

**MINUTES OF THE REGULAR MEETING**  
**OF THE FALL RIVER HOUSING AUTHORITY**  
**HELD ON MONDAY, DECEMBER 11, 2023**

The members of the Fall River Housing Authority met in Regular Session on Monday, December 11, 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 Regular Meeting of the members of the Fall River Housing Authority will be held at 4:30 p.m., on Monday, December 11, 2023, at 85 Morgan Street, in the City of Fall River, Massachusetts.

FALL RIVER HOUSING AUTHORITY




Secretary

Dated: December 6, 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 December 6, 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 11<sup>th</sup> day of December, 2023.



Secretary

Regular Meeting of 12/11/23

**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 the Board that elections were recently held at Mitchell Heights and O'Brien Apartments. The next site to hold elections will be Doolan Apartments, and on January 3, 2024, elections at Cardinal Medeiros Towers, Cottell Heights and Barresi Heights will be held. Mr. Gagnon advised that the Mass. Union of Public Housing Tenants (MUPHT) conference will be held in May.

**MINUTES OF PREVIOUS MEETING**

As copies of the minutes of the Regular Meeting held on November 13, 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 November, 2023 vouchers as follows:

<u>Projects</u>	<u>Check Nos.</u>	<u>Amounts</u>
SECTION 8 VOUCHER	148670-149715	\$1,860,055.29
	207069-207092	\$19,745.55
	103280-103314	\$44,124.00
	15023-15024	58.00
FEDERAL FUND	116655-116727	\$678,457.32
REVOLVING FUND	76507-76682	\$845,113.85
STATE FUND	8867-8876	\$70,980.73
200-C MOD	1874-1876	\$11,045.65
	<b>TOTAL</b>	<b>\$3,529,580.39</b>

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

FEDERAL FUND	\$17,654.80
REVOLVING FUND	\$106,612.74
STATE FUND	\$110.04
200-C MOD	-----
ENERGY TRUST FUND	-----
	<b>TOTAL</b>
	<b>\$124,377.58</b>

A motion was made by Commissioner Medeiros, seconded by Commissioner Bentley, and carried by unanimous vote to pay the vouchers for the month of November, 2023.

**Communication:** Response from HUD regarding FRHA’s submission of a Designated Housing Plan (DHP) to include Doolan Apartments and Bates/Tower Apartments as elderly only sites.

Mr. Sbardella advised that our recent application to add Doolan Apartments and Bates/Tower Apartments with our already approved elderly only sites was denied by HUD (Washington) because, at this time, we have more younger/disabled applicants on our federal waiting list than we do elderly applicants. HUD felt that the six (6) elderly only sites in our portfolio is sufficient to address the needs of the elderly applicants on our federal waiting list. The FRHA will continue monitoring the waiting lists, and should the numbers change back to having more elderly applicants than younger/disabled applicants, another application may be warranted.

This was for information only, no vote was required.

**REPORT OF THE SECRETARY**

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

Family.....	3277
Elderly.....	893
Mixed Population.....	1428

After a brief discussion, a motion was made by Commissioner Burns, 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, 2023. A motion was made by Commissioner Bentley, 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 has a meeting scheduled for Wednesday morning to meet with a business agent from the local Plumbers Union to discuss a direct hire agreement for plumbing services similar to the Bricklayers Union contract for masonry work. Once again, the goal will be to support the local unions and hire people from the local area as needed, when services are required for our facilities.

Joey DaSilva, Program & Services Coordinator, Resident Services Department, has once again coordinated the Christmas parties at our elderly sites. The residents always enjoy the music and lunch buffet, and Joey always does a tremendous job every year.

Lastly, Mr. Sbardella congratulated and acknowledged Commissioner Bentley on her recently being awarded “Member of the Year” from the Mass. Facilities Management Association (MAFMA).

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 Change Order No. 1 for Roof Replacement (Phase 5) at Sunset Hill, Mass. 6-1.

Change Order No. 1 was a CREDIT, in the amount of \$13,650.00 to the Contract, and the Contract time increased by one (1) day. Approval was recommended.

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

**RESOLUTION NO. 161**

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

That Change Order No. 1 for Roof Replacement (Phase 5) at Sunset Hill, Mass. 6-1, a CREDIT in the amount of \$13,650.00 to the Contract, and an increase in the Contract time by one (1) day, 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	None	
Commissioner Bentley		
Commissioner Medeiros		
Commissioner Underhill		
Chairwoman Sahady		

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

The next item was the Certificate of Completion Consolidated for Roof Replacement (Phase 5) at Sunset Hill, Mass. 6-1.

The General Contractor, Capeway Roofing Systems, Inc., completed all work items, and the final contract amount was \$844,654.00. Approval was recommended.

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

**RESOLUTION NO. 162**

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 Capeway Roofing Systems, Inc., be approved; and designating and authorizing the Chairwoman to execute said Certificate of Completion-Consolidated.

