

MINUTES OF THE REGULAR MEETING
OF THE FALL RIVER HOUSING AUTHORITY
HELD ON MONDAY, APRIL 8, 2024

The members of the Fall River Housing Authority met in Regular Session on Monday, April 8, 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
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, April 8, 2024, at 85 Morgan Street, in the City of Fall River, Massachusetts.

FALL RIVER HOUSING AUTHORITY




Secretary

Dated: April 3, 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 April 3, 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 8th day of April, 2024.



Secretary

Regular Meeting of 4/8/24

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. Hearing none, Chairman Long moved onto the remainder of the Agenda.

MINUTES OF PREVIOUS MEETING

As copies of the minutes of the Regular Meeting held on March 11, 2024 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 March, 2024 vouchers as follows:

<u>Projects</u>	<u>Check Nos.</u>	<u>Amounts</u>
SECTION 8 VOUCHER	152946-154011	\$2,066,497.48
	207190-207218	\$21,556.44
	103385-103419	\$45,471.00
	15029 - 15030	\$17.00
FEDERAL FUND	116949-117075	\$831,729.39
REVOLVING FUND	77207-77451	\$1,443,518.48
STATE FUND	8912-8942	\$78,685.60
200-C MOD	1884-1890	\$173,785.92
	TOTAL	\$4,661,261.31

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

FEDERAL FUND	\$206,827.67
REVOLVING FUND	\$448,899.11
STATE FUND	\$109,394.67
200-C MOD	-----
ENERGY TRUST FUND	-----
	TOTAL
	\$765,121.45

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

Communications: None

REPORT OF THE SECRETARY

As part of the Management Reports, the federal application information, as of March 31, 2024, is as follows:

Family.....	3467
Elderly.....	944
Mixed Population.....	1485

After a brief discussion, a motion was made by Commissioner Burns, 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 February 29, 2024. A motion was made by Commissioner Medeiros, seconded by Commissioner Bentley, and carried by unanimous vote to approve the Monthly Financial Operating Statements, as presented.

The next item was the Federal Write-Offs for the quarter ending March 31, 2024, in the amount of \$225,496.71. For comparison purposes, last year’s amount for the same quarter was \$151,473.82.

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

RESOLUTION NO. 36

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

That the Federal Write-Offs, for the quarter ending March 31,
2024, in an amount of \$225,496.71, are 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	None	
Commissioner Underhill		
Commissioner Bentley		
Commissioner Medeiros		
Chairman Long		

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

The next item was the State Write-Offs, for the quarter ending March 31, 2024, in an amount of \$91,116.78. For comparison purposes, last year’s amount for the same quarter was \$32,921.39.

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

RESOLUTION NO. 37

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

That the State Write-Offs, for the quarter ending March 31,
2024, in an amount of \$91,116.78, are approved.

Commissioner Underhill 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 Underhill	None	
Commissioner Medeiros		
Commissioner Burns		
Commissioner Bentley		
Chairman Long		

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

UPDATE FROM EXECUTIVE DIRECTOR

Mr. Sbardella advised that with the recent passing of one of our beloved co-workers, arrangements were made to have a representative from the Employee Assistance Program (EAP) address the staff regarding services that are available through the EAP, for both individuals and families, and explained the benefits of the program should any staff members be experiencing issues that the EAP can assist with. Mr. Sbardella thanked Liz Burns, Director of Human Resources, for coordinating the training.

Mr. Sbardella advised that once again the FRHA is collaborating with Community Development Recreation for the spring concerts at our elderly/disabled developments. The Authority has been contributing \$3,300.00 for many years to help defray the costs while also supporting the local musicians' union. Joey DaSilva, Program & Services Coordinator, will be coordinating the concerts at the elderly/disabled sites for our residents' enjoyment. In addition, Joey will be coordinating the "Breakfast & Serve" with the Fall River Police Department at our elderly/disabled sites to foster stronger resident relations with law enforcement.

Lastly, Mr. Sbardella read a "Thank You" card we received on behalf of the family of the late Joe Pimental for flowers and a gift basket that was sent to Joe's family from the Board of Commissioners.

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 the Boiler & Domestic Hot Water Heater Replacement at George H. Cottell Heights, Mass. 6-10.

Seven (7) bids were received and opened on March 7, 2024, with the following results:

COMPANY NAME	CONTRACT AMOUNT
Fraser Engineering Company, Inc. 65 Court Street Newton, MA	\$459,875.00
Araujo Bros Plumbing & Heating 224Nyes Lane Acushnet, MA	\$495,700.00
Automatic Temperature Controls, Inc. 95 Connecticut St. Cranston, RI	\$503,600.00
Aalanco Service Corporation 80-B Turnpike Road Westborough, MA	\$523,860.00
DDS Industries 250 Ace Street Fall River, MA	\$585,300.00
Enterprise Equipment Company, Inc. 276 Liberty Parkway Weymouth, MA	\$587,541.00
Performance Plumbing & Heating 9 Bramble Road Medway, MA	\$634,447.00

The Project Scope of Work consists of the replacement of existing boiler and domestic water heater and main heating system pumps.

