hour

Based on the proposal submitted by Mr. Gagnon, his past experience, familiarity and understanding of the operations and functions of the Fall River Joint Tenants Council, Inc., it is recommended that a one (1) year contract be awarded to Edward Gagnon Associates, in an amount not to exceed \$25 per hour.

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

RESOLUTION NO. 170

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

That permission to award a one (1) year contract to Edward
Gagnon of Edward Gagnon Associates to serve as the Executive
Director of the Fall River Joint Tenants Council, Inc. (FRJTC), in
an amount not to exceed \$25 per hour, is approved.

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

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

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

The next item was the Contract Awards for On-Call trades for Plumbing, Carpentry, Electrical, Painting, Glass Fabrication and Repair and Asphalt/Concrete Flooring Repairs. It was recommended that one (1) year contracts be awarded to All Phase, Paul Nunes & Sons, Fox Painting and WM Painting (Painting); Door & Glass Innovation (Glass Fabrication/Repair); O’Brien Plumbing & Heating (Plumbing); EJР Properties, Collins Construction (Carpentry); Joe Bednarik (Electrical); Joe’s Carpet, All Phase (Flooring Repairs); and Industrial Concrete Solutions (Asphalt/Concrete), in an amount not to exceed \$50,000.00

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

RESOLUTION NO. 171

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

That permission to award one (1) year contracts for On-Call Trades for Plumbing, Carpentry, Electrical, Painting, Glass Fabrication and Repair, and Asphalt/Concrete Flooring Repairs to All Phase, Paul Nunes & Sons, Fox Painting and WM Painting (Painting); Door & Glass Innovation (Glass Fabrication/Repair); O’Brien Plumbing & Heating (Plumbing); EJР Properties, Collins Construction (Carpentry); Joe Bednarik (Electrical); Joe’s Carpet, All Phase (Flooring Repairs); and Industrial Concrete Solutions (Asphalt/Concrete), in an amount not to exceed \$50,000.00, are approved.

Commissioner Burns 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 Burns Commissioner Medeiros Vice-Chairman Underhill	None	Chairwoman Sahady Commissioner Bentley

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

The next item was a Contract Award for Integrated Web-Based Software Installation & Maintenance for all Programs.

Following a review of the proposals, it was recommended that a three (3) year set-up and service contract, in an amount not to exceed \$154,462.00, be awarded to Management Computer Services, Inc. (parent company of PHA Web).

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

RESOLUTION NO. 172

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

That permission to award a three (3) year set-up and service contract to Management Computer Services, Inc., in an amount not to exceed \$154,462.00 for Integrated Web-Based Software Installation and Maintenance for all Programs, is approved.

Commissioner Burns 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 Burns Commissioner Medeiros Vice-Chairman Underhill	None	Chairwoman Sahady Commissioner Bentley

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

The next item was the purchase of a Computer Server for Housing Information Systems. It was recommended that the Board approve the purchase of a Hewlett Packard Enterprise ML 350 Gen 10 Server Dual Xeon 2.30GHz CPU 32GB DDR4 RAM 3 year 24/7 HP support 6 - 1.6TB Solid State Hard Drive configured in RAID 5 with hot spare Microsoft Windows Server 2019 (32 Core) from the Local Computer Store, in an amount of \$21,589.00.

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

RESOLUTION NO. 173

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

That permission to purchase a Hewlett Packard Enterprise ML 350 Gen 10 Server Dual Xeon 2.30GHz CPU 32GB DDR4 RAM 3 year 24/7 HP support 6 - 1.6TB Solid State Hard Drive configured in RAID 5 with hot spare Microsoft Windows Server 2019 (32 Core) from the Local Computer Store, in an amount of \$21,589.00, is approved.

Commissioner Burns 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 Burns Commissioner Medeiros Vice-Chairman Underhill	None	Chairwoman Sahady Commissioner Bentley

The Vice-Chairman thereupon declared said motion carried and said resolution adopted.
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The next item was a Contract Award for a Voice-Over IP (VOIP) Telephone System for all Programs.

Following a review of the proposals, it was recommended that a three (3) year contract to purchase set-up installation, labor and support, in an amount of \$84,277.50, be awarded to Vertical Communications.

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

RESOLUTION NO. 174

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

That permission to award a three (3) year contract to purchase set-up installation, labor and support for a Voice-Over IP (VOIP) Telephone System for all programs, in an amount of \$84,277.50, to Vertical Communications, is approved.

Commissioner Burns 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 Burns Commissioner Medeiros Vice-Chairman Underhill	None	Chairwoman Sahady Commissioner Bentley

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

The next item was a Contract Award for the purchase of two (2) Kiosk machines to be utilized by our Section 8 Department.

Following a review of the proposals, it was recommended that the initial installation with a three (3) year service agreement and a two (2) year bumper-to-bumper warranty be awarded to Dyna Touch Corporation, in an amount of \$65,135.00.

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

RESOLUTION NO. 175

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

That permission to purchase two (2) Kiosk Machines with installation and a three (3) year service agreement and a two (2) year bumper-to-bumper warranty be awarded to Dyna Touch Corporation, in an amount of \$65,135.00, is approved.