Regular Meeting of 12/11/23

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 last item was the Contract Award for Fire Alarm Control Equipment Replacement at Frank B. Oliveira Apartments, Mass. 6-7.

Two (2) bids were received and opened on December 7, 2023, with the following results:

<b>COMPANY NAME</b>	<b>BASE BID</b>
Sparks Company, Inc. 15 Simmons Road Little Compton, RI	\$72,483.00
Pine Ridge Technologies, Inc. 20 Query Street New Bedford, MA	\$81,111.00

The Project Scope of Work consists of replacing existing fire alarm control panel equipment with new equipment.

It was recommended that Contract be awarded to the low bidder, Sparks Company, Inc., in the amount of \$72,483.00.

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

**RESOLUTION NO. 163**

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

That permission to award a contract for the Fire Alarm Control Equipment Replacement at Frank B. Oliveira Apartments, Mass. 6-7, to the low bidder, Sparks Company, Inc., in an amount of \$72,483.00, 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:

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

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

**MISCELLANEOUS**

The first item was the Fall River Joint Tenants Council, Inc. (FRJTC) Executive Director’s contract award for 2024. Mr. McCoy advised that out of the entities that were solicited, 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 Burns, read in full and considered:

**RESOLUTION NO. 164**

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 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 Medeiros		
Commissioner Underhill		
Chairwoman Sahady		

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

The next item was Cleaning/Routine Servicing of Boilers Contract for the sixty-three (63) boilers at Sunset Hill, Mass. 6-1.

Mr. McCoy advised that quotes were recently solicited for the above-referenced services. Based on the low quote received, positive internal references regarding workmanship and reliability, and the ongoing need to address the routine maintenance of said boilers, it was recommended that a one (1) year contract be awarded to Old Glory Mechanical, Inc. in an amount not to exceed \$18,900.00.

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 permission to award a one (1) year contract for Cleaning/  
Routine Servicing of Boilers Contract for the sixty-three (63) boilers  
at Sunset Hill, Mass. 6-1, to Old Glory Mechanical, Inc., in an amount  
not to exceed \$18,900.00, 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	None	
Commissioner Underhill		
Commissioner Burns		
Commissioner Medeiros		
Chairwoman Sahady		

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

**PERSONNEL**

Mr. Sbardella advised that the Unit A employees (maintenance) voted on their new Contract (Agreement) recently, and acknowledged both Judy Medeiros, newly elected President of AFSCME, Local 1990, and Sheila Kerns, AFSCME representative, for their diligence in getting this Contract (Agreement) voted on by the maintenance employees. Mr. Sbardella clarified the new sick leave buy-out section to the Commissioners, and after a brief discussion, it was recommended that the Contract (Agreement) be approved.

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

**RESOLUTION NO. 166**

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

That the Contract (Agreement) between the FRHA and AFSCME,  
Council 93, Local 1990 (**UNIT A**) (**April 1, 2022 to March 31, 2026**),  
**Year 1**—beginning April 1, 2022—0% wage increase; **Year 2**—beginning  
April 1, 2023—2 ½% wage increase (retroactive to April 1, 2023); **Year 3**—  
beginning April 1, 2024—2 ½% was increase; and **Year 4**—beginning  
April 1, 2025—2 ½% wage increase, is approved.

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

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

The next item was the draft Bricklayers & Allied Craftsmen Union Contract. Mr. Sbardella reminded the Board that it was discussed briefly during the November Board meeting, and the Authority is looking forward to working with the Bricklayers & Allied Craftsmen Union. It was requested that the Board approve the draft Contract.

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 draft Bricklayers & Allied Craftsmen Union Contract,  
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:

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

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

The last item was the Maintenance Mechanic 1/2<sup>nd</sup> Shift Position. This position was posted in-house and on our website. No employees responded to the in-house posting, and we received one application in response to the posting on the website. Mr. Arnold Soares was recently interviewed, and the Screening Committee, unanimously agreed that Mr. Soares would be an asset to the Authority as a 2<sup>nd</sup> Shift Maintenance Mechanic. It was requested that the Board ratify Mr. Soares' appointment.

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



**RESOLUTION NO. 168**

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

That the appointment of Arnold Soares to the position of Maintenance Mechanic/2<sup>nd</sup> Shift, effective on Wednesday, December 13, 2023, consisting of a forty (40) hour work week, Saturday through Tuesday, and Fridays from 4:00 p.m. to 12:30 a.m., with a thirty (30) minute lunch period, at a rate \$29.27 p/h (federal) and \$33.61 p/h (state), 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 Bentley, and upon roll call, the “Ayes” and “Nays” were as follows:

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

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

Mr. McCoy briefly addressed the Commissioners and listening audience by thanking the Board members for attending the meetings during this past year, and wished everyone a Very Merry Christmas and a Happy New Year!!!!

At 5:10 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