

**MINUTES OF THE ANNUAL MEETING  
OF THE FALL RIVER HOUSING AUTHORITY  
HELD ON MONDAY, JANUARY 9, 2023**

The members of the Fall River Housing Authority met in Annual Session on Monday, January 9, 2023 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 Annual Meeting of the members of the Fall River Housing Authority will be held at 4:30 p.m., on Monday, January 9, 2023, at 85 Morgan Street, in the City of Fall River, Massachusetts.

FALL RIVER HOUSING AUTHORITY


  
Secretary

Dated: January 4, 2023

**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 January 4, 2023, 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 9<sup>th</sup> day of January 9, 2023.

  
Secretary

Regular Meeting of 1/9/23

**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 elections will be held soon at some of the sites; a new Tenant Maintenance Assistant will be starting soon at Mitchell Heights, and reminded everyone of the Farmers Market at Cardinal Medeiros Towers.

**MINUTES OF PREVIOUS MEETING**

As copies of the minutes of the Regular Meeting held on December 12, 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 December, 2022 vouchers as follows:

<u>Projects</u>	<u>Check Nos.</u>	<u>Amounts</u>
SECTION 8 VOUCHER	137231-138259	\$1,686,693.85
	206774-206795	\$74,727.10
	102906-102935	\$32,065.00
FEDERAL FUND	115823-115884	\$319,327.96
REVOLVING FUND	74498-74677	\$1,087,919.24
STATE FUND	8726-8734	\$37,724.93
200-C MOD	1842-1844	\$26,430.98
	<b>TOTAL</b>	<b>\$3,264,889.06</b>

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

FEDERAL FUND	\$72,002.56
REVOLVING FUND	\$190,575.09
STATE FUND	\$2,620.22
200-C MOD	-----
ENERGY TRUST FUND	-----
	<b>TOTAL</b>
	<b>\$265,197.87</b>

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

**Communications:** None

**REPORT OF THE SECRETARY**

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

Family.....	2561
Elderly.....	696
Mixed Population.....	1126

After a brief discussion, a motion was made by Commissioner Underhill, 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 eight (8) month period ending November 30, 2022. A motion was made by Commissioner Bentley, seconded by Commissioner Medeiros, and carried by unanimous vote to approve the Monthly Financial Operating Statements, as presented.

**UPDATE FROM EXECUTIVE DIRECTOR**

Mr. Sbardella began by wishing everyone a Happy New Year!! Mr. Sbardella advised that Southcoast Health will be conducting a Community Wellness Program at the elderly sites throughout the month of January, coordinated with Joey DaSilva. Negotiations for Unit A (Maintenance) are set to begin on Wednesday, January 11<sup>th</sup>. Mr. Sbardella also advised that he will be attending a City Council Committee meeting for Human Services, Housing Youth & Elder Affairs on January 17<sup>th</sup> to discuss access to housing and homelessness issues affecting our area.

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 and December 12, 2022 Board meeting, due to some additional information that needed to be submitted before the contract could be awarded.

Five (5) bids were received and opened on October 27, 2022, as follows:

<b>COMPANY NAME</b>	<b>BASE BID</b>
Coletta Contracting Co., Inc. 44 Hollister Road Seekonk, MA	\$1,376,700.00
Enterprise Equipment Co., Inc. 276 Libby Parkway Weymouth, MA	\$1,385,827.00
JJ Cardosi, Inc. 150 Amaral Street Riverside, RI	\$1,671,000.00
Collins Construction Co., Inc. 33 Swindells Street Fall River, MA	\$1,699,005.00

APC Development Group  
1165 Washington Street, Floor 2  
Hanover, MA

\$1,948,241.00

The Project Scope of Work consists of removing, disposing and replacing all existing elevator components for elevators 3 & 4.

Following a review of the bids, it was recommended that the contract be awarded to the low bidder, Coletta Contracting Co., Inc., in the amount of \$1,376,700.00.

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

**RESOLUTION NO. 1**

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

That permission to award the Contract for Elevator Modernization (Nos. 3 & 4) at Cardinal Medeiros Towers, Mass. 6-8, to the low bidder, Coletta Contracting, Co., Inc., in the amount of \$1,376,700.00, 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**

Commissioner Bentley  
Commissioner Medeiros  
Chairwoman Sahady

**ABSTAIN**

Commissioner Underhill

**ABSENT**

Commissioner Burns

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

**NEW BUSINESS**

**MODERNIZATION**

The Board was briefed on the following Modernization item.

The first item was Change Order No. 1 for the Bathroom Renovations Project at Heritage Heights, Mass. 6-2.

