

MINUTES OF THE REGULAR MEETING
OF THE FALL RIVER HOUSING AUTHORITY
HELD ON MONDAY, JULY 11, 2022

The members of the Fall River Housing Authority met in Regular Session on Monday, July 11, 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, July 11, 2022, at 85 Morgan Street, in the City of Fall River, Massachusetts.

FALL RIVER HOUSING AUTHORITY



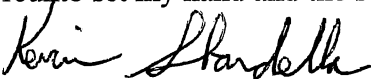
Secretary

Dated: July 6, 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 July 6, 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 11th day of July, 2022.



Secretary

Regular Meeting of 7/11/22

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, advised that he will have a report at the August Board meeting.

MINUTES OF PREVIOUS MEETING

As copies of the minutes of the Regular Meeting held on June 13, 2022 and the Special Meeting held on June 22, 2022 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 Medeiros seconded the motion. It being brought to a vote, the minutes were unanimously accepted.

BILLS AND COMMUNICATIONS

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

<u>Projects</u>	<u>Check Nos.</u>	<u>Amounts</u>
SECTION 8 VOUCHER	130977-132021	\$1,774,532.47
	206522-206561	\$13,439.02
	102715-102749	\$34,722.14
FEDERAL FUND	115463-115526	\$219,425.37
REVOLVING FUND	73577-73777	\$1,100,641.10
STATE FUND	8668-8677	\$478,037.25
200-C MOD	1827-1828	\$35,326.58
	TOTAL	\$3,656,123.93

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

FEDERAL FUND	\$20,660.56
REVOLVING FUND	\$184,799.03
STATE FUND	\$314.53
200-C MOD	-----
ENERGY TRUST FUND	-----
TOTAL	\$205,774.11

A motion was made by Commissioner Underhill, seconded by Commissioner Burns, and carried by unanimous vote to pay the vouchers for the month of June, 2022.

Communications: None

REPORT OF THE SECRETARY

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

Family.....	2391
Elderly.....	676
Mixed Population.....	1052

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

The next item was the Year End Top 5 Compensation Certification for FYE2022. After a brief discussion, a motion was made by Commissioner Burns, seconded by Commissioner Underhill, and carried by unanimous vote to approve the Certification, as presented.

UPDATE FROM INTERIM EXECUTIVE DIRECTOR

Mr. Sbardella advised that the Fall River Re-Creation Summer Lunch Program kicked off on July 5, 2022 at Pleasant View. Mr. Sbardella, Mayor Coogan, Grace Gerling, Executive Director of FR Re-Creation and Joseph DaSilva, Program & Services Coordinator for the FRHA were in attendance. The lunch program will be held at five (5) FRHA Family developments. In addition, Movie Nights will kick off this evening at Heritage Heights.

Mr. Sbardella advised that the new phone system upgrade, which was purchased with CARES Act funds, is moving along slowly due to some technical issues still being worked out to ensure optimal service once it's up and running.

Mr. Sbardella briefly touched on the DHCD Regional Capital Assistance Team (RCAT) Waiver process, which will be explained in more detail when we get to this agenda item.

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 Certificate of Substantial Completion for the Boiler & Domestic Water Heater Replacement at Cardinal Medeiros Towers, Mass. 6-8.

The General Contractor, Araujo Bros. Plumbing, Inc., substantially completed the work on May 12, 2022, and approval was recommended.

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

RESOLUTION NO. 80

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

That the Certificate of Substantial Completion for the Boiler
& Domestic Water Heater Replacement at Cardinal Medeiros
Towers, Mass. 6-8, is approved.
Regular Meeting of 7/11/22

Commissioner Burns 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:

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

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

The next item was the Certificate of Completion-Consolidated for the Boiler & Domestic Water Heater Replacement at Cardinal Medeiros Towers, Mass. 6-8.

The General Contractor, Araujo Bros. Plumbing, Inc., completed all work items, and approval was recommended.

