

MINUTES OF THE REGULAR MEETING
OF THE FALL RIVER HOUSING AUTHORITY
HELD ON MONDAY, MAY 9, 2022

The members of the Fall River Housing Authority met in Regular Session on Monday, May 9, 2022 at 5:00 o'clock p.m., at 85 Morgan Street, in the City of Fall River, Massachusetts.

The meeting was called to order by the Chairwoman, and upon roll call, those present and absent were as follows:

PRESENT

Mary L. Sahady
David Underhill
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, May 9, 2022, at 85 Morgan Street, in the City of Fall River, Massachusetts.

FALL RIVER HOUSING AUTHORITY



Secretary

Dated: May 5, 2022

CERTIFICATE AS TO SERVICE OF
NOTICE OF MEETING

I, Kevin Sbardella, the duly appointed, qualified and acting Secretary of the Fall River Housing Authority, do hereby certify that on May 5, 2022, I filed, in the manner provided by Section 20(b) and Section 20(c) of the M.G.L. Chapter 30A, with the Clerk of the City of Fall River, Massachusetts, a NOTICE OF MEETING, of which the foregoing is a true and correct copy.

IN TESTIMONY WHEREOF, I have hereunto set my hand and the seal of said Authority on this 9th day of May, 2022.



Secretary

Regular Meeting of 5/9/22

CITIZEN INPUT

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

RESIDENT INPUT

Chairwoman Sahady asked if anyone in the listening audience wished to speak during the Resident Input time. Edward Gagnon, FRJTC Executive Director, announced that a number of residents attended the recent Mass. Union of Public Housing Tenants (MUPHT) conference in Marlboro, MA and Commissioner David Underhill was elected as the Vice-Chairman of MUPHT.

MINUTES OF PREVIOUS MEETING

As copies of the minutes of the Regular Meeting held on April 11, 2022 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 Underhill seconded the motion. It being brought to a vote, the minutes were unanimously accepted.

BILLS AND COMMUNICATIONS

Vouchers: The Secretary presented the April, 2022 vouchers as follows:

<u>Projects</u>	<u>Check Nos.</u>	<u>Amounts</u>
SECTION 8 VOUCHER	128938-129952	\$1,599,174.50
	206453-206489	\$22,390.87
	102645-102679	\$33,379.71
FEDERAL FUND	115375-115403	\$172,947.10
REVOLVING FUND	73334-73422	\$766,259.36
STATE FUND	8654-8657	\$12,127.54
200-C MOD	1819-1824	\$266,254.29
	TOTAL	\$2,872,533.37

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

FEDERAL FUND	\$128,303.43
REVOLVING FUND	\$864,521.54
STATE FUND	\$7,746.36
200-C MOD	\$787.36
ENERGY TRUST FUND	-----
TOTAL	\$1,001,358.69

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

Communications: None

Regular Meeting of 5/9/22

REPORT OF THE SECRETARY

As part of the Management Reports, the federal application information, as of April 30, 2022, is as follows:

Family.....	2447
Elderly.....	689
Mixed Population.....	1053

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

Mr. Sbardella advised that there were no Monthly Financial Statements for March, 2022, and no Quarterly Operating Statements for the quarter ending March 31, 2022, as they are still in the process of being completed.

The last item were the Quarterly Modernization Reports for the quarter ending March 31, 2022.

A motion was made by Commissioner Medeiros, seconded by Commissioner Underhill, and carried by unanimous vote to approve the Quarterly Modernization Reports for the quarter ending March 31, 2022, as presented.

UPDATE FROM INTERIM EXECUTIVE DIRECTOR

Mr. Sbardella advised that the FRHA continues to support Greater Fall River Re-Creation by providing funding in the amount of \$6,600.00 for 22 spring and summer concerts for the residents in our elderly/disabled developments. The concerts are always enjoyed and well-attended by our residents.

Mr. Sbardella advised that he met with representatives of Southcoast Hospital Group to collaborate on providing wellness/vaccine clinics for the elderly residents who attend the above-mentioned concerts.

Mr. Sbardella acknowledged Joseph DaSilva for coordinating the “Breakfast & Serve” events at our elderly/disabled developments, along with the Fall River Police Department, to encourage dialogue between the residents and police officers regarding safety issues.

Regarding the “Employee Vaccine Policy” and the “Vehicle Use Policy” that was provided to the Commissioners at the April Board meeting, Mr. Sbardella advised that the Union is still in the process of reviewing them, and hopefully they will be presented to the Board for approval at the June Board meeting.

Mr. Sbardella advised that there have been some safety concerns at Doolan Apartments, which is a mixed population development, and he, along with Attorney Sousa, Debra Morrisette, the Property Manager and the Fall River Police Department are working together to mitigate these issues.

