

MINUTES OF THE POSTPONED REGULAR MEETING
OF THE FALL RIVER HOUSING AUTHORITY
HELD ON WEDNESDAY, OCTOBER 12, 2022

The members of the Fall River Housing Authority met in Postponed Regular Session on Wednesday, October 12, 2022 at 4:30 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 Postponed Regular Meeting of the members of the Fall River Housing Authority will be held at 4:30 p.m., on Wednesday, October 12, 2022, at 85 Morgan Street, in the City of Fall River, Massachusetts.

FALL RIVER HOUSING AUTHORITY



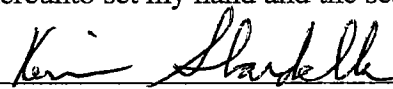
 Secretary

Dated: October 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 October 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 12th day of October, 2022.



 Secretary

Postponed Regular Meeting of 10/12/22

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. Hearing none, Chairwoman Sahady moved onto the remainder of the Agenda items.

MINUTES OF PREVIOUS MEETING

As copies of the minutes of the Regular Meeting held on September 12, 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 Bentley seconded the motion. It being brought to a vote, the minutes were unanimously accepted.

BILLS AND COMMUNICATIONS

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

<u>Projects</u>	<u>Check Nos.</u>	<u>Amounts</u>
SECTION 8 VOUCHER	134161-135193	\$1,756,202.13
	206636-206684	\$38,959.10
	102813-102843	\$33,125.00
FEDERAL FUND	115635-115701	\$202,344.13
REVOLVING FUND	74036-74203	\$883,953.99
STATE FUND	8699-8708	\$17,986.64
200-C MOD	1838-1839	\$24,895.00
	TOTAL	\$2,957,465.99

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

FEDERAL FUND	\$173,229.80
REVOLVING FUND	\$152,556.80
STATE FUND	\$36,389.82
200-C MOD	-----
ENERGY TRUST FUND	-----
TOTAL	\$362,176.42

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

Communications: None

REPORT OF THE SECRETARY

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

Family.....	2465
Elderly.....	714
Mixed Population.....	1066

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 item was the Monthly Financial Operating Statements for July, 2022. After a brief discussion, a motion was made by Commissioner Underhill, seconded by Commissioner Burns, and carried by unanimous vote to approve the Monthly Financial Operating Statements, as presented.

UPDATE FROM EXECUTIVE DIRECTOR

Mr. Sbardella advised that there will be a discussion and vote on the Vehicle Use Policy and Drug & Alcohol Testing Policy that were included in the Board packets. These two new policies will be incorporated into our Personnel Policy.

The Department of Public Utilities has issued communications and a Consent Order requiring a number of housing authorities across Massachusetts to comply with natural gas pipeline safety. Mr. Sbardella explained that they consider us to be purveyors of gas because some of our units are not individually metered. Mr. Sbardella advised that both DHCD and HUD have been contacted and they both recommended that we sign the “Consent Order” that the Department of Public Utilities sent us, giving us 180 days to put together a Safety/Maintenance Plan, with the assistance of Liberty Utilities.

Amp 3, Father Diaferio Village, recently had their REAC inspection and received a score of 59, which is down 3 points from last year.

Mr. Sbardella advised that he met with Police Chief Gauvin and Mr. Resendes, along with Tim McCoy, to discuss the Supplemental Police Contract and the Authority’s concerns, and felt there was very positive dialogue.

Mr. Sbardella advised that he also met with Community Police unit, along with Commissioners Underhill and Medeiros, Deb Morrissette and Ed Gagnon to discuss contract language and the Authority’s concerns.

The signed Unit C Memorandum of Agreement (MOA) was received from the Union, so now only Unit A needs to come to an agreement, which will hopefully happen before the November Board meeting.

Lastly, Mr. Sbardella stated that the recent dedication of the William King, Sr. Memorial Garden at Cardinal Medeiros Towers went very well, and attendees enjoyed a small luncheon following the ceremony.

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

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NEW BUSINESS

MODERNIZATION

The Board was briefed on the following Modernization items.

The first item was the Certificate of Final Completion for the Tree Removal and Building Repairs at Chor-Bishop Joseph Eid Apartments, FR 667-3 (DHCD #095184).

The General Contractor, Paul Nunes & Son, Inc., has completed all work items, and approval was recommended.

The final contract amount was \$47,950.00.

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

RESOLUTION NO. 117

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

That Certificate of Final Completion for the Tree Removal and Building Repairs at Chor-Bishop Joseph Eid Apartments, FR 667-3 (DHCD #095184), with a final contract amount of \$47,950.00, 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	None	
Commissioner Burns		
Commissioner Bentley		
Commissioner Medeiros		
Chairwoman Sahady		

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

The next item was Change Order No. 1 for the new Gazebo at Oak Village, Mass. 6-4.