Following a review of the bids, it was recommended that the contract be awarded to the low bidder, Fraser Engineering Company, Inc., in the amount of \$459,875.00.

Approval was recommended

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

RESOLUTION NO. 38

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

That permission to award a contract for the Boiler & Domestic Hot Water Heater Replacement at George H. Cottell Heights, Mass. 6-10, to the low bidder, Frazer Engineering Company, Inc., in the amount of \$459,875.00, is approved.

Regular Meeting of 4/8/24

Commissioner Burns 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 Burns	None	
Commissioner Medeiros		
Commissioner Bentley		
Commissioner Underhill		
Chairman Long		

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

The next item was Change Order No. 1 for the Roof Replacement Project at Elmer/Corbett Streets, Chapter 689-1 (EOHLC #095165).

Change Order No. 1 is an increase of 175 days to the contract time.

Approval was recommended, contingent upon final approval by EOHLC.

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

RESOLUTION NO. 39

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

That Change Order No. 1 for the Roof Replacement Project at Elmer/Corbett Streets, Chapter 689-1 (EOHLC #095165), increasing the contract time by 175 days, is approved, contingent upon final approval by EOHLC.

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	None	
Commissioner Underhill		
Commissioner Bentley		
Commissioner Burns		
Chairman Long		

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

The next item was the Certificate of Substantial Completion for the Interior Flooring, Trim and ADA Improvements at Elmer/Corbett Streets, Chapter 689-1 (EOHLC #095179).

The General Contractor, DDC Construction, Inc., substantially completed work items on February 6, 2024. Approval was recommended, contingent upon final approval by EOHLC.

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

RESOLUTION NO. 40

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

That the Certificate of Substantial Completion for the Interior Flooring, Trim and ADA Improvements at Elmer/Corbett Streets, Chapter 689-1 (EOHLC #095179), be approved and designating and authorizing the Chairman to execute said 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 Underhill Commissioner Medeiros Chairman Long	None	

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

The next item was the Certificate of Final Completion for the Interior Flooring, Trim and ADA Improvements at Elmer/Corbett Streets, Chapter 689-1 (EOHLC #095179).

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

The final Contract amount was \$205,095.12. Approval was recommended, contingent upon final approval by EOHLC.

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

RESOLUTION NO. 41

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

That the Certificate of Final Completion for the Interior Flooring, Trim and ADA Improvements at Elmer/Corbett Streets, Chapter 689-1 (EOHLC #095179), with a final contract amount of \$205,095.12, 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	None	
Commissioner Underhill		
Commissioner Bentley		
Commissioner Medeiros		
Chairman Long		

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

MISCELLANEOUS

The first item was the Affirmative Action Plan and Census Data/Target.

Mr. Sbardella advised that the FRHA has met all minority tenant based percentages for tenant applicant selection. Should the Authority fall short of these percentages, all EOHLG guidelines will be followed.

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

RESOLUTION NO. 42

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

That Affirmative Action Plan and Census Data/Target 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	None	
Commissioner Underhill		
Commissioner Burns		
Commissioner Bentley		
Chairman Long		

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

The last item was the Moving & Storage Services Contract. Only one (1) vendor responded to a recent solicitation for moving & storage services. The proposal was reviewed and evaluated by Attorney Sousa, and the overall ranking of "Highly Advantageous" reflects their proposal content, along with state mandated requirements, as follows:

COMPANY NAME	RANKING
Southcoast Moving & Storage, Property Management LLC	Highly Advantageous

The Procurement Officer accepted the price proposal and all per move prices will be submitted to the Accounting Department pursuant to the price quotes offered in the sealed price proposal.

Southcoast does not appear on the Massachusetts debarment list researched by the Procurement Officer. It was recommended that a three (3) year contract (with two (2) separate and distinct one-year renewal options at the sole discretion of the FRHA) be awarded to Southcoast Moving & Storage, Property Management LLC, with prices on a per move basis.

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

RESOLUTION NO. 43

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

That permission to award a three (3) year contract, (with two (2) separate and distinct one-year renewal options at the sole discretion of the FRHA) be awarded to Southcoast Moving & Storage, Property Management LLC, with prices on a per move basis, is approved.

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		
Chairman Long		

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 4:55 p.m. a motion was made by Commissioner Medeiros seconded by Commissioner Underhill, and carried by unanimous roll call vote to go into Executive Session. A motion was made by Commissioner Underhill, seconded by Commissioner Burns, and carried by unanimous roll call vote to not resume in Open Session following the Executive Session.

At 5:18 p.m. a motion was made by Commissioner Bentley, seconded by Commissioner Medeiros, and carried by unanimous vote to adjourn the meeting.



 Kevin Sbardella, Secretary