Lastly, Mr. Sbardella advised that the contract negotiations are ongoing and there continues to be positive dialogue as they have started getting to the important items. Mr. Sbardella expects there to be a couple more meetings before there is anything to present to the Board.

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

NEW BUSINESS**MODERNIZATION**

The Board was briefed on the following Modernization items.

The first item was the Contract Award for Tree Removal & Building Repairs at Chor-Bishop Joseph Eid Apartments, 667-3 (DHCD #095184).

The Project Scope of Work will consist of: tree and stump removal, site grading, replace existing trees with five (5) 2 ½ ft. Native Pear trees, new loam, seed and concrete pavers; repair damaged chain link fence; pressure wash rear exterior elevation of four (4) story building; repair exterior stucco to include painting and caulking, as needed. In addition, crushed stone, mulch and eight (8) 3-gallon Rose of Sharon bushes in garden beds will be installed. Three (3) 6 ft. benches, two (2) ADA picnic benches and one (1) trash receptacle will be installed.

Three (3) bids were received and opened on April 20, 2022, as follows:

COMPANY NAME	BASE BID	ALTERNATES
Paul Nunes & Son, Inc.	\$44,000.00	#1 \$1,750.00 #2 \$2,200.00
North Eastern Tree Service, Inc.	\$58,600.00	#1 none #2 none
Gil-Den	\$68,950.00	#1 \$795.00 #2 \$2,700.00

Following a review of the bids, it is recommended that the contract be awarded to the low bidder, Paul Nunes & Son, Inc., in the amount of \$47,950.00, including Alternates, contingent upon final approval by DHCD.

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

RESOLUTION NO. 57

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

That permission to award a contract for Tree Removal & Building Repairs at Chor-Bishop Joseph Eid Apartments, 667-3 (DHCD #095184), to the low bidder, Paul Nunes & Son, Inc., in the amount of \$47,950.00, including Alternates, contingent upon final approval by DHCD, 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:

AYES

NAYS

ABSENT

Commissioner Bentley
Commissioner Medeiros
Commissioner Burns
Commissioner Underhill
Chairwoman Sahady

None

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

The next item was the Contract Award for Norel Wireless Fire Alarm Communications at Raymond D. Holmes Apartments, Mass. 6-6; Father Vincent Diaferio Village, Mass. 6-3; James A. O'Brien, Sr. Apartments, Mass. 6-5; Frank B. Oliveira Apartments, Mass. 6-7; Nicholas W. Mitchell Heights, Mass. 6-11; Bates/Tower Apartments, FR-664 and Edward F. Doolan Apartments, FR-662.

One proposal/quote was received and reviewed on May 2, 2022, as follows:

COMPANY NAME	PROPOSAL/QUOTE
Norel Service Co., Inc.	\$22,785.00

The proposal provides a price for full installation to the existing fire alarm control panels.

It was recommended that the contract be awarded to Norel Service Co., Inc., in the amount of \$22,785.00, under the Sole Source Procurement process.

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

RESOLUTION NO. 58

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

That permission to award a contract for Norel Wireless Fire Alarm Communications at Raymond D. Holmes Apartments, Mass. 6-6; Father Vincent Diaferio Village, Mass. 6-3; James A. O'Brien, Sr. Apartments, Mass. 6-5; Frank B. Oliveira Apartments, Mass. 6-7; Nicholas w. Mitchell Heights, Mass. 6-11; Bates/Tower Apartments, FR-664 and Edward F. Doolan Apartments, FR-662, to the lone bidder, Norel Service Co., Inc., in the amount of \$22,785.00, under the Sole Source Procurement process, is approved.

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

AYES

NAYS

ABSENT

Commissioner Medeiros
Commissioner Bentley
Commissioner Burns
Commissioner Underhill
Chairwoman Sahady

None

The Chairwoman thereupon declared said motion carried and said resolution adopted.
Regular Meeting of 5/9/22

The last item was the Contract Award for the New Gazebo at Oak Village, Mass. 6-4 (re-bid).

The Project Scope of Work includes a new wood-framed/vinyl Gazebo, concrete walkway/slab and incidental landscaping.

Three (3) bids were received and opened on May 4, 2022, as follows:

COMPANY NAME	BASE BID
Gil-Den	\$71,995.00
Paqcon	\$83,000.00
Zander Corporation	\$153,400.00

Following a review of the bids, it was recommended that the contract be awarded to the low bidder, Gil-Den, in the amount of \$71,995.00.

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

RESOLUTION NO. 59

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

That permission to award a contract for the New Gazebo at
Oak Village, Mass. 6-4 (re-bid), be awarded to the low bidder,
Gil-Den, in the amount of \$71,995.00, 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.