Change Order No. 1 was an increase of the project duration of 63 days to the contract due to lead time of manufacturing of the Gazebo. Approval was recommended.

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

RESOLUTION NO. 118

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

That Change Order No. 1 for the new Gazebo at Oak Village, Mass. 6-4, increasing the project duration of 63 days to the contract due to lead time of manufacturing of the Gazebo, is approved.

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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 Certificate of Substantial Completion for the new Gazebo at Oak Village, Mass. 6-4.

The General Contractor, Gil-Den, Inc. substantially completed work on September 26, 2022, and approval was recommended.

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

RESOLUTION NO. 119

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

That the Certificate of Substantial Completion for the new
Gazebo at Oak Village, Mass. 6-4, 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 Completion-Consolidated for the new Gazebo at Oak Village, Mass. 6-4.

The General Contractor, Gil-Den, Inc. completed all work items and approval was recommended.

The final contract amount was \$71,995.00.

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

RESOLUTION NO. 120

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

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 Gil-Den, 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 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 next item was Change Order No. 1 for the Smoke Alarm Replacement Project at Sunset Hill, Mass. 6-1.

Change Order No. 1 was an INCREASE of \$2,390.58 to the Contract for the installation of 29 additional smoke detectors. There was no change in the Contract duration. Approval was recommended.

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

RESOLUTION NO. 121

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

That Change Order No. 1 for the Smoke Alarm Replacement Project at Sunset Hill, Mass. 6-1, increasing the Contract amount by \$2,390.58, for the installation of 29 additional smoke detectors, 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:

<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.
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The next item was the Certificate of Substantial Completion for the EMG Fire Pump Replacement at Chor-Bishop Joseph Eid Apartments, FR 667-3 (DHCD #095181).

The General Contractor, Rustic Fire Protection, Inc., substantially completed work on July 28, 2022, and approval was recommended.

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

RESOLUTION NO. 122

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

That the Certificate of Substantial Completion for the EMG Fire Pump Replacement at Chor-Bishop Joseph Eid Apartments, FR 667-3 (DHCD #095181), 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	None	
Commissioner Burns		
Commissioner Underhill		
Commissioner Medeiros		
Chairwoman Sahady		

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

The next item was the Certificate of Final Completion for the EMG Fire Pump Replacement at Chor-Bishop Joseph Eid Apartments, FR 667-3 (DHCD #095181).

The General Contractor, Rustic Fire Protection, Inc., completed all work items, and the final Contract amount was \$16,647.72. Approval was recommended.

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

RESOLUTION NO. 123

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

That Certificate of Final Completion for the EMG Fire Pump Replacement at Chor-Bishop Joseph Eid Apartments, FR 667-3 (DHCD #095181), with a final contract amount of \$16,647.72, 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:

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

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

The last item was the Certificate of Completion-Consolidated for the Roof Replacement (Phase 4) at Buildings 14, 19 and the Administration Building at Sunset Hill, Mass. 6-1.

The General Contractor, Leading Way, completed all work items and approval was recommended.

The final contract amount was \$557,600.00.

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

RESOLUTION NO. 124

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

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 Leading Way, 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 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.

MISCELLANEOUS

Mr. Sbardella advised that current Supplemental Police Services Contract expired on September 30, 2022, and it was requested that the Board approve the new Contract, beginning October 1, 2022 through September 30, 2023 at the September Board meeting, but was tabled for thirty (30) days due to concerns raised by Commissioners Underhill and Medeiros.

Mr. Sbardella advised that the concerns raised by Commissioners Underhill and Medeiros were taken care of, and, as such, it was requested that the Board approve the Supplemental Police Services Contract, beginning on October 1, 2022 through September 30, 2023.

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

RESOLUTION NO. 125

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

That the Supplemental Police Services Contract, beginning on October 1, 2022 through September 30, 2023, for five (5) Officers, in an amount not to exceed \$410,000.00, is approved.

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

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

The next item was the Vehicle Use Policy. Mr. Sbardella reminded the Board that this item was on the Agenda in April, but at the time it was requested that it be tightened up a bit and brought before the Board at a later date.

Attorney Sousa advised that he reviewed the Vehicle Use Policy that the City uses, made a few adjustments and Mr. Sbardella forwarded it to the Union to review. Mr. Sbardella advised that the Union received it in May, and he never heard anything back from them and feels this final version covers everything we need it to, and it was requested that the Board approve it as presented.

