

MINUTES OF THE REGULAR MEETING
OF THE FALL RIVER HOUSING AUTHORITY
HELD ON MONDAY, NOVEMBER 8, 2021

The members of the Fall River Housing Authority met in Regular Session on Monday, November 8, 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
Jo Ann Bentley
John Medeiros

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, November 8, 2021, at 85 Morgan Street, in the City of Fall River, Massachusetts.

FALL RIVER HOUSING AUTHORITY

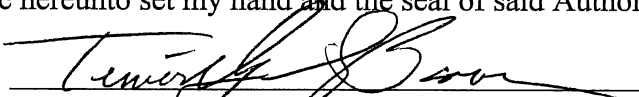

Secretary

Dated: November 3, 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 November 3, 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 8th day of November, 2021.


Secretary

Regular Meeting of 11/8/21

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. Ed Gagnon, Executive Director of the Fall River Joint Tenants Council, advised that he, and Commissioner Underhill, along with a number of public housing residents, recently attended the Mass. Union of Public Housing Tenants (MUPHT) Conference in Norwood, MA and found it very informative. Mr. Gagnon advised that the soup distribution is still ongoing and popular with the residents. In addition, Mr. Gagnon advised that he will be holding Tenant Association elections sometime in December at Holmes Apartments, Oliveira Apartments and O'Brien Apartments. Lastly, Mr. Gagnon advised that someone ran over the William King, Sr. Memorial Garden at Cardinal Medeiros Towers and caused some damage to it. It will be fixed in time for the November 11th Dedication Ceremony.

MINUTES OF PREVIOUS MEETING

As copies of the minutes of the Postponed Regular Meeting held on October 14, 2021 were mailed to the Commissioners, it was in order to act upon same.

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

BILLS AND COMMUNICATIONS

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

<u>Projects</u>	<u>Check Nos.</u>	<u>Amounts</u>
SECTION 8 VOUCHER	121873-123025	\$1,534,730.67
	206009-206085	\$24,605.48
	102435-102470	\$27,614.00
FEDERAL FUND	114863-1149332	\$466,292.85
REVOLVING FUND	72196-72382	\$956,775.51
STATE FUND	8563-8574	\$32,809.86
200-C MOD	1797-1804	\$368,593.18
	TOTAL	\$3,411,421.55

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

FEDERAL FUND	\$131,527.15
REVOLVING FUND	\$366,247.05
STATE FUND	\$23,539.15
200-C MOD	-----
ENERGY TRUST FUND	-----
TOTAL	\$521,313.35

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

Communications: None

REPORT OF THE SECRETARY

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

Family.....	2181
Elderly.....	606
Mixed Population.....	992

After a brief discussion, a motion was made by Commissioner Medeiros, 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 September, 2021; the State Quarterly Modernization Reports (for quarter ending September 30, 2021); and the State Quarterly Operating Statements (for quarter ending September 30, 2021). A motion was made by Commissioner Burns, seconded by Commissioner Bentley, and carried by unanimous vote to approve the aforementioned reports, as presented.

The next item on the agenda was the State Budget 2022 Request for the 400-1 Program, which required re-submission to DHCD. Amber Burns, Director of Finance, advised that this budget request was initially submitted to DHCD prior to her employment at the Authority, and had incorrectly listed the revenues as less than expenses, so it was reverted back to the Authority. Ms. Burns corrected the error(s), and it was requested that the Board approve for re-submission to DHCD.

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

RESOLUTION NO. 150

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

That the State Budget 2022 Request for the 400-1 Program showing total revenue of \$2,300,006 and total expenses of \$2,258,761, thereby requesting subsidy of \$1,364,066 (and further that Executive Director’s total annual salary of \$164,889), for fiscal year ending 3/31/22 is approved for re-submission to DHCD.

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

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

UPDATE FROM EXECUTIVE DIRECTOR

Mr. Barrow thanked Commissioner Underhill for participating in the development of the "Resident Council and Housing Authority Case Study" with HUD, and stated that it was a well-structured report which will be helpful to the FRHA and its Resident Councils.

Mr. Barrow advised the Board that our Resident Advisory Board (RAB) meetings for the 2022 (DHCD) Annual Plan and (HUD) Agency Plan, due in January, will begin on November 17, 2021 and conclude with a Public Hearing on January 5, 2022.

