

MINUTES OF THE REGULAR MEETING
OF THE FALL RIVER HOUSING AUTHORITY
HELD ON MONDAY, MAY 13, 2024

The members of the Fall River Housing Authority met in Regular Session on Monday, May 13, 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, May 13, 2024, at 85 Morgan Street, in the City of Fall River, Massachusetts.

FALL RIVER HOUSING AUTHORITY




Secretary

Dated: May 8, 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 May 8, 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 13^h day of May, 2024.



Secretary

Regular Meeting of 5/13/24

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, Executive Director, FRJTC advised that two (2) more Tenant Assistants have been appointed, bringing the total to 12. They assist our maintenance staff with custodial duties and have been an asset to the Authority. Mr. Gagnon added that the Fall River Housing Authority is the only PHA in Massachusetts that employs residents in this capacity. Mr. Gagnon advised that the Tenants Association will be attending the Mass. Union of Public Housing Tenants (MUPHT) Conference over the weekend and will be spending May 20th at the State House.

Permission was requested take two items under Miscellaneous (2-a & 2-b) out of order due to Mr. McCoy having to leave the Board meeting early for a prior commitment.

A motion was made by Commissioner Bentley, seconded by Commissioner Burns, and carried by unanimous vote to allow the above-referenced items to be taken out of order.

The first item was the Fire Alarm & Fire Panel Testing/Inspection Repair Services contract.

Three companies responded to the recent solicitation, as follows:

COMPANY NAME	BID
Rustic Fire Protection	\$114,090.00
FEI	\$170,000.00
Pine Ridge	\$466,665.00

After reviewing the bids, it was determined that Rustic Fire Protection submitted the lowest responsive and qