

**MINUTES OF THE REGULAR MEETING**  
**OF THE FALL RIVER HOUSING AUTHORITY**  
**HELD ON MONDAY, DECEMBER 12, 2022**

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

**ABSENT**

Jason Burns

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 4:30 p.m., on Monday, December 12, 2022, at 85 Morgan Street, in the City of Fall River, Massachusetts.

FALL RIVER HOUSING AUTHORITY

  
 \_\_\_\_\_  
 Secretary

Dated: December 8, 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 December 8, 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 12<sup>th</sup> day of December, 2022.

  
 \_\_\_\_\_  
 Secretary

Regular Meeting of 12/12/22

**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. Edward Gagnon, FRJTC Executive Director, advised the Board that he and Commissioner Underhill recently attended the Fall River Joint Tenants Council Annual Meeting where Commissioner Underhill was voted in as Chairman, Donald Hamilton as Vice-Chairman and William Walker as Secretary/Treasurer. The Farmers Market will resume at Cardinal Medeiros Towers, beginning on January 2, 2023 from 11:00 a.m. to 2:00 p.m.

Chairwoman Sahady announced that Timothy McCoy, Deputy Executive Director, was expected at a 5:00 p.m. meeting at another location; and, as such, requested that the Board take his agenda items out of order, as follows:

The first item was the On-Call Trade Services Contracts for Painting, Carpentry, Plumbing, Electrical, Door & Glass Fabrication, HVAC/Asphalt/Concrete Services and Flooring Installation & Repair.

Mr. McCoy explained that when this item was voted on at the November 14, 2022 Board meeting, he inadvertently typed in the wrong dollar amount for the price per square foot for VCT installation on the All Phase Property Maintenance & Repair Flooring Installation and Repair contract. The incorrect amount listed as \$2.35 per square foot should have stated \$2.85 per square foot. The correction has been made and incorporated into the All Phase Property Maintenance & Repair contract for VCT flooring installation.

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

**RESOLUTION NO. 157**

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

That the corrected dollar amount of \$2.85 per square foot, incorporated into the All Phase Property Maintenance & Repair contract for VCT flooring installation, 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:

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

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

The next item was the Laundry Services Contract award. Mr. McCoy advised that one (1) company, Automatic Laundry, responded to the recent RFP solicitation, as follows:

Automatic Laundry offered a commission package that included a \$20,000.00 signing bonus to the FRHA; they will install 94 new high-efficiency front-load washers, including 19 ADA-compliant washers; 102 dryers and 21 “add-value” card stations.

The percentage on all money collected above the 1-cycle minimum per machine, per day, remains consistent at a rate of 90% on the dollar. The per cycle wash and/or dry increases the price from \$1.25 to \$1.50 and Automatic Laundry will provide the FRHA with 500 value cards, carrying a credit value of \$5.00, totaling a \$2,500.00 savings for existing residents.

Automatic Laundry was not identified on the debarment list of the Attorney General, MASS DOT or the DCAM. Internal reviews from Management and Maintenance supervisors were positive.

Based on their proposal and positive reviews, it was recommended that a five (5) year contract for Laundry Services be awarded to Automatic Laundry, with two (2) separate and distinct one (1) year renewal options exercised at the sole discretion of the FRHA.

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

**RESOLUTION NO. 158**

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

That permission to award a five (5) year contract for Laundry  
Services to Automatic Laundry, as outlined above, 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:

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

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

In addition, Mr. McCoy recommended that the Board vote if they wish to give Mr. Sbardella permission to pass out the 500 value cards to the residents.

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

**RESOLUTION NO. 159**

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

That permission for Mr. Sbardella to pass out the 500 Automatic  
Laundry value cards to the residents 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:

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

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

The next item was the Fall River Joint Tenants Council, Inc. (FRJTC) Executive  
Director’s contract award. Mr. McCoy advised that four (4) entities were solicited and one  
individual, Edward Gagnon, responded to a recent request for quotes to perform the duties  
associated with the Executive Director’s position.

Based on the quote received from Mr. Gagnon and his past experience, familiarity and  
understanding of the operations and functions of the FRJTC, it was recommended that a one (1)  
year contract be awarded to Mr. Gagnon, in an amount not to exceed \$25 per hour for up to  
twenty (20) hours per week.

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

**RESOLUTION NO. 160**

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

That permission to award a one (1) year contract for the  
FRJTC Executive Director’s position to Edward  
Gagnon in an amount not to exceed \$25 per hour for up  
to twenty (20) hours per week 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>ABSTAIN</u>	<u>ABSENT</u>
Commissioner Bentley Commissioner Medeiros Chairwoman Sahady	Commissioner Underhill	Commissioner Burns

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

Chairwoman Sahady announced that the Board would take up the remaining items on the Agenda at this time.

**MINUTES OF PREVIOUS MEETING**

As copies of the minutes of the Regular Meeting held on November 14, 2022 were mailed to the Commissioners, it was in order to act upon same.

Commissioner Medeiros 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 November, 2022 vouchers as follows:

<u>Projects</u>	<u>Check Nos.</u>	<u>Amounts</u>
SECTION 8 VOUCHER	136217-137230	\$1,738,903.73
	206740-206744	\$35,243.20
	102875-102905	\$32,438.00
FEDERAL FUND	115761-115822	\$558,518.60
REVOLVING FUND	74348-74497	\$1,357,828.39
STATE FUND	8717-8725	\$66,212.47
200-C MOD	1840-1841	\$31,630.00
	<b>TOTAL</b>	<b>\$3,820,744.39</b>

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

FEDERAL FUND	\$101,842.52
REVOLVING FUND	\$263,356.19
STATE FUND	\$3,750.78
200-C MOD	-----
ENERGY TRUST FUND	-----
	<b>TOTAL</b>
	<b>\$368,949.49</b>

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

**Communications:** None

**REPORT OF THE SECRETARY**

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

Family.....	2494
Elderly.....	692
Mixed Population.....	1119

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

The next item was the Monthly Financial Operating Statements for the seven (7) month period ending October 31, 2022. A motion was made by Commissioner Medeiros, seconded by Commissioner Underhill, and carried by unanimous vote to approve the Monthly Financial Operating Statements, as presented.

### **UPDATE FROM EXECUTIVE DIRECTOR**

Mr. Sbardella advised that he and Tim McCoy attended a zoom meeting with HUD officials (Regional and Boston) and a representative from Congressman Auchincloss's office to discuss our current and future Designated Housing Plan (DHP), particularly the effects of having younger disabled residents residing at Doolan Apartments and Bates/Tower Apartments (which were formerly elderly-only sites). The current Designated Housing Plan expires on August 1, 2023 and an updated DHP must be submitted no later than June 1, 2023 (60 days prior to expiration date). Due to issues with some of the younger disabled residents at Doolan Apartments and Bates/Tower Apartments, the FRHA is going to revise the current DHP, requesting that Doolan Apartments and Bates/Tower Apartments go back to being considered elderly-only developments, along with the other elderly-only developments already included in the DHP.

Mr. Sbardella advised that Joey DaSilva began conducting the annual Holiday parties at the elderly high rises; and, as always, does a fantastic job coordinating these events. The residents are always very happy to attend them each year.

At the conclusion of the Board meeting, Ed Gagnon, FRJTC Executive Director, recognized the work performed by our Tenant Maintenance Assistants by awarding them with a Certificate of Appreciation and a gift card.

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

### **OLD BUSINESS**

The lone item was the Contract Award for Elevator Modernization (Nos. 3 & 4) at Cardinal Medeiros Towers, Mass. 6-8. This item was tabled at the November 14, 2022 Board meeting, and it was requested that it be tabled again for an additional thirty (30) days, or until the January 9, 2023 Annual meeting, due to some issues that need to be rectified.

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

#### **RESOLUTION NO. 161**

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

That permission to table the Contract Award for the Elevator Modernization (Nos. 3 & 4) at Cardinal Medeiros Towers, Mass. 6-8 for an additional thirty (30) days, or until the January 9, 2023 Annual meeting, 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:

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AYES

NAYS

ABSENT

Commissioner Bentley  
 Commissioner Medeiros  
 Commissioner Underhill  
 Chairwoman Sahady

None

Commissioner Burns

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

NEW BUSINESS

MODERNIZATION

The Board was briefed on the following Modernization items.

The first item was Change Order No. 1 for the Apartment Conversion Project (Phase 2/13<sup>th</sup> floor) at Cardinal Medeiros Towers, Mass. 6-8.

Change Order No. 1 was an INCREASE of \$2,352.84 to the Contract for the additional electrical and fire alarm modifications in the new units; and the contract time increased by two (2) days. Approval was recommended.

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

RESOLUTION NO. 162

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

That Change Order No. 1 for the Apartment Conversion Project (Phase 2/13<sup>th</sup> floor) at Cardinal Medeiros Towers, Mass. 6-8, increasing the contract amount by \$2,352.84 for the additional electrical and fire alarm modifications in the new units; with an increase of two (2) days to the contract time, 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

ABSTAIN

ABSENT

Commissioner Bentley  
 Commissioner Medeiros  
 Chairwoman Sahady

Commissioner Underhill

Commissioner Burns

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

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

The General Contractor, DDC Construction, Inc., completed all work items, and the final contract amount was \$1,251,925.06. Approval was recommended.

