

**MINUTES OF THE REGULAR MEETING**  
**OF THE FALL RIVER HOUSING AUTHORITY**  
**HELD ON MONDAY, MAY 8, 2023**

The members of the Fall River Housing Authority met in Regular Session on Monday, May 8, 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 Regular Meeting of the members of the Fall River Housing Authority will be held at 4:30 p.m., on Monday, May 8, 2023, at 85 Morgan Street, in the City of Fall River, Massachusetts.

FALL RIVER HOUSING AUTHORITY

*Kevin Sbardella*

Secretary

Dated: May 3, 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 May 3, 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 8<sup>th</sup> day of May, 2023.

*Kevin Sbardella*

Secretary

Regular Meeting of 5/8/23

**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, Executive Director of the FRJTC, Inc., advised that a number of residents attended the recent Mass. Union of Public Housing Tenants (MUPHT) Conference, and Commissioner Underhill was elected as Chairman of the MUPHT.

**MINUTES OF PREVIOUS MEETING**

As copies of the minutes of the Regular Meeting held on April 10, 2023 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 April, 2023 vouchers as follows:

<u>Projects</u>	<u>Check Nos.</u>	<u>Amounts</u>
SECTION 8 VOUCHER	141342-142376	\$1,711,873.23
	206873-206896	\$64,974.32
	103037-103070	\$39,731.00
	15008-15009	\$66.00
FEDERAL FUND	116149-116219	\$546,042.02
REVOLVING FUND	75261-75403	\$2,205,388.04
STATE FUND	8774-8784	\$69,207.57
200-C MOD	1853-1856	\$48,840.82
	<b>TOTAL</b>	<b>\$4,616,915.82</b>

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

FEDERAL FUND	\$61,435.28
REVOLVING FUND	\$112,827.13
STATE FUND	\$26,000.10
200-C MOD	-----
ENERGY TRUST FUND	-----
<b>TOTAL</b>	<b>\$200,262.51</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 April, 2023.

**Communications:** None

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**REPORT OF THE SECRETARY**

As part of the Management Reports, the federal application information, as of April 30, 2023, is as follows:

Family.....	2631
Elderly.....	765
Mixed Population.....	1235

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

The next item was the FYE2024 Budget Books, which were included with the Commissioners Board packets, and included the State Budgets for the 400-1, Chapter 689 Program and MRVP.

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

**RESOLUTION NO. 75**

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

That the submission of the State Budgets for FYE 2024 (400-1, Ch. 689 and MRVP), which were included in the Budget Books, are 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.

Following a brief discussion, a motion was made by Commissioner Medeiros, seconded by Commissioner Bentley, and carried by unanimous vote to approve the FYE2024 Budget Books, as presented.

The next item was State Quarterly Modernization Report, for the period ending March 31, 2023. A motion was made by Commissioner Bentley, seconded by Commissioner Underhill, and carried by unanimous vote to approve the State Quarterly Modernization Report, as presented.

**UPDATE FROM EXECUTIVE DIRECTOR**

Mr. Sbardella advised the Board that DHCD is once again offering PHA’s the opportunity to apply for State Unit Conversion/Federalization. We are planning to federalize Chor-Bishop Joseph Eid Apartments and Corky Row Apartments. The Fair Cloth Regulation, which regulates how many public housing units HUD can accept for expansion, will only allow the FRHA up to 146 units.

We federalized Francis J. Barresi Heights, Edward F. Doolan Apartments and Bates/Tower Apartments approximately 14 years ago, and Pleasant View about 8 years ago.

This will benefit the FRHA as HUD always provides more Capital and Operational funding to maintain our properties.

Mr. Sbardella acknowledged Brian Vieira and his River Trust Group for their continued support with our Easter egg hunts and Movie nights during the summer months, along with Joseph DaSilva, our Program & Services Coordinator.

Lastly, Mr. Sbardella acknowledged Michael Linhares, who retired on May 4, 2023, for his 39 years of service to the FRHA in our Maintenance Department. Mr. Linhares was presented with a gift card and monogrammed clock. Mr. Sbardella, Mr. McCoy and the Commissioners all thanked Mr. Linhares for his many years of employment at the Authority.

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 Completion-Consolidated for the Apartment Conversions (Phase 2), 13<sup>th</sup> floor, at Cardinal Medeiros Towers, Mass. 6-8.