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

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

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

PERSONNEL

Mr. Barrow advised the Board that two (2) employees submitted resignation letters, as follows: Keith Bettencourt, effective on November 19, 2021 and Cheri Mello, effective on November 12, 2021, and it was requested that the Board accept these resignations.

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

RESOLUTION NO. 176

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

That the resignations submitted by Keith Bettencourt, effective on November 19, 2021 and Cheri Melo, effective on November 12, 2021, are accepted.

Commissioner Burns 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 Burns Commissioner Medeiros Vice-Chairman Underhill	None	Chairwoman Sahady Commissioner Bentley

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

Mr. Barrow advised that David Machado, Facilities Maintenance Manager, submitted his retirement papers, effective on February 14, 2022. It is requested that the Board approve Mr. Machado’s retirement. Mr. Barrow stated that Mr. Machado has been employed for 38 years, has been a good employee, and on behalf of the Board and Authority, we wish him well in his retirement.

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

RESOLUTION NO. 177

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

That the retirement of David Machado, effective on February 14, 2022, is approved.

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

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

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

Mr. Barrow advised that we received seven (7) responses to the in-house posting and outside advertising for the vacant positions of Clerk Interviewer (HCV/Section 8 Dept.), Clerk Interviewer (Tenant Selection Department) and Housing Choice Voucher Support Assistant, as follows:

Ruth Andino, Shana Carvalho, Carlos Rodriguez, Michelle Franco, Jennifer Hall, Susan Costa and Elizabeth Homen

Following the interviews, it was recommended that the Board approve the following appointments:

Ruth Andino, Clerk Interviewer for Public Housing; Carlos Rodriguez, Clerk Interviewer for Public Housing and Shana Carvalho, Clerk Interviewer for HCV/Section 8 Department. All three are internal candidates.

There was no recommendation for the Housing Choice Voucher Support Assistant at this meeting. The above appointments will be staggered since all three (3) applicants are from our Tenant Selection Department.

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

RESOLUTION NO. 178

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

That the appointments of Ruth Andino, Clerk Interviewer for Public Housing; Carlos Rodriguez, Clerk Interviewer for Public Housing and Shana Carvalho, Clerk Interviewer for HCV/Section 8 Department, 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 Medeiros, and upon roll call, the “Ayes” and “Nays” were as follows:

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

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

Regarding the Maintenance Custodian/Floater positions, Mr. Barrow advised that the Authority posted in-house for one (1) position, but in the meantime, we received a resignation letter from Keith Bettencourt, Maintenance Custodian/Floater. No in-house responses were received, and as such, one of our temporary Maintenance Custodians submitted a letter of interest, and since it was determined that another Custodian is needed due to Mr. Bettencourt's recent resignation, we looked through a number of recent applications for Custodian positions, and interviewed Cody Medeiros and Mark Amarantes. Both applicants were recommended by the Screening Committee, and it was requested that the Board approve these appointments.

After much discussion on originally posting for one (1) position and the Commissioners wanting to do right by the current "temporary" maintenance custodians and being open and transparent, the Board decided it was best to table this item and recommend re-posting for the accurate number of Maintenance Custodians needed.

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

RESOLUTION NO. 179

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

That the appointments of Mark Amarantes and Cody Medeiros be tabled until the January Board meeting, and re-posting/ advertising for the accurate number of Maintenance Custodian/ Floater positions is approved.

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

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

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

The next item was the correspondence from AFSCME, Council 93 regarding Union Negotiations for new Contract(s). The current contract expires on March 31, 2022.

Mr. Barrow suggested that a Negotiating Committee be appointed as follows: Executive Director, Deputy Executive Director and Director of Human Resources, as we have had in the past.

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

RESOLUTION NO. 180

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

That the appointment of Executive Director, Deputy Executive Director and Director of Human Resources for the Union Negotiating Committee for the upcoming negotiation, is approved.
Regular Meeting of 12/13/21

Commissioner Burns 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 Burns Commissioner Medeiros Vice-Chairman Underhill	None	Chairwoman Sahady Commissioner Bentley

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

Mr. Barrow advised that the Director of Facilities Management and Director of Maintenance, were unable to use all of their annual leave due to the long-term absence of the Director of Building and Grounds. It is requested that the Board approve Edward Majewski and Joseph Pimental to carry over unused annual leave.

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

RESOLUTION NO. 181

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

That permission for Director of Facilities Management & Director
of Maintenance to carry over unused annual leave is approved.

Commissioner Burns 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 Burns Commissioner Medeiros Vice-Chairman Underhill	None	Chairwoman Sahady Commissioner Bentley

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

The next item was the Performance Review regarding Timothy Barrow, Executive Director. Commissioner Burns briefly went over the results of the Performance Review.


Vice-Chairman Underhill 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: Watuppa Heights litigation update, Lawsuit (Docket #2173CV00570), Union Negotiations and COLA Increases for Executive Director.

At 6:52 p.m. a motion was made by Commissioner Burns, seconded by Commissioner Medeiros, 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 8:00 p.m. a motion was made by Commissioner Burns, seconded by Commissioner Medeiros, and carried by unanimous roll call vote to adjourn the meeting.

Regular Meeting of 12/13/21

Upon a motion duly made and seconded, it was VOTED: to adjourn. The meeting adjourned at 8:00 p.m.



Timothy S. Barrow, Secretary