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

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**RESOLUTION NO. 163**

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

That the Certificate of Final Completion for the Basement  
Renovations/Upgrades at Maple Gardens, Fall River 200-2  
(DHCD #095167) with a contract final amount of \$1,251,925.06  
for DDC Construction, Inc. 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:

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

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

The next item was the Certificate of Substantial Completion for the Smoke Alarm  
Replacement Project at Sunset Hill, Mass. 6-1.

The General Contractor, Brite-Lite Electrical Co., Inc. substantially completed work on  
November 10, 2022. Approval was recommended.

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

**RESOLUTION NO. 164**

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

That the Certificate of Substantial Completion for the Smoke  
Alarm Replacement Project at Sunset Hill, Mass. 6-1, 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:

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

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

The next item was the Certificate of Completion-Consolidated for the Smoke Alarm  
Replacement Project at Sunset Hill, Mass. 6-1.



The General Contractor, Brite-Lite Electrical Co., Inc. completed work items. The final contract amount was \$229,278.58. Approval was recommended.

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

**RESOLUTION NO. 165**

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 Brite-Lite Electrical Co., 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 Underhill, and the “Ayes” and “Nays” were as follows:

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

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

The next item was the Certificate of Substantial Completion for the Underground Electrical Project (Phase 3) at Maple Gardens, Fall River 200-3 (DHCD #095155).

The General Contractor, Sparks Company, Inc. substantially completed work on November 22, 2022. Approval was recommended.

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

**RESOLUTION NO. 166**

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

That the Certificate of Substantial Completion for the Underground Electrical Project (Phase 3) at Maple Gardens, Fall River 200-3 (DHCD #095155), 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 Commissioner Medeiros Commissioner Bentley Chairwoman Sahady	None	Commissioner Burns

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

The next item was the Certificate of Final Completion for the Underground Electrical Project (Phase 3) at Maple Gardens, Fall River 200-3 (DHCD #095155).

The General Contractor, Sparks Company, Inc. completed all work items. The final contract amount was \$189,839.62. Approval was recommended.

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

**RESOLUTION NO. 167**

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

That the Certificate of Final Completion for the Underground Electrical Project (Phase 3) at Maple Gardens, Fall River 200-3 (DHCD #095155), with a contract final amount of \$189,839.62, for Sparks Company, Inc., 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 Underhill Chairwoman Sahady	None	Commissioner Burns

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

The next item was Permission to Advertise for the replacement of the existing Fire Alarm Panel at James A. O'Brien, Sr. Apartments, Mass. 6-5. The estimated value is \$60,000.00.

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

**RESOLUTION NO. 168**

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

That Permission to Advertise for the replacement of the existing Fire Alarm Panel at James A. O'Brien, Sr. Apartments, Mass. 6-5, at an estimated value is \$60,000.00, is approved.

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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:

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

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

The last item was the Contract Award for the Elevator COP Stop Switch & Phase 2 Key Switch Replacement for twelve (12) elevators at six (6) sites.

Mr. Majewski advised that three (3) companies were contacted and two (2) submitted bids in response to our recent solicitation. The quotes included the labor and permit fees for the elevator retest with the State of Massachusetts. This work will address the FSS90 (Phase 2) violation on elevator units as a result of the State of Massachusetts changing the requirements based on a new code interpretation. The deadline for completion of this work is December 31, 2022.

The low bid was received by Delta Beckwith, in an amount of \$47,256.00.

Following the review of the bids and due diligence review, it was recommended that a contract be awarded to Delta Beckwith Elevator, in an amount not to exceed \$47,256.00.

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

**RESOLUTION NO. 169**

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

That permission to award a contract to Delta Beckwith Elevator for the Elevator COP Stop Switch & Phase 2 Key Switch Replacement for twelve (12) elevators at six (6) sites, in an amount not to exceed \$47,256.00, 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 Commissioner Underhill Commissioner Medeiros Chairwoman Sahady	None	Commissioner Burns

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

**PERSONNEL**

Mr. Sbardella advised that due to the long-term absence of our Section 8 receptionist, the Authority needed to fill that position with a temporary employee. It was requested that the Board ratify the appointment of Yaziel Rivera to the position of "Temporary" Receptionist for the Section 8 Department.

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

**RESOLUTION NO. 170**

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

That the appointment of Yaziel Rivera to the position of  
"Temporary" Receptionist for the Section 8 Department,  
effective on November 21, 2022, is approved.

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

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) 5 to investigate charges of criminal misconduct or to consider the filing of criminal complaints.

At 5:10 p.m. a motion was made by Commissioner Bentley seconded by Commissioner Underhill, 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 5:51 p.m. a motion was made by Commissioner Underhill, seconded by Commissioner Bentley, and carried by unanimous roll call vote to adjourn the meeting.

  
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Kevin Sbardella, Secretary