MISCELLANEOUS

Timothy McCoy, Procurement Officer, advised that only one (1) company responded to our recent solicitation for the On-Call Glass Fabrication and Door Repair at Heritage Heights, Mass. 6-2.

The quote was received and reviewed on May 9, 2022, as follows:

COMPANY NAME**CONTRACT AMOUNT**

Door & Glass Innovation.
(\$90 p/h during regular business hours)

Not to exceed \$25,000.00

Based on their responsive/eligible quote and satisfactory reference check(s), it was recommended that a six (6) month contract be awarded to Door & Glass Innovation, in an amount not to exceed \$25,000.00.

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

RESOLUTION NO. 60

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

That permission to award a six (6) month contract for On-Call Glass Fabrication and Door Repair at Heritage Heights to Door & Glass Innovation, in an amount not to exceed \$25,000.00, is approved.

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

AYES**NAYS****ABSENT**

Commissioner Underhill	None	
Commissioner Bentley		
Commissioner Burns		
Commissioner Medeiros		
Chairwoman Sahady		

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

PERSONNEL

The first item was the appointments of two (2) "Temporary" Maintenance Mechanic 1/Floater. Mr. Sbardella advised the Board that we are in need of these two additional "Temporary" Mechanics to cover for the long-term absences of two Maintenance employees. Following the interviews, the Screening Committee recommended the appointments of Drew Dyson and Freddie Perez. It was requested that the Board ratify both of these appointments.

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

RESOLUTION NO. 61

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

That permission to appoint Drew Dyson and Freddie Perez to the positions of "Temporary" Maintenance Mechanic 1/Floater, effective on dates to be determined, are approved.

Regular Meeting of 5/9/22

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 Bentley Commissioner Medeiros Chairwoman Sahady	None	

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

Mr. Sbardella advised the Board that we continue to be in need of additional Clerk Interviewers for our public housing sites, and following an in-house posting and posting on our website, interviews were conducted with qualified applicants. Following the interviews, the Screening Committee unanimously recommended the appointments of Netha Dozier and Lauren Kelly, and it was requested that the Board ratify these appointments.

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

RESOLUTION NO. 62

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

That permission to appoint Netha Dozier and Lauren Kelly to the positions of Clerk Interviewer for the public housing sites, effective on 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 Commissioner Bentley Commissioner Underhill Chairwoman Sahady	None	

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

Mr. Sbardella advised the Board that we also continue to be in need of additional Clerk Interviewers in our Leased Housing/Section 8 Department, and following an in-house posting and posting on our website, interviews were conducted with qualified applicants. Following the interviews, the Screening Committee unanimously recommended the appointment of Stephanie Linhares, and it was requested that the Board ratify the appointment.

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

Regular Meeting of 5/9/22

RESOLUTION NO. 63

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

That permission to appoint Stephanie Linhares to the
position of Clerk Interviewer for the Leased Housing/Section 8
Department, effective on a start date to be determined, 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 Commissioner Bentley Commissioner Burns Commissioner Medeiros Chairwoman Sahady	None	

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

Regarding the Executive Director Search update, Attorney Sousa, General Counsel for
the Authority, advised the Board that the Executive Director Search Sub-Committee held their 1st
meeting on Thursday, May 5, 2022. The Sub-Committee is made up of Commissioner Jack
Medeiros, Commissioner Jo Ann Bentley, Kerry Farias (Employee/Union Representative),
William Walker (public housing tenant representative) and Attorney Sousa (as Legal liaison).
Martha Gallagher, Executive Office Coordinator, is serving as the Secretary, and Timothy Burke,
Director of Human Resources is assisting the Sub-Committee. The Sub-Committee voted to
appoint Jack Medeiros as the Chairman and Martha Gallagher as the Secretary.

Attorney Sousa advised the Board that the Authority received 47 resumes, and out of
those resumes, 17 were determined to possess at least the minimum qualifications of the
Executive Director’s position. During the meeting, the Sub-Committee reviewed and scored the
first 12 of those 17 applicants, and will continue reviewing/scoring the remainder at the 2nd
meeting, which is scheduled for Wednesday, May 11, 2022. The Sub-Committee will conduct
preliminary interviews with however many of the 17 applicants receive the highest scores and
expects it will have at least one (1) candidate to recommend to the full Board of Commissioners
to be interviewed in Open Session at the June 13, 2022 Regular Board meeting.

Chairwoman Sahady recommended that the Board go into Executive Session, pursuant to
M.G.L. Chapter 30A, Section 21 (a) 2 to discuss the former Executive Director Contract
expiration update.

At 5:25 p.m. a motion was made by Commissioner Bentley, 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 6:15 p.m. a motion was made by Commissioner Burns, seconded by Commissioner
Bentley, and carried by unanimous roll call vote to adjourn the meeting.



Kevin Sbardella, Secretary