

MINUTES OF THE POSTPONED REGULAR MEETING
OF THE FALL RIVER HOUSING AUTHORITY
HELD ON MONDAY, OCTOBER 16, 2023

The members of the Fall River Housing Authority met in Postponed Regular Session on Monday, October 16, 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
 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 Monday, October 16, 2023, at 85 Morgan Street, in the City of Fall River, Massachusetts.

FALL RIVER HOUSING AUTHORITY



 Secretary

Dated: October 11, 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 October 11, 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 16th day of October, 2023.



 Secretary

Postponed Regular Meeting of 10/16/23

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, FRJTC, thanked Mr. Sbardella, Mr. McCoy and the Board for their purchase of a stand-alone freezer to store the donated soups that are provided to our residents. Mr. Gagnon advised that a number of tenant association officers attended the recent State conference, and all enjoyed themselves. Lastly, Mr. Gagnon advised that a new Tenant Assistant has started working at Mitchell Heights.

MINUTES OF PREVIOUS MEETING

As copies of the minutes of the Regular Meeting held on September 11, 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 Underhill seconded the motion. It being brought to a vote, the minutes were unanimously accepted.

BILLS AND COMMUNICATIONS

Vouchers: The Secretary presented the September, 2023 vouchers as follows:

<u>Projects</u>	<u>Check Nos.</u>	<u>Amounts</u>
SECTION 8 VOUCHER	146548-147597	\$1,834,798.42
	207003-207041	\$48,709.80
	103210-103244	\$44,071.00
	15019-15020	\$58.00
FEDERAL FUND	116515-116577	\$325,096.92
REVOLVING FUND	76149-76311	\$1,246,944.78
STATE FUND	8840-8851	\$44,550.92
200-C MOD	1870-1871	\$10,276.75
	TOTAL	\$3,544,506.59

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

FEDERAL FUND	\$26,389.76
REVOLVING FUND	\$81,788.35
STATE FUND	\$1,270.19
200-C MOD	----
ENERGY TRUST FUND	----
	TOTAL
	\$109,448.30

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, 2023.

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Communications: None

REPORT OF THE SECRETARY

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

Family.....	3183
Elderly.....	857
Mixed Population.....	1384

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

The next item was the Monthly Financial Report for August, 2023, which was included with the Board packets.

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

UPDATE FROM EXECUTIVE DIRECTOR

Mr. Sbardella announced that the former Chapter 689-2 property at 229 Highland Avenue was legally transferred to Charlton Memorial Hospital (Southcoast Hospitals Group). The closing was held and the building sold for \$420,000.00, which will go toward a replacement property with the Department of Mental Health. Mr. Sbardella thanked Attorney Sousa for the outstanding job he did coordinating the sale of the property.

Mr. Sbardella advised that he re-submitted the Designated Housing Plan (DHP) to HUD on September 27, 2023, and also reached out to Congressman Auchincloss’s office for any support he may be able to provide to the Authority. It’s a matter of wait and see what the HUD Washington office decides.

Mr. Sbardella advised that he and Deputy McCoy met with staff members from People, Inc. to discuss an after-school mentoring program at our sites. Details are still be worked out.

Lastly, Mr. Sbardella congratulated two of our Family Self-Sufficiency (FSS) participants who recently graduated from the FSS Program. They were each presented with a check by Mr. McCoy and Colleen Hart, FSS Coordinator. Mr. Sbardella thanked Ms. Hart and Alisia Simpkins, FSS Case Manager, for their hard work and dedication to this program.

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

NEW BUSINESS

MODERNIZATION

The Board was briefed on the following Modernization items.

The first item was the Contract Award for Façade Repairs at Frank B. Oliveira Apartments, Mass. 6-7.

One (1) bid was received and opened on September 28, 2023, with the following results:

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COMPANY NAME	BID AMOUNT	ADDENDUM #1
East Coast Masonry & Restoration, Inc. 515 Greenville Avenue Johnston, RI 02919	\$206,500.00	Yes

The Project Scope of Work consists of removal and replacement of the exterior insulation finish at two (2) locations on the building.

It was recommended that the Contract be awarded to the lone bidder, East Coast Masonry & Restoration, Inc., in the amount of \$206,500.00

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

RESOLUTION NO. 139

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

That permission to award a contract for Façade Repairs at Frank B. Oliveira Apartments, Mass. 6-7, to the lone bidder, East Coast Masonry & Restoration, Inc., in the amount of \$206,500.00, is approved.

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

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

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

The next item was the Certificate of Substantial Completion for the Replacement of Load Center, Panel Boards and Switchgear at Edward F. Doolan Apartments, FR 662.

The General Contractor, Brite-Lite Electrical, was substantially complete on August 8, 2023. Approval was recommended.

