

**MINUTES OF THE REGULAR MEETING  
OF THE FALL RIVER HOUSING AUTHORITY  
HELD ON MONDAY, MARCH 11, 2024**

The members of the Fall River Housing Authority met in Regular Session on Monday, March 11, 2024 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 Chairman, and upon roll call, those present and absent were as follows:

**PRESENT**

Stephen R. Long  
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, March 11, 2024, at 85 Morgan Street, in the City of Fall River, Massachusetts.

FALL RIVER HOUSING AUTHORITY

  
\_\_\_\_\_  
Secretary

Dated: March 11, 2024

**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 March 6, 2024, 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 March, 2024.

  
\_\_\_\_\_  
Secretary

Regular Meeting of 3/11/24

**CITIZEN INPUT**

Chairman Long asked if anyone in the listening audience wished to speak during the Citizen Input time. Hearing none, Chairman Long moved onto Resident Input.

**RESIDENT INPUT**

Chairman Long asked if anyone in the listening audience wished to speak during the Resident Input time. Edward Gagnon, FRJTC Executive Director, advised that the Annual Meeting of the Fall River Joint Tenants Council, Inc. was held recently, at which time Commissioner David Underhill was elected Chairman, Donald Hamilton was elected Vice-Chairman and William Walker was elected Secretary/Treasurer. In addition, Mr. Gagnon advised that the Spring Conference of the Mass. Union of Public Housing Tenants will be held in May in Marlboro, MA. Lastly, Mr. Gagnon announced that elections were held at Raymond D. Holmes Apartments and Edward F. Doolan Apartments.

**MINUTES OF PREVIOUS MEETING**

As copies of the minutes of the Regular Meeting held on February 12, 2024 were mailed to the Commissioners, it was in order to act upon same.

Commissioner Medeiros 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 February, 2024 vouchers as follows:

<u>Projects</u>	<u>Check Nos.</u>	<u>Amounts</u>
SECTION 8 VOUCHER	151831-152945	\$2,077,440.11
	207144-207189	\$27,136.14
	103385-103419	\$46,146.00
	15029 - 15030	\$73.00
FEDERAL FUND	116878-116948	\$894,276.39
REVOLVING FUND	77032-77206	\$1,422,619.78
STATE FUND	8900-8911	\$101,971.01
200-C MOD	1881-1883	\$107,044.77
	<b>TOTAL</b>	<b>\$4,676,707.20</b>

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

FEDERAL FUND	\$196,635.91
REVOLVING FUND	\$1,053,171.22
STATE FUND	\$84,566.71
200-C MOD	-----
ENERGY TRUST FUND	-----
<b>TOTAL</b>	<b>\$1,334,373.84</b>

A motion was made by Commissioner Underhill, seconded by Commissioner Medeiros, and carried by unanimous vote to pay the vouchers for the month of February, 2024.

**Communications:** None

**REPORT OF THE SECRETARY**

As part of the Management Reports, the federal application information, as of February 29, 2024, is as follows:

Family.....	3413
Elderly.....	932
Mixed Population.....	1484

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

The next item was the Monthly Financial Operating Statements for the period ending January 31, 2024. 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.

The next item was the Insurance Policy renewals for the period April 1, 2024 through March 31, 2025, as follows:

- Public Officials Insurance (HUB Int'l)
- Commercial Property Insurance (H.A.I. Group)
- Commercial Liability Insurance (H.A.I. Group)
- Automobile Insurance (H.A.I. Group)
- Excess Automobile Insurance (H.A.I. Group)
- Travelers Casualty & Surety Company (Travelers Casualty Insurance)

It was requested that the Board approve these renewal policies for said period. A motion was made by Commissioner Underhill, seconded by Commissioner Medeiros, and carried by unanimous vote to approve the insurance policy renewals as presented.

**UPDATE FROM EXECUTIVE DIRECTOR**

Mr. Sbardella advised that one (1) Carpenter, one (1) Maintenance Mechanic 1/Floater, and three (3) Maintenance Custodian/Floaters were recently hired. In addition, one (1) Maintenance Mechanic/Floater resigned.

Mr. Sbardella advised that two (2) training seminars were recently held—one on Reasonable Accommodations (RA) attended by Resident Services staff and other Department Heads, and one on Roles & Responsibilities attended by Managers, Maintenance Leaders and Department Heads. Both training seminars were well attended and received.