The FRHA received a notice from OSHA regarding vaccine mandates for companies with over 100 employees, which will require vaccinations or weekly COVID testing/wearing of masks. We should know for sure if we are included by December 5, 2021, and if so, the FRHA will develop a policy after discussing same with the Union. At this time, approximately 80% of our employees have been vaccinated. In addition, all new employees are required to be vaccinated prior to commencement of employment.

Regarding the purchase of the three (3) John Deere sub-compact tractors that the Board will be voting on later in the agenda, Mr. Barrow suggested that we purchase electric tractors, instead of gas, which will not only be good for the environment, but since the Authority gets over 60% of its electricity through a solar contract, they would not adversely affect our electricity costs. The electric versions will cost about \$2,000.00 more than the gas powered ones. In addition, Mr. Barrow stated that he would like to see the FRHA develop a policy whereby all vehicles purchased in the future would be required to be electric.

Mr. Barrow advised that there will be a meeting with the Union next week to work on a few issues, including the potential need for snow removal contractors, when Union representatives will be allowed to meet with employees during working hours, issues regarding the Painter testing and a potential drug/alcohol testing policy. New contract negotiations will begin in March, 2022.

Mr. Barrow advised that the FRHA instituted a new Criminal Lookback Policy for applicants back in 2015, and he has met with Attorney Sousa and Tim Burke regarding implementing the same standards for applicants for employment.

Regarding the (Section 8) CARES Act funds, another item that the Authority is looking into is a fiber optic cable that would go to Cardinal Medeiros Towers for the Section 8 Department and back to 85 Morgan Street, and also allow the residents to tie into it at a cost of about \$20-\$30 per month, which would allow them to discontinue having to purchase their internet services from Comcast. Mr. Barrow touched upon the other things the FRHA plans to procure with these funds, and Tim McCoy, Procurement Officer, will be putting all of the necessary RFPs together in the next few days. Mr. McCoy did mention that there is a very short time-frame to process all of the requests by the deadline date of December 31, 2021. Mr. Barrow added that the PHA-web system is the #1 priority, and if for any reason we are unable to procure it by the deadline date, the Authority will still proceed using operational funds, as the startup costs are only \$30,000.00. If there is any additional need for Board approval on any of the items, a Special Board meeting can be scheduled in December. As an aside, all of the public housing CARES Act monies, \$1.3 million, have been spent.

NEW BUSINESS

MODERNIZATION

The Board was briefed on the following Modernization items.

The first item was Change Order No. 3 for Elevator Upgrades at Cardinal Medeiros Towers, Mass. 6-8, under CFP Year 2020 Activities.

Change Order No. 3 is a credit of \$2,065.00 for eliminating the machine room door and adding for fire watch detail. The Contract time has been increased by twenty (20) days to complete the work.

Approval was recommended.

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

RESOLUTION NO. 151

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

That Change Order No. 3 for Elevator Upgrades at Cardinal Medeiros Towers, Mass. 6-8, under CFP Year 2020 Activities, for a credit of \$2,065.00 for the elimination of Machine Room Door and adding for Fire Watch Detail, increasing the contract time by twenty (20) days, is approved.

Commissioner Bentley 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>ABSTAIN</u>	<u>ABSENT</u>
Commissioner Bentley Commissioner Medeiros Commissioner Burns Chairwoman Sahady	Commissioner Underhill	

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

The next item was the Contract Award for New Video Security System at Chor-Bishop Joseph Eid Apartments, 667-3 (DHCD #095176).

One (1) bid was received and opened on October 20, 2021, with the following results:

COMPANY NAME	BASE BID	ALTERNATES
Systems Contracting, Inc.	\$58,000.00	\$18,500.00

The Scope of Work includes the installation of five (5) exterior cameras, a server upgrade and completion of all indicated interior cabling and conduit work.

DHCD has reviewed and approved the lone bidder, Systems Contracting, Inc., and it was recommended that the contract be awarded to Systems Contracting, Inc., in the amount of \$76,500.00, which includes Alternate #1.