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

RESOLUTION NO. 81

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

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

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>ABSTAINED</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 Certificate of Final Completion for the Site Improvements/New Video Security System at Chor-Bishop Joseph Eid Apartments, FR 667-3 (DHCD #095176).

The General Contractor, Systems Contracting, Inc., has completed all work items. The final contract amount was \$445,774.90.

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

RESOLUTION NO. 82

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

That the Certificate of Final Completion for the Site Improvements/
New Video Security System at Chor-Bishop Joseph Eid Apartments,
FR 667-3 (DHCD #095176), 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.

The next item was the Contract Award for the Smoke Alarm Replacement project at
Sunset Hill, Mass. 6-1.

Two (2) bids was received and opened on June 30, 2022, as follows:

COMPANY NAME	BASE BID
Brite-Lite Electrical Co., Inc. 11 Front Street Weymouth, MA	\$226,888.00
M-V Electrical Contractors, Inc. 10 Coduit Street Acushnet, MA	\$257,180.00

The Project Scope of Work includes the replacement of all smoke alarms at Sunset Hill.

Following a review of the bids, it was recommended that the contract be awarded to the
low bidder, Brite-Lite Electrical Co., Inc., in the amount of \$226,888.00.

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

RESOLUTION NO. 83

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

That permission to award a contract for the Smoke Alarm
Replacement at Sunset Hill, Mass. 6-1, to the low bidder,
Brite-Lite Electrical Co., Inc., in the amount of \$226,888.00,
is approved.

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

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

The next item was the Certificate of Substantial Completion for the Basement Renovations/Upgrades at Maple Gardens, FR 200-2 (DHCD #095167)

The General Contractor, DDC Construction, Inc., substantially completed work on June 22, 2022, and approval was recommended.

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

RESOLUTION NO. 84

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

That the Certificate of Substantial Completion for the Basement Renovations/Upgrades at Maple Gardens, FR 200-2 (DHCD #095167), 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	None	
Commissioner Burns		
Commissioner Bentley		
Commissioner Medeiros		
Chairwoman Sahady		

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

For information only, the last item is DHCD Targeted Award for the Federal Pacific Panel and Fire Alarm System Replacement (Round 1) awarded to Maple Gardens, FR 200-2.

DHCD forwarded an award letter advising that the FRHA was selected for an ARPA Targeted Award to replace the antiquated fire alarm system(s) at this State-aided family development.

No vote was required for this item.

MISCELLANEOUS

Timothy McCoy, Procurement Officer, advised that two (2) companies responded to the recent solicitation for HVAC On-Call Repair Services.

COMPANY NAME	CONTRACT AMOUNT
Advanced Air & Heat	\$138 per hour
Air Solutions HVAC	\$215 per hour

Advanced Air & Heat submitted the eligible low price quote, and based on their low quote and debarment research, it was recommended that a six (6) month contract, in an amount not to exceed \$25,000.00, be awarded to Advanced Air & Heat.

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

RESOLUTION NO. 85

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

That permission to award a six (6) month contract for
HVAC On-Call Services, to the low bidder, Advanced Air &
Heat, in an amount not to exceed \$25,000.00, 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 Commissioner Underhill Commissioner Bentley Chairwoman Sahady	None	

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

Mr. Sbardella advised that the Authority purchased John Deere Sub-Compact Tractors from United Ag & Turf in the past and it would be helpful to the Maintenance Department to have two (2) more tractors on hand. It was requested that the Board approve the purchase of two (2) John Deere Sub-Compact Tractors 2023 TX, in an amount of \$24,518.10.

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

RESOLUTION NO. 86

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

That permission to purchase two (2) John Deere Sub-Compact
Tractors from United Ag & Turf, in an amount of \$24,518.10, is
approved.