The General Contractor, DDC Construction, Inc., completed all work items.

The final contract amount was \$403,102.84. Approval was recommended.

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

#### **RESOLUTION NO. 76**

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 DDC Construction, Inc. be approved; and designating and authorizing the Chairwoman to execute said Certificate of Completion-Consolidated.

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.  
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The next item was the Contract Award for the Site Improvement Project at Frank B. Oliveira Apartments, Mass. 6-7.

Two (2) bids were received and opened on April 27, 2023, as follows:

<b>COMPANY NAME</b>	<b>CONTRACT PRICE</b>
Gil-Den 82 Middleboro Road Freetown, MA 02717	\$69,500.00
The Canniff Company 34 Intervale Street Quincy, MA 02169	\$81,760.00

The Project Scope of Work consists of new underground drainage, new precast concrete barrier, and paving incidental landscaping.

It was recommended that Contract be awarded to the low bidder, Gil-Den, Inc., in the amount of \$69,500.00; Alternate #1, install additional 110 LF of jersey barriers as per print, add \$26,995.00.

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

**RESOLUTION NO. 77**

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

That permission to award a Contract for the Site Improvement Project at Frank B. Oliveira Apartments, Mass. 6-7, to the low bidder, Gil-Den, Inc., in the amount of \$69,500.00, Alternate #1 (install additional 110 LF of jersey barriers as per Print) add \$26,995, 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 Contract Award for the Roof Replacement (Phase 5—Buildings 10, 11 & 16) at Sunset Hill, Mass. 6-1.

Seven (7) bids were received and opened on April 27, 2023, as follows:

COMPANY NAME	CONTRACT PRICE	ALTERNATE
Capeway Roofing Systems, Inc. 664 Sanford Road Westport, MA 02790	\$572,200.00	#1=\$286,100.00
Leading Way Construction, Inc. 31 Perkins Street Brockton, MA 02302	\$597,600.00	#1=\$298,800.00
Commercial Roofing & Contracting, Inc. P.O. Box 647 Putnam, CT 06260	\$614,800.00	#1=\$292,000.00
Stanley Roofing Company 42 Mitchell Road Ipswich, MA 01938	\$621,000.00	#1=\$303,000.00
Gibson Roofing Company 369 Winter Street Hanover, MA 02339	\$642,000.00	#1=\$321,000.00
Wayne Roofing Systems, LLC 65 E. Belcher Road Foxboro, MA 02035	\$744,000.00	#1=\$394,000.00
Silktown Roofing, Inc. 27 Pleasant Street Manchester, CT 06040	\$898,621.00	#1=\$396,624.00

The Project Scope of Work consists of removal of existing membrane roofing assembly to existing roof sub-structure and replacement with new modified bitumen roofing assembly and metal flashings. Incidental brick masonry pointing and painting of existing metal fascia.

It was recommended that the Contract be awarded to the low bidder, Capeway Roofing Systems, Inc., in the amount of \$572,200.00; Alternate #1, Building 16, add \$286,100.00.

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

**RESOLUTION NO. 78**

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

That permission to award a Contract for the Roof Replacement  
(Phase 5—Buildings 10, 11 & 16) at Sunset Hill, Mass. 6-1 to the  
low bidder, Capeway Roofing Systems, Inc., in the amount of  
\$572,200.00; Alternate #1, Building 16, add \$286,100.00, 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 Bentley Chairwoman Sahady	None	Commissioner Burns

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

The next item was the Contract Award for Interior Flooring, Trim & ADA Improvements at Elmer/Corbett Streets (Chapter 689-1), DHCD Project #095179.

Two (2) bids were received and opened on April 27, 2023, as follows:

<b>COMPANY NAME</b>	<b>CONTRACT PRICE</b>
DDC Construction, Inc. 20 Query Street New Bedford, MA 02745	\$190,600.00
Zander Corporation 8 Elk Run Drive Middleboro, MA 02169	\$219,411.00

The Project Scope of Work consists two (2) accessible bathrooms and creation of a new ADA shower and associated work.

It was recommended that Contract be awarded to the low bidder, DDC Construction, Inc., in the amount of \$190,600.00, contingent upon final approval by DHCD.

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

**RESOLUTION NO. 79**

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

That permission to award a Contract for Interior Flooring, Trim & ADA Improvements at Elmer/Corbett Streets (689-1), DHCD Project #095179 to the low bidder, DDC Construction, Inc., in the amount of \$190,600.00, contingent upon final approval by DHCD, 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.