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

RESOLUTION NO. 152

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

That permission to award a Contract for New Video Security System at Chor-Bishop Joseph Eid Apartments, FR 667, to the lone bidder, Systems Contracting, Inc., in the amount of \$76,500.00, including Alternate #1, which was 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 Underhill, and the “Ayes” and “Nays” were as follows:

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

The Chairwoman thereupon declared said motion carried and said resolution adopted

The next item was Permission to Advertise for Interior Flooring, Trim & ADA Improvements of staffed apartments at Chapter 689-1 (9-21 Corbett Street) DHCD #095179, with an estimated cost of \$49,131.00.

Approval was recommended.

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

RESOLUTION NO. 153

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

That Permission to Advertise for Interior Flooring, Trim & ADA Improvements of staffed apartments at Chapter 689-1 (9-21 Corbett Street) DHCD #095179, with an estimated cost of \$49,131.00, is approved.

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

The Chairwoman thereupon declared said motion carried and said resolution adopted

The last item was the Contract Award for the EMERGENCY Generator Repair at Nicholas W. Mitchell Heights, Mass. 6-11.

The FRHA solicited bids for the emergency generator repair with a deadline date of October 26, 2021, but no bids were submitted.

The FRHA did receive a proposal (#SJ21-036) from Ralco Electric & Generator, in the amount of \$24,919.00.

The Scope of Work includes providing labor for existing emergency generator on site.

Due to the emergency repair work needed, it was recommended that permission to award a contract to Ralco Electric & Generator, in the amount of \$24,919.00.

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

RESOLUTION NO. 154

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

That permission to award a Contract for EMERGENCY
Generator Repair at Nicholas W. Mitchell Heights, Mass. 6-11,
to Ralco Electric & Generator, in the amount of \$24,919.00,
is approved.

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

The Chairwoman thereupon declared said motion carried and said resolution adopted

MISCELLANEOUS

The first item was Permission to Purchase Three (3) John Deer Sub-Compact Tractors 2022 TX, from United Ag & Turf, in a total amount of \$33,724.26.

Mr. Barrow suggested that we inquire about purchasing electric tractors, instead of the gas powered ones to help the environment. The electric versions will cost approximately \$2,000.00 more for each of the three (3) tractors, and can be charged in a regular 220 volt plug. It was recommended **that the vote be amended** to “Permission to Advertise for Three (3) John Deere Sub-Compact Electric Tractors”, which was agreed upon.

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

RESOLUTION NO. 155

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

That Permission to Advertise for three (3) Electric John Deer
Sub-Compact Tractors 2022 TX, from United Ag & Turf, 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	None	
Commissioner Medeiros		
Commissioner Burns		
Commissioner Underhill		
Chairwoman Sahady		

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

The next item was the amendment to HUD-approved FY22 Annual PHA Plan. Kathleen Povar, Director of Field Operations/Leased Housing, advised the Board that housing authorities are permitted to establish local preferences, and to give priority to serving families that meet the criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHAs to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the Consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

The FRHA currently uses the following local preferences, which are listed highest and lowest in the following order, reflect priorities by need as well as local concerns, and require verification at the time of offer:

1. **Rent Burdened: Resident of the City of Fall River paying forty percent (40%) or more of their adjusted income for rent and utilities.** (Note: This also includes the Fall River applicants on the Section 8 Centralized Waiting List who checked off paying a Rent Burden of 50% of their adjusted income for rent).
2. **Residency Preference** for families who are residing in the City of Fall River, or have at least one adult member who works or has been hired to work in the City of Fall River. This includes Section 8 Centralized Waiting List applicants that show Fall River as their residence or place of employment as being the City of Fall River.

3. **Working Preference** for (a) families with at least one adult who is employed a minimum of 32 hours per week and has been employed for at least three (3) months. Pursuant to 24 CFR 982.207 (b) (2), this preference shall also be available to families in which the head and spouse or sole member, are age 62 or older or is a person with disabilities.
4. A family who is the victim of **Domestic Violence** (including sexual abuse) by a spouse or other family member.
5. **Disabled/handicapped** families.

Ms. Povar advised that the “Rent Burdened” Preference has been a huge barrier for the FRHA, has inhibited the HCVP staff from being able to get Section 8 Vouchers to applicants in a timely manner, and is just not practical anymore.

