

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

The members of the Fall River Housing Authority met in Regular Session on Monday, April 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  
John Medeiros

**ABSENT**

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, April 11, 2022, at 85 Morgan Street, in the City of Fall River, Massachusetts.

FALL RIVER HOUSING AUTHORITY




Secretary

Dated: April 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 April 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 April, 2022.

  
\_\_\_\_\_  
Secretary

Regular Meeting of 4/11/22

**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 the Farmers Markets are set to begin on June 26<sup>th</sup> through October 28<sup>th</sup>, and all involved are looking forward to the season starting. A number of residents will be attending the Mass. Union of Public Housing Tenants (MUPHT) conference at the end of April.

**MINUTES OF PREVIOUS MEETING**

As copies of the minutes of the Postponed Regular Meeting held on March 21, 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 March, 2022 vouchers as follows:

<u>Projects</u>	<u>Check Nos.</u>	<u>Amounts</u>
SECTION 8 VOUCHER	126543-128937	\$1,663,313.93
	206381-206452	\$21,755.77
	102611-102644	\$29,043.00
FEDERAL FUND	115242-115374	\$1,213,154.95
REVOLVING FUND	73082-73333	\$957,868.21
STATE FUND	8630-8653	\$107,621.72
200-C MOD	1815-1818	\$124,240.80
	<b>TOTAL</b>	<b>\$4,116,998.38</b>

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

FEDERAL FUND	\$101,394.38
REVOLVING FUND	\$4,532.36
STATE FUND	\$8,845.25
200-C MOD	\$33,124.85
ENERGY TRUST FUND	-----
	<b>TOTAL</b>
	<b>\$147,896.84</b>

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

**Communications:** None

Regular Meeting of 4/11/22

**REPORT OF THE SECRETARY**

As part of the Management Reports, the federal application information, as of March 31, 2022, is as follows:

Family.....	2426
Elderly.....	685
Mixed Population.....	1034

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

The next item was the Monthly Financial Statements for February, 2022, and it was requested that the Board accept them, as presented.

A motion was made by Commissioner Medeiros, seconded by Commissioner Burns, and carried by unanimous vote to accept the Monthly Financial Statements for February, 2022.

The next item was the Federal Write-Offs for the period ending March 31, 2022, in the amount of \$80,921.69 (last year’s total was \$86,826.03). Approval was recommended.

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

**RESOLUTION NO. 49**

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

That the Federal Write-Offs, for the period ending March 31, 2022, in the amount of \$80,921.69, are approved.

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:

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

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

The next item was the State Write-Offs for the period ending March 31, 2022, in the amount of \$14,900.13 (last year’s total was \$27,705.48). Approval was recommended.

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

**RESOLUTION NO. 50**

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

That the State Write-Offs, for the period ending March 31, 2022,  
in the amount of \$14,900.13, are 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:

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

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

The next item was the Insurance Policy renewals for the period April 1, 2022 through March 31, 2023, as follows:

- Public Officials Insurance (HUB Int'l)
- Commercial Property Insurance (H.A.I. Group)
- Commercial Liability Insurance (H.A.I. Group)
- Automobile Insurance (H.A.I. Group)
- Excess Automobile Insurance (H.A.I. Group)

It was requested that the Board approve these renewal policies for said period. A motion was made by Commissioner Medeiros, seconded by Commissioner Underhill, and carried by unanimous vote to approve the insurance policy renewals as presented.

**UPDATE FROM INTERIM EXECUTIVE DIRECTOR**

Mr. Sbardella acknowledged Attorney Michael Sousa, General Counsel for the Authority, for the creation of a "Vehicle Use Policy" that he worked so diligently on, and for all of the other work he does for the Authority.

Mr. Sbardella also acknowledged Bobby Bailey, Minority Community Liaison, for working with our website developer on updating and improving our FRHA website

Mr. Sbardella also acknowledged Timothy Burke, Director of Human Resources and Elizabeth Burns, Human Resources Assistant, for their creation of an "Employee Vaccination Policy" for the Board's review.