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

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

Mr. Sbardella advised that DHCD introduced a Regional Capital Assistance Team (RCAT) program for smaller housing authorities if they want assistance with their Capital Improvement Plan (CIP) for state-aided housing. Because the Fall River Housing Authority is a large housing authority, we have the staff and capability to address all requirements and needs of our state portfolio. The FRHA is required to submit an application to waive out of participation in the RCAT for the next three (3) years, and it is requested that the Board approve our application for waiver.

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

RESOLUTION NO. 87

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

That permission to waive out of the Department of Housing & Community Development (DHCD) Regional Capital Assistance Team (RCAT) Program for the next three (3) years 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	None	
Commissioner Medeiros		
Commissioner Underhill		
Commissioner Burns		
Chairwoman Sahady		

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

PERSONNEL

The first item was the resignation of Brian Montalvo, Clerk Interviewer, effective on July 1, 2022. It was requested that the Board accept Mr. Montalvo’s resignation.

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

RESOLUTION NO. 88

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

That the resignation of Brian Montalvo, Clerk Interviewer,
effective on July 1, 2022, is accepted.

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.

Mr. Sbardella advised that in view of Mr. Montalvo’s resignation, the Authority plans to backfill this position. It was requested that the Board ratify the in-house posting and outside advertising (website) for a Clerk Interviewer for the Section 8 Department.

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

RESOLUTION NO. 89

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

That the in-house posting and outside advertising (website)
for a Clerk Interviewer position for the Section 8 Department,
is approved.

Commissioner Burns 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:

<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.

The next item was the resignation of Bobby Bailey, Minority Outreach Coordinator, effective on June 28, 2022. It was requested that the Board accept Mr. Bailey’s resignation.

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

RESOLUTION NO. 90

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

That the resignation of Bobby Bailey, Minority Outreach Coordinator, effective on June 28, 2022, is accepted.

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

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

Mr. Sbardella advised that the Deputy Executive Director position has been vacant since he was appointed to the Interim Executive Director position, and it was requested that the Board approve the in-house posting and outside advertising (website) for this position.

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

RESOLUTION NO. 91

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

That permission to post the Deputy Executive Director’s position in house and on the website 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	None	
Commissioner Burns		
Commissioner Bentley		
Commissioner Medeiros		
Chairwoman Sahady		

The Chairwoman thereupon declared said motion carried and said resolution adopted.
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At this time, Chairwoman Sahady recommended that the Board go into Executive Session, pursuant to M.G.L. Chapter 30A, Section 21 (a) 2 to discuss Mr. Sbardella’s Executive Director Employment Contract.

At 5:30 p.m. a motion was made by Commissioner Underhill seconded by Commissioner Burns, and carried by unanimous roll call vote to go into Executive Session. The Board did not resume in Open Session following the Executive Session.

Regarding the Employment Contract for Mr. Kevin Sbardella, the Board of Commissioners reviewed the “Contract of Employment” issued by the Department of Housing & Community Development (DHCD) and discussed each section.

The term of Mr. Sbardella’s contract will be two (2) years and nine (9) months, beginning July 1, 2022 through March 31, 2025. Mr. Sbardella will work a minimum of forty (40) hours per week, with a salary of \$176,000.00 per year (including approved State share of \$15,470.40), plus fringe benefits—including in Rider 1/ Special Contract Provisions.

After a brief discussion, the following resolution was introduced by Commissioner Burns, read in full and considered:

RESOLUTION NO. 92

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


That the appointment of Kevin Sbardella to the position of Executive Director, beginning July 1, 2022 through March 31, 2025, for a period of two (2) years and nine (9) months, at a salary of \$176,000.00 (including DHCD approved State share of \$15,470.40), plus fringe benefits (Rider 1), with a forty (40) hour work week, 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 Commissioner Underhill Commissioner Bentley Commissioner Medeiros Chairwoman Sahady	None	

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

At 7:20 p.m. a motion was made by Commissioner Burns, seconded by Commissioner Underhill, and carried by unanimous roll call vote to adjourn the meeting.



Kevin Sbardella, Secretary