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**MISCELLANEOUS**

The first item was the proposed Federalization of two (2) State-Aided Developments-- Chor-Bishop Joseph Eid Apartments and Corky Row Apartments.

Mr. Sbardella advised that we are at the beginning stages of the Federalization process, and the Board will be involved as the process progresses.

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

**RESOLUTION NO. 80**

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

That permission to proceed with the Federalization of two  
(2) State-aided developments, Chor-Bishop Joseph Eid  
Apartments and Corky Row Apartments, 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 Open Meeting Law (OML) Complaint filed by Patrick Higgins dated April 10, 2023.

It was requested that the Board designate Attorney Sousa (General Counsel) to respond to the Open Meeting Law complaint.

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

**RESOLUTION NO. 81**

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

That permission for Attorney Sousa (General Counsel) to respond  
to the Open Meeting Law complaint dated April 10, 2023, filed by  
Patrick Higgins, 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 Commissioner Commissioner Chairwoman Sahady	None	Commissioner Burns

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

The next item was the contract for Professional Auditing & Reporting Services, to perform all duties related to the required HUD filings for FYE23.

One (1) firm responded to the recent solicitation, as follows:

<b>COMPANY NAME</b>	<b>CONTRACT AMOUNT</b>
MARCUM Accountants & Advisors	\$40,000.00

Mr. McCoy advised that MARCUM Accountants & Advisors submitted a responsive quote in an amount of \$40,000.00.

Based on their low responsive bid and past satisfactory service, it was recommended that an eight (8) month contract be awarded to MARCUM Accountants & Advisors, in an amount not to exceed \$40,000.00.

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 permission to award an eight (8) month contract to MARCUM Accountants & Advisors, to perform all duties related to the required HUD filings for FYE23 audit and the single audit, in an amount not to exceed \$40,000.00, 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 Bentley Chairwoman Sahady	None	Commissioner Burns

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 May 1, 2023. It was requested that the Board accept Mr. Montalvo's resignation.

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 the resignation of Brian Montalvo, Clerk Interviewer,  
effective on May 1, 2023 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:

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

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

Due to the recent promotion of Timothy Burke to the “Temporary” Associate Director of Property Management position, the Director of Human Resources position became vacant, and was posted in-house as “Temporary” Director of Human Resources. Since Elizabeth Burns was the only employee to apply, she was interviewed by Mr. Sbardella and Mr. McCoy. Both determined that Ms. Burns would be a great fit since she has been performing the Assistant to Director of Human Resources duties for over a year. It was requested that the Board ratify Ms. Burns’ appointment.

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 appointment of Elizabeth Burns to the position of  
“Temporary” Director of Human Resources, effective on Monday,  
April 17, 2023, with a work week consisting of 37.5 hours, Monday  
through Friday, core hours between 8:00 a.m. to 4:00 p.m., with a thirty  
(30) minute lunch period, at a weekly salary of \$1,702.00, including a  
ninety (90) day probationary period and favorable evaluation,  
is approved.

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

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

Due to the recent resignation of Alejandro Ramirez, the Public Housing Administrative Assistant position became vacant, and was posted in-house. Four (4) employees submitted letters and interest and resumes, and all four were interviewed. Following the interviews, the Screening Committee determined that Jennifer Pavao was the best candidate for this position, and it was recommended that the Board ratify this appointment.

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

**RESOLUTION NO. 85**

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

That the appointment of Jennifer Pavao to the position of Public Housing Administrative Assistant, effective on Monday, April 17, 2023, with a work week consisting of 35 hours, Monday through Friday, core hours between 8:30 a.m. to 4:00 p.m., with a thirty (30) minute lunch period, at a weekly salary of \$763.85, including a ninety (90) day 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 Bentley, and upon roll call, 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.

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 strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the Chair so declares for the **Union Negotiations Update (Unit A)** and **Watuppa Heights Litigation Update**.

At 4:50 p.m. a motion was made by Commissioner Underhill, seconded by Commissioner Medeiros, and carried by unanimous roll call vote to go into Executive Session. A motion was also made by Commissioner Bentley, seconded by Commissioner Medeiros, and carried by unanimous roll call vote to not resume in Open Session following the Executive Session, and to adjourn the meeting while in Executive Session.

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At 5:35 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