After speaking with HUD and getting authorization, the FRHA has removed the “Rent Burdened” preference from the Section 8 Administrative Plan, and there will now be four (4) Preferences, instead of five (5), listed as follows:

1. **Resident of the City of Fall River Preference** for families who are residing in the City of Fall River, or have at least one adult member who works or has been hired to work in the City of Fall River. This includes Section 8 Centralized Waiting List applicants that show Fall River as their residence or place of employment as being the City of Fall River.
2. **Working Preference** for (a) families with at least one adult who is employed a minimum of 32 hours per week and has been employed for at least three (3) months. Pursuant to 24 CFR 982.207 (b) (2), this preference shall also be available to families in which the head and spouse or sole member, are age 62 or older or is a person with disabilities.
3. A family who is the victim of **Domestic Violence** (including sexual abuse) by a spouse or other family member.
4. **Disabled/handicapped** families.

Ms. Povar added that the FRHA receives 2,400 Vouchers from HUD and this change in the Administrative Plan will allow us to lease up more participants much more quickly .

Any amendment change requires a Public Hearing, which Ms. Povar has scheduled for Monday, November 15, 2021, and at which time she will explain to attendees the reasons for removing the “rent burdened preference” from our Section 8 Administrative Plan. The revised Preferences will become effective on November 16, 2021.

Mr. Barrow commended Ms. Povar for her continuous hard work and dedication to our public housing programs and Section 8 programs.

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

RESOLUTION NO. 156

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

That the amendment to the Section 8 Administrative Plan, eliminating the “Rent Burdened” preference from the Local Preferences, effective on November 16, 2021, following the Public Hearing on November 15, 2021, is approved.

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

The Chairwoman thereupon declared said motion carried and said resolution adopted

PERSONNEL

Mr. Barrow advised the Board that two (2) employees submitted resignation letters, as follows: Jack Medeiros, effective on November 5, 2021 and Khalie Reth, 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. 157

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

That the resignations submitted by Jack Medeiros, effective on November 5, 2021 and Khalie Reth, 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 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 Underhill		
Commissioner Medeiros		
Chairwoman Sahady		

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

Mr. Barrow advised the Board that the Rental Integrity Program Specialist position was recently posted in-house and on our website, but no one applied. Mr. Barrow reminded the Board that Gayle Riley held this position for a number of years and retired a few months ago. Ms. Riley recently advised Mr. Burke that she would be interested in coming back to work part-time (no more than 20 hours per month) if the FRHA is interested in having her return. Since we have not received any applications for the position full-time, it is requested that the Board approve permission to advertise for part-time contracted services.

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

RESOLUTION NO. 158

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

That Permission to Advertise for part-time contracted services
for the Rental Integrity Program Specialist position is approved.

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

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

Mr. Barrow reminded the Board that back in 2020 the Board approved a job description, in-house posting and outside advertising for a newly created position of Leased Housing Support Assistant for the Section 8 Department. At that time, we received a few applications, but the position was put on hold because it was the beginning of the pandemic. Since this position would be an asset to the Section 8 Department, it was requested that the Board approve the in-house posting and outside advertising.

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

RESOLUTION NO. 159

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

That Permission to Advertise for part-time contracted services
for the Rental Integrity Program Specialist position 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 Commissioner Underhill Commissioner Bentley Chairwoman Sahady	None	

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

At this time Chairwoman Sahady advised that the Board would not be going into Executive Session for the last two agenda items (D & E) regarding a COLA increase for Executive Director since the entire Board had not had the opportunity to discuss Mr. Barrow’s evaluations. Commissioner Burns was designated as the Commissioner who would review the evaluations, tabulate the results and provide the information to the other Board members. As such, these items were tabled until the December 13, 2021 Board meeting.

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

RESOLUTION NO. 160

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

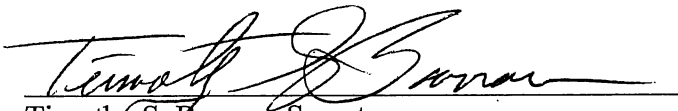
That permission to table agenda items D & E under Personnel
(COLA increase for Executive Director) until the December 15,
2021 Board meeting is approved.

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

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

Upon a motion duly made and seconded, it was VOTED: to adjourn. The meeting adjourned at 6:30 p.m.


Timothy S. Barrow, Secretary