Mr. Sbardella advised that the FRHA will be seeking bids for “Fee Accountants”, as the person we currently have is semi-retired. A “Disclosure of Conflict of Interest Statement” has been sent to Mary Sahady (former Chairwoman) so that her company, Hague & Sahady, will be eligible to submit a bid. A signed copy of the statement will be sent to the City Clerk’s office as well.

Lastly, Mr. Sbardella stated “it is with an extremely heavy heart that I inform everyone that I, we, lost a dear friend and FRHA family member this past weekend. Joe Pimental, one of our Directors of Maintenance, passed away unexpectedly. Joe was an exemplary employee, friend and man to all. Please pause for a moment of silence in memory of Joe.”

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. 2 for Interior Flooring, Trim and ADA Improvements at Elmer/Corbett Streets—689-1 (EOLHC #095179).

Change Order No. 2 is a CREDIT to the Contract in the amount of \$300.00 for the deletion of shower rods and curtains in both bathrooms.

Approval was recommended, contingent upon final approval by EOHLC.

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

**RESOLUTION NO. 28**

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

That Change Order No. 2 for Interior Flooring, Trim and ADA Improvements at Elmer/Corbett Streets-689-1 (EOLHC #095179), decreasing the Contract amount by \$300.00 for the deletion of shower rods and curtains in both bathrooms, is approved, contingent upon final approval by EOHLC.

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 Chairman Long	None	Commissioner Burns

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

The next item was the Certificate of Substantial Completion for the Reconstruction of a Fire-Damaged Unit at Bennie Costa Plaza, Mass. 6-16 (Apt. #301).

The General Contractor, Zander Corporation, substantially completed work items on February 28, 2024. Approval was recommended.

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

**RESOLUTION NO. 29**

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

That the Certificate of Substantial Completion for the Reconstruction of a Fire-Damaged Unit at Bennie Costa Plaza, Mass. 6-16 (Apt. #301), be approved and designating and authorizing the Chairman to execute said Certificate of Substantial Completion.

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 Chairman Long	None	Commissioner Burns

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

The next item was Change Order No. 1 for the Reconstruction of a Fire-Damaged Unit at Bennie Costa Plaza, Mass. 6-16 (Apt. #301).

Change Order No. 1 is an INCREASE in the Contract amount of \$3,582.71 for the following items: 1) +\$1,364.88 (additional kitchen cabinets per FRHA's directive); 2) +\$439.00 (new attic access hatch); 3) +\$396.96 (replacement of 1<sup>st</sup> floor toilet flange); and 4) +\$1,381.67 (header repair and miscellaneous work required by Building Inspector).

There was a thirty-five (35) day increase in the Contract time to complete the work.

Approval was recommended.

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

**RESOLUTION NO. 30**

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

That Change Order No. 1 for the Reconstruction of a Fire-Damaged Unit at Bennie Costa Plaza, Mass. 6-16 (Apt. #301), increasing the contract amount by \$3,582.71 for the following items: 1) +\$1,364.88 (additional kitchen cabinets per FRHA's directive); 2) +\$439.00 (new attic access hatch); 3) +\$396.96 (replacement of 1<sup>st</sup> floor toilet flange); and 4) +\$1,381.67 (header repair and miscellaneous work required by Building Inspector), including an additional thirty-five (35) days added 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:

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Commissioner Bentley Commissioner Medeiros Commissioner Underhill Chairman Long	None	Commissioner Burns

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

The next item was the Certificate of Completion-Consolidated for the Reconstruction of a Fire-Damaged Unit at Bennie Costa Plaza, Mass. 6-16 (Apt. #301).

The General Contractor, Zander Corporation, completed all work items.

The final Contract amount was \$195,582.71. Approval was recommended.

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

**RESOLUTION NO. 31**

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 Zander Corporation be approved; and designating and authorizing the Chairman 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:

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Commissioner Underhill Commissioner Bentley Commissioner Medeiros Chairman Long	None	Commissioner Burns

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

The next item was the Contract Award for the Boiler and Domestic Hot Water Heater Replacement at George H. Cottell Heights, Mass. 6-10.

It was recommended that this item be withdrawn from the Agenda in order to allow for more time to review the bids.

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

**RESOLUTION NO. 32**

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

That the Contract Award for the Boiler and Domestic Hot Water Heater Replacement at George H. Cottell Heights, Mass. 6-10 be withdrawn from the Agenda in order to allow for more time to review the bids, 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 Chairman Long	None	Commissioner Burns

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

**MISCELLANEOUS**

The first item was the AT&T Rooftop Antenna at James A. O’Brien, Sr. Apartments, 34 Whipple Street, Fall River.