Change Order No. 1 was an INCREASE of \$49,775.02 to the Contract for unforeseen conditions and additional changes, as follows: 1) +\$1,143.55—different style tub and drain at two (2) locations; 2) +\$258.84—under mount tub drain at one (1) location; 3) +\$182.63—repair broken hot water ball valves in units 211 and 215; and 4) +\$48,190.02—a) replacement of rotted metal studs in 43 bathrooms; b) installation of foam insulation at 11 additional bathrooms; c) credit for 6 access doors that were not required; d) installation of PVC trim at 12 additional bathrooms; e) preparation of concrete subfloors at 10 additional locations; f) credit for preparation of wood sub-floor that was not required at 8 locations; and g) deduct "add alternate #4" from scope of work. The contract work required an additional 255 days to complete. Approval was recommended.

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

**RESOLUTION NO. 2**

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

That Change Order No. 1 for the Bathroom Renovation Project at Heritage Heights, Mass. 6-2, increasing the contract amount by \$49,775.02 for the additional work listed above; with an increase of 255 days to the contract time, 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 Bentley Chairwoman Sahady	None	Commissioner Burns

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

**MISCELLANEOUS**

The Board was presented with a brief outline regarding the submission of our FY2024 Agency Plan to the Department of Housing & Urban Development (HUD) and DHCD Annual Plan. As required by HUD, the Authority has developed its Agency Plan, in compliance with the Quality and Work Responsibility Act of 1998.

The Authority requested the Board's approval of both Plans and permission to submit same to HUD and DHCD. As part of the Agency Plan, the Fall River Housing Authority is required to submit certifications that we are accurately following the regulations set forth, including the Five-Year Plan and Annual Plan and Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan.

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

**RESOLUTION NO. 3**

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

That the Five-Year Plan and Annual Plan for the Fall River Housing Authority for Fiscal Year beginning April 1, 2023, (hereinafter referred to as the Plan), as outlined in the HUD form, entitled "PHA Certifications of Compliance with the PHA Plan and Related Regulations" signed by the Chairwoman and Executive Director, and submitted to the Department of Housing & Urban Development (HUD) be approved.

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That the Fall River Housing Authority certifies the information contained in HUD Form No. 50075, entitled "Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan", signed by the Mayor Coogan, City of Fall River, and submitted to the Department of Housing & Urban Development (HUD), is true and accurate.

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 Bentley Chairwoman Sahady	None	Commissioner Burns

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

The next item was the Open Meeting Law (OML) Complaint filed by Patrick Higgins in reference to the December 12, 2022 Regular Board meeting.

Attorney Sousa responded to Mr. Higgins, confirming that the FRHA received his OML complaint. In addition, Attorney Sousa sent a written request to the Attorney General's office for an extension of time for the Board of Commissioners to meet regarding this OML complaint since the next Board meeting was not scheduled until after the fourteen (14) day statutory requirement for the Board to take action. The Authority received a written response from Carrie Benedon, Assistant Attorney General, (Director of the Division of Open Government), authorizing the extension to January 25, 2023 to resolve this issue.

Attorney Sousa requested the Board's permission to respond to Mr. Higgins' OML complaint by said deadline date.

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

**RESOLUTION NO. 4**

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

That permission for Attorney Michael Sousa, General Counsel, to respond, in writing, to the December 12, 2022 Open Meeting Law (OML) Complaint filed by Mr. Patrick Higgins, before the extended deadline date of January 25, 2023, 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 Bentley Chairwoman Sahady	None	Commissioner Burns

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

Mr. Sbardella advised the Board that the Authority recently received an e-mail from Alison Bouchard, City Clerk, requesting that the Board of Commissioners consider designating a Board member to serve on the Community Preservation Committee due to resignation and/or term expiration of Commissioner Jason Burns.

Following a brief discussion, Mr. McCoy stated that since Commissioner Burns was unable to attend this evening's Board meeting, he would contact him on Tuesday, December 13<sup>th</sup> to ascertain if Mr. Burns wishes to remain on the Committee, or not.

No vote was required on this Agenda item.

The next item was the Electrical Inventory Supplies Contract. Mr. McCoy advised that one (1) company, Electrical Wholesalers, responded to a recent solicitation requesting sealed quotes, which were opened on December 15, 2022, as follows:

<b>COMPANY NAME</b>	<b>PRICE SUBMITTED</b>
ETISOL 54437241 22 Watt LED 16" Round (or equal)	\$44.91
BRK 7010B 120 Volt Photoelectric Smoke Detector (or equal)	\$21.03
BRK SC7010BV CRB-Monoxide & Smoke Alarm (or equal)	\$50.01
ETISOL 54436241 14 Watt LED 12" Round (or equal)	\$29.49
KIDDE 21006406 AC Wire In w/Battery (or equal)	\$32.15
JASCO RB-670 Lead Calc 6 Volt 7AH (or equal)	\$11.79
MTX 2SLSTP1040DD 120 Volt 2 foot LED (or equal)	\$49.50
GREENHECK 30184 Bathroom Motor (or equal)	\$199.99

Based on their responsive and eligible quotes and positive due diligence efforts, it was recommended that a one (1) year contract to awarded to Electrical Wholesalers, in an amount not to exceed \$50,000.00.