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

RESOLUTION NO. 126

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

That the Vehicle Use Policy, as presented to the Board, 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:

AYESNAYSABSENT

Commissioner Medeiros None
 Commissioner Burns
 Commissioner Bentley
 Commissioner Underhill
 Chairwoman Sahady

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

The next item was the Drug & Alcohol Testing Policy. Mr. Sbardella advised the Board that Units B & C agreed to it already, and it was requested that the Board approve it, as presented.

Commissioner Burns offered his assistance should the Authority ever need it, as he has dealt with these issues in the Fire Department, and stressed that his motto has always been— Support 1st, Discipline 2nd. Mr. Sbardella agreed that supporting employees who are having issues with drugs and/or alcohol is important, and discipline will only be used if the situation warrants it.

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

RESOLUTION NO. 127

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

That the Drug & Alcohol Testing Policy, as presented to the
 Board, 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:

AYESNAYSABSENT

Commissioner Medeiros None
 Commissioner Bentley
 Commissioner Burns
 Commissioner Underhill
 Chairwoman Sahady

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

For information only, Mr. Sbardella advised the Board that we received a “Notice of Probable Violation” from the Commonwealth of Mass. Pipeline Safety Division of the Department of Public Utilities regarding the results of an inspection of FRHA properties performed in March, 2022. The FRHA, along with other housing authorities across Massachusetts, were notified that based on the inspection, the Pipeline Safety Division determined that the FRHA operates one (1) or more natural gas systems that meet the definition of a “Master Meter System”. In addition, the FRHA does not have any plans, procedures, programs or procedural manual for operations, maintenance and emergencies, as required.

The locations that were determined to meet the definition of a "Master Meter System" so far are Edward F. Doolan Apartments, Pleasant View, Maple Gardens and Father Vincent Diaferio Village.

Mr. Sbardella explained that Massachusetts is enforcing Federal Regulations across the State requiring an individual gas meter for each unit and we have 180 days to put together a Safety Plan and submit plans for an arrangement with the Local Distribution Company (Liberty Utilities) to reconfigure the existing piping that qualifies the facilities as a master meter operator. After piping reconfiguration, the existing master meter facilities shall no longer be jurisdictional to the Division for inspectional purposes. Mr. Sbardella added that we will be reaching out to Liberty Utilities for assistance. After consulting with HUD and DHCD, it was recommended that we sign and return the Consent Order that we received along with the Notice of Probable Violation.

The Board will be kept apprised of this situation.

The next item was the new Housing Choice Voucher Program/Section 8 Payment Standards, effective on December 1, 2022.

NO. OF BEDROOMS	PUBLISHED FMR	PAYMENT STANDARD
0	\$1,066	\$1,066
1	\$1,171	\$1,171
2	\$1,409	\$1,409
3	\$1,715	\$1,715
4	\$2,118	\$2,118

In Fall River, as all over the country, Section 8 voucher holders are struggling to find and/or keep affordable apartments due to increasing private rents, as well as a shortage of available housing. Last year, the FRHA payment standards were set at 110% of the published FMRs to assist our voucher holders.

The above-listed payment standards have increased roughly 3% per bedroom size from last year's payment standards, so the new payment standards will remain at 100% of the published FMRs. These FMRs also include all utilities. They have also been reviewed and approved by HUD, and it was requested that the Board approve them as presented.

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

RESOLUTION NO. 128

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

That the new Housing Choice Voucher Program/Section 8
Payment Standards, effective on December 1, 2022, as listed
above, 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	None	
Commissioner Medeiros		
Commissioner Bentley		
Commissioner Underhill		
Chairwoman Sahady		

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

PERSONNEL

The lone item was the Purchasing Agent position. Mr. Sbardella explained that the FRHA always had a Purchasing Agent, until it was decided a number of years ago to change to a Procurement Officer position. It has been determined that the Authority can work very well with a Purchasing Agent, and the potential savings will be approximately \$130,000.00 per year. It was requested that the Board approve the Purchasing Agent job description and give permission to post the position in-house.

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

RESOLUTION NO. 129

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

That the Purchasing Agent job description and permission
to post the position in-house, 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	None	
Commissioner Underhill		
Commissioner Burns		
Commissioner Bentley		
Chairwoman Sahady		

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

At this time, Chairwoman Sahady recommended that the Board go into Executive Session, pursuant to M.G.L. Chapter 30A, Section 21 (a) 3 to discuss Union Negotiations Update (Unit A).

At 5:10 p.m. a motion was made by Commissioner Bentley 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.

At 6:30 p.m. a motion was made by Commissioner Underhill, seconded by Commissioner Medeiros, and carried by unanimous roll call vote to adjourn the meeting.



 Kevin Sbardella, Secretary