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

RESOLUTION NO. 140

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

That the Certificate of Substantial Completion for the Replacement of Load Center, Panel Boards and Switchgear at Edward F. Doolan Apartments, FR 662 be approved and designating and authorizing the Chairwoman to execute the Certificate of Substantial Completion.

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 Medeiros Commissioner Underhill Chairwoman Sahady	None	

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

The next item was the Certificate of Final Completion for the Replacement of Load Center, Panel Boards and Switchgear at Edward F. Doolan Apartments, FR 662.

The General Contractor, Brite-Lite Electrical, has completed all items. The final contract amount was \$452,888.00, and approval was recommended.

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

RESOLUTION NO. 141

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

That the Certificate of Final Completion for the Replacement of Load Center, Panel Boards and Switchgear at Edward F. Doolan Apartments, FR 662 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 Commissioner Burns Commissioner Medeiros Commissioner Underhill Chairwoman Sahady	None	

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

The next item was the Certificate of Substantial Completion for Site Improvements at Frank B. Oliveira Apartments, Mass. 6-7.

The General Contractor, Gil-Den, Inc., substantially completed work on September 7, 2023. Approval was recommended.

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

RESOLUTION NO. 142

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

That the Certificate of Substantial Completion for Site Improvements at Frank B. Oliveira Apartments, Mass. 6-7, be approved and designating and authorizing the Chairwoman to execute the Certificate of Substantial Completion.

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 the Certificate of Completion-Consolidated for Site Improvements at Frank B. Oliveira Apartments, Mass. 6-7.

The General Contractor, Gil-Den, Inc., has completed all work items.

The final contract amount was \$96,495.00.

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

RESOLUTION NO. 143

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 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:

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<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.

The next item was Permission to Advertise for Bids for Boiler and Domestic Hot Water Replacement at George H. Cottell Heights, Mass. 6-10. Approval was recommended.

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

RESOLUTION NO. 144

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

That Permission to Advertise for Bids for Boiler and
Domestic Hot Water Replacement at George H. Cottell
Heights, Mass. 6-10, is approved.

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 Commissioner Bentley Commissioner Medeiros Commissioner Underhill Chairwoman Sahady	None	

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

MISCELLANEOUS

The lone item was Permission to Apply for the Federalization of Chor-Bishop Joseph Eid Apartments and Corky Row Apartments.

Mr. Sbardella explained to the Board that if both of these State developments are federalized, the only State development remaining will be Maple Gardens.

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

RESOLUTION NO. 145

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

That Permission to Apply for for the Federalization of Chor-Bishop Joseph Eid Apartments and Corky Row Apartments, 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	None	
Commissioner Bentley		
Commissioner Burns		
Commissioner Medeiros		
Chairwoman Sahady		

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

PERSONNEL

The first item was the resignation of Melissa Belanger, Maintenance Custodian, effective on October 5, 2023. It was requested that the Board accept Ms. Belanger’s resignation.

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

RESOLUTION NO. 146

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

That the resignation of Melissa Belanger, Maintenance Custodian, effective on October 5, 2023, is accepted.

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 Medeiros		
Commissioner Underhill		
Chairwoman Sahady		

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

The next item was the appointment of Debra Bouchard for one of the vacant Clerk Interviewer positions, effective on October 16, 2023. It was requested that the Board ratify Ms. Bouchard’s appointment.

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

RESOLUTION NO. 147

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

That the appointment of Debra Bouchard to the position of Clerk Interviewer, effective on Monday, October 16, 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 \$721.62, including a twelve (12) month probationary period and favorable evaluation, is approved.

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

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

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

Due to the current needs of the Authority, a part-time Clerk/Courier/Receptionist position was posted, and an interested candidate, who was a former employee of the Authority, was interviewed. It was recommended that the Board ratify the appointment of Jacklyn Machado.

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

RESOLUTION NO. 148

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

That the appointment of Jacklyn Machado, to the position of Part-time Clerk/Courier/Receptionist, effective on Tuesday, October 10, 2023 with a work week consisting of 25 hours, Monday through Friday, core hours between 8:30 a.m. to 2:00 p.m., with a thirty (30) minute lunch period, at an hourly rate of \$19.87, including a twelve (12) month probationary period and favorable evaluation, is approved.

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

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)(1) to discuss discipline or dismissal of, or complaints or charges against, a public officer, employee, staff member or individual.

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.

Commissioner Bentley left the meeting at 5:45 p.m.

At 7:00 p.m. a motion was made by Commissioner Underhill, seconded by Commissioner Medeiros, and carried by unanimous roll call vote to go back into Open Session.

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

RESOLUTION NO. 149

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


That the termination of said employee, effective immediately,
which was discussed at length and voted on in Executive
Session, 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 Burns Chairwoman Sahady	None	Commissioner Bentley

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

At 7:10 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