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

**RESOLUTION NO. 5**

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

That permission to award a one (1) year contract for Electrical  
Inventory Supplies, as listed above, to the lone bidder, Electrical  
Wholesalers, in an amount not to exceed \$50,000.00, 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 Security Guard Services Contract for Cardinal Medeiros Towers and Barresi Heights.

Mr. McCoy advised that due to time constraints there was not enough time to review the three (3) proposals that were submitted in their entirety prior to this Board meeting; and, as a result, it was requested that the current contract with USENTRA be extended for one (1) month. This item will be on the February agenda to vote for a new contract.

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

**RESOLUTION NO. 6**

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

That permission to extend the current Security Guard Services  
Contract with USENTRA (for Cardinal Medeiros Towers and  
Barresi Heights) for one (1) month, 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.

The next item was the compactor replacement at Nicholas W. Mitchell Heights. Mr. McCoy advised that one (1) company submitted a bid in response to a recent solicitation regarding the removal and disposal of the existing compactor and the installation of a new compactor with a new control system. The bid was opened and reviewed on January 5, 2023, as follows:

<b>COMPANY NAME</b>	<b>CONTRACT AMOUNT</b>
Maguire Equipment, Inc. Hyde Park, MA	\$24,384.00



Maguire Equipment, Inc. has provided quality work/product for the FRHA in the past, and this bid was consistent with prior projects similar in scope, and the price was deemed to be reasonable. A due diligence background check was performed to ensure the Authority will receive quality services, which included a check with Mass. DOT, DCAMM and the Attorney General's office.

Based on the low responsive and responsible bid submitted and a positive due diligence review, it was recommended that a contract be awarded to Maguire Equipment, Inc., in an amount not to exceed \$24,384.00.

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

**RESOLUTION NO. 7**

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

That permission to award a contract for compactor replacement at Nicholas W. Mitchell Heights, including the removal and disposal of the existing compactor and the installation of a new compactor with a new control system, to Maguire Equipment, Inc., in an amount not to exceed \$24,384.00, 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:

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

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

**PERSONNEL**

The first item was the resignation of John Frank, Maintenance Custodian/Floater, effective on December 16, 2022. It was requested that the Board accept Mr. Frank's resignation.

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

**RESOLUTION NO. 8**

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

That the resignation of John Frank, Maintenance Custodian/  
Floater, effective on December 16, 2022, is accepted.

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:

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<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.

Mr. Sbardella reminded the Board that the Authority is putting on a 3<sup>rd</sup> shift in the Maintenance Department. Since no employees responded to the in-house posting, an advertisement was posted on our website. Tim McCoy, Deputy Executive Director; Ed Majewski, Director of Facilities Management and Timothy Burke, Director of Human Resources, interviewed two candidates on December 20, 2022. Following the interviews, the Screening Committee recommended David Souza for appointment to one (1) of the two (2) positions. It was requested that the Board approve Mr. Souza’s appointment.

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

**RESOLUTION NO. 9**

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

That the appointment of David Souza to the position of Maintenance Mechanic—3<sup>rd</sup> Shift, effective on January 17, 2023, consisting of a forty (40) hour work week, Monday through Friday, 12:00 a.m. to 8:00 a.m., with a thirty (30) minute lunch period, at a rate of \$29.77 (federal) and \$32.83 (state), contingent upon the successful completion of a twelve (12) month probationary period and favorable evaluation, 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.

Due to the recent resignation of Amber Burns, Director of Finance, it was requested that the Board ratify the in-house posting and outside advertising (on our website), if necessary.

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

**RESOLUTION NO. 10**

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

That the in-house posting and outside advertising (on our website), if necessary, for the Director of Finance position, 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:

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

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

The last item was the Election of Officers for 2023. Attorney Sousa advised that the Board could either hold an election for the Chairperson, Vice-Chairperson and Treasurer for 2023 or vote to keep the same slate of officers. After a brief discussion, the Board voted to keep the officers as Mary Sahady, Chairwoman; David Underhill, Vice-Chairman and Jason Burns, Treasurer.

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

**RESOLUTION NO. 11**

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

That permission to keep the same slate of officers for 2023—  
Mary Sahady, Chairwoman; David Underhill, Vice-Chairman  
and Jason Burns, Treasurer 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.

At 5:00 p.m. a motion was made by Commissioner Bentley, seconded by Commissioner Medeiros, and carried by unanimous roll call vote to adjourn the meeting.



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Kevin Sbardella, Secretary