Attorney Michael Sousa, General Counsel, advised the Commissioners that the Board had two (2) options to consider. Option 1 was permission to advertise for a five (5) year lease for cell tower rooftop space at 34 Whipple Street (which was approved at the February 12, 2024 Board meeting), OR Option 2 was to authorize an AT&T Rooftop Lease Extension for a period of five (5) years.

AT&T entered into a ten (10) year lease for rooftop space at 34 Whipple Street, beginning in 2014. As the lease is due to end, the Fall River Housing Authority requested permission to advertise at last month’s Board meeting. On February 27, 2024 AT&T sent a “Notice of Intent to Extend Lease” to the Authority as their written notification that New Cingular Wireless PCS, LLC is extending the term of the lease for an additional five (5) year term, from May 30, 2024 to May 29, 2029. This is the 1<sup>st</sup> of two (2) five (5) year extensions allowed under the original contract.

After reviewing the detailed spreadsheet provided by Attorney Sousa, the Board recommended that permission be granted to extend the current lease for an additional five (5) years.

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

**RESOLUTION NO. 33**

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

That permission to extend the lease with New Cingular Wireless PCS, LLC (AT&T) for a five (5) year term, from May 30, 2024 to May 29, 2029 (the 1<sup>st</sup> of two (2) five (5) year extensions allowed under the original contract) for cell tower rooftop space at James A. O'Brien, Sr. Apartments, 34 Whipple Street 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 Chairman Long	None	Commissioner Burns

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

The next item was for On-Call Trade Services Contracts. Mr. McCoy advised that five (5) companies responded to a recent solicitation for On-Call Trade Services for Carpentry and Plumbing, as follows:

<b>COMPANY NAME</b>	<b>CONTRACT AMOUNT</b>
Chaves Construction Company (Carpentry \$100 p/h)	(not to exceed) \$60,000
Collins Contracting (Carpentry \$133 p/h)	(not to exceed) \$60,000
Miguel Heating & Plumbing (Plumbing \$145 p/h)	(not to exceed) \$60,000
Distinctive Plumbing (Plumbing \$125 p/h)	(not to exceed) \$60,000
LeBonte Plumbing (Plumbing \$125 p/h)	(not to exceed) \$60,000

After consulting with Facilities Department staff, the listed contractors all possess the skills and integrity necessary to be on-call vendors for the FRHA. Following an online review of debarment databases which revealed no issues, it was recommended that one (1) year contracts be awarded to each of the contractors listed above, in an amount not to exceed \$60,000.

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

**RESOLUTION NO. 34**

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

That permission to award a one (1) year contract to each of the five (5) Contractors listed above, in an amount not to exceed \$60,000, 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 Chairman Long	None	Commissioner Burns

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

The next item was the Pre-REAC Uniform Physical Condition Inspection Services contract.

Mr. McCoy advised that only one (1) company responded to a recent solicitation for HUD Uniform Physical Condition Standards Inspection Services, as follows:

<b>COMPANY NAME</b>	<b>CONTRACT AMOUNT</b>
U.S. Inspection Group (USIG)	\$22,159.70

U.S. Inspection Group (USIG) of Crossville, TN, submitted a responsible and responsive low bid in an amount of \$22,159.70. A search of the State’s debarment list listed no negative results, and the FRHA’s previous contractual relations with this vendor reported very positive feedback from staff. The contract amount was deemed to be reasonable as well.

Based on their low bid and satisfactory background check, it was recommended that a one (1) year contract be awarded to the U.S. Inspection Group (USIG), in an amount not to exceed \$22,159.70.

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

**RESOLUTION NO. 35**

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

That permission to award a one (1) year contract to the five (5)  
Contractors listed above, in an amount not to exceed \$60,000,  
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 Chairman Long	None	Commissioner Burns

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

At this time, Chairman Long recommended that the Board go into Executive Session, pursuant to M.G.L. Chapter 30A, Section 21 (a) 2 to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel (**Executive Director Contract Negotiations**).

At 5:11 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 made by Commissioner Bentley, seconded by Commissioner Underhill, and carried by unanimous roll call vote to not resume in Open Session following the Executive Session.

At 5:50 p.m. a motion was made by Commissioner Underhill, seconded by Commissioner Medeiros, and carried by unanimous vote to adjourn the meeting.



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Kevin Sbardella, Secretary