Mr. Sbardella advised the Board that the Authority recently participated in a "Rental Housing Fair" at the Fall River Government Center. Kathleen Povar, Director of Field Operations/Leased Housing; Marie Souza, Coordinator of Tenant Selection; Shana Carvalho, Clerk Interviewer and Mr. Sbardella assisted needy individuals and families by answering questions, assisting with completing housing pre-applications, distributing hand-outs and providing guidance to attendees. The event was held from 4:00 p.m. to 8:00 p.m., and Mr. Sbardella reiterated our need to provide higher customer service to both current residents and new applicants.

Mr. Sbardella advised that Joseph DaSilva, Program & Services Coordinator, has been busy coordinating the Senior Concerts at our elderly high rises, which are set to begin this week and running through May.

Lastly, Mr. Sbardella advised that Union negotiations are ongoing, and stated that the dialogue has been very positive thus far.

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 Roof Replacement (Phase 4—Bldgs. 14 and 19 and the Administration Building) at Sunset Hill, Mass. 6-1, under the Capital Fund Program (CFP) Year 2021 Activities.

Eight (8) bids were received and opened on April 1, 2022, as follows:

<b>COMPANY NAME</b>	<b>BASE BID</b>
Leading Way Construction, Inc.	\$557,600.00
Capeway Roofing Systems, Inc.	\$608,000.00
Commercial Roofing & Contracting, Inc.	\$734,000.00
Stanley Roofing Company, Inc.	\$762,000.00
Gibson Roofs, Inc.	\$791,700.00
M.D.M. Engineering Company, Inc.	\$798,000.00
Young Developers, LLC	\$817,620.00
Greenwood Industries, Inc.	\$837,000.00

The Project Scope of Work includes removal of existing membrane roofing assembly to existing concrete roof structure. Provide new modified bitumen roofing assembly and metal flashings. Removal of existing abandoned roof-mounted ductwork and patch/repair existing modified-bituminous roof system of Administration Building.

Following a review of the bids, it is recommended that the contract be awarded to the low bidder, Leading Way Construction, Inc., in the amount of \$557,600.00.

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

**RESOLUTION NO. 51**

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

That permission to award a contract for Roof Replacement (Phase 4—Bldgs. 14, 19 and the Administration Building) at Sunset Hill, Mass. 1, under the Capital Fund Program (CFP) Year 2021 Activities, to the low bidder, Leading Way Construction, Inc., in the amount of \$557,600.00, 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 Commissioner Underhill Commissioner Medeiros Chairwoman Sahady	None	Commissioner Bentley

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

The next item was Certificate of Final Completion for the Elevator Upgrade (Phase 1) at Cardinal Medeiros Towers, Mass. 6-8. The General Contractor, Coletta Contracting, Inc. completed all work items, and the final contract amount was \$1,307,957.00. Approval was recommended.

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

**RESOLUTION NO. 52**

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

That the Certificate of Final Completion for the Elevator Upgrade (Phase 1) at Cardinal Medeiros Towers, Mass. 6-8, for Coletta Contracting, Inc., with the final contract amount of \$1,307,957.00, 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>ABSTAIN</u>	<u>ABSENT</u>
Commissioner Medeiros Commissioner Burns Chairwoman Sahady	Commissioner Underhill	Commissioner Bentley

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

The next item was Change Order No. 6 for the Basement Upgrades at Maple Gardens, Fall River 200-2 (DHCD #095167).

Change Order No. 6 is an increase to the Contract amount, not to exceed \$25,000.00 for labor and materials to address the water infiltration in 48 basements by sealing water tight the exterior site manholes and electrical conduits in the basements; and the purchase of six (6) basement dehumidifiers for basements in #(s) 25, 26, 27, 28, 29 and 30, at a cost of \$2,500.00 each. Approval was recommended.

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

**RESOLUTION NO. 53**

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

That Change Order No. 6, for the Basement Upgrades at Maple Gardens, Fall River 200-2 (DHCD #095167), increasing the Contract amount not to exceed \$25,000.00 for labor and materials to address the water infiltration in 48 basements by sealing water tight the exterior site manholes and electrical conduits in the basements; and the purchase of six (6) basement dehumidifiers for basements in #(s) 25, 26, 27, 28, 29 and 30, at a cost of \$2,500.00, is approved.

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 Commissioner Underhill Commissioner Burns Chairwoman Sahady	None	Commissioner Bentley

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 removal and disposal of existing Compactor and the installation of a new Compactor with a new control system, as follows:

<b>COMPANY NAME</b>	<b>CONTRACT AMOUNT</b>
Maguire Equipment, Inc.	\$25,924.00

Mr. McCoy advised that Maguire Equipment, Inc. submitted a responsive and responsible low bid in an amount of \$25,924.00. Mr. McCoy conducted a due diligence review and Maguire Equipment is not identified on the debarment list posted by Mass. DOT or Mass. DCAMM, and they have performed quality work for the FRHA in the past. The work is expected to take approximately six (6) weeks.

Based on their low bid and satisfactory reference check(s), it was recommended that a contract be awarded to Maguire Equipment, Inc., in the amount of \$25,924.00.

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

**RESOLUTION NO. 54**

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

That permission to award a contract for removal and disposal of the existing Compactor and the installation of a new Compactor with a new control system at Cardinal Medeiros Towers, to Maguire Equipment, Inc., in the amount of \$25, 924.00, 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:

**AYES**

Commissioner Burns  
Commissioner Medeiros  
Chairwoman Sahady

**ABSTAIN**

Commissioner Underhill

**ABSENT**

Commissioner Bentley

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

**PERSONNEL**

The first item was the appointment of a "Temporary" Maintenance Custodian/Floater. Mr. Sbardella advised the Board that we are in need of an additional Custodian, and following an interview, the Screening Committee recommended the appointment of Alex Volpe. It was requested that the Board ratify Mr. Volpe's appointment.

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

**RESOLUTION NO. 55**

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

That permission to appoint Alex Volpe to the position of "Temporary" Maintenance Custodian/Floater, effective on March 28, 2022, 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 Commissioner Underhill Chairwoman Sahady	None	Commissioner Bentley

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

Mr. Sbardella advised the Board that Timothy Burke, Director of Human Resources and Elizabeth Burns, Human Resources Assistant, created a draft "Employee Vaccination Policy" for the Board's review and comment. Mr. Sbardella added that the Policy was provided to the Union for their review/comment as well. Following a brief discussion, it was recommended by the Board that a final version be presented for approval at the May 9<sup>th</sup> Board meeting, if Union agrees to same.

The next item was the draft "Vehicle Use Policy" that was created by Attorney Michael Sousa for the Board's review/comment. Following a brief discussion, it was recommended that Attorney Sousa review the City's Vehicle Use Policy, make any suggested changes and present a final version for approval at the May 9<sup>th</sup> Board meeting.

The last item was the salary adjustment for Kevin Sbardella, the newly appointed Interim Executive Director. It was recommended that the Board approve an increase to that of the previous Executive Director/Secretary, retroactive to April 1, 2022. Mr. Sbardella advised the Board that he would be happy to work 40 hours per week, instead of the required 37 ½, as he has been working between 45-50 hours per week since he was appointed as Deputy Executive Director.

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

**RESOLUTION NO. 56**

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


That a salary adjustment for Kevin Sbardella, the newly appointed Interim Executive Director, increasing his salary to that of the previous Executive Director/Secretary, retroactive to April 1, 2022, is approved.

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

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

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

At 5:36 p.m. a motion was made by Commissioner Burns, seconded by Commissioner Medeiros, and carried by unanimous roll call vote to adjourn the meeting.

  
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Kevin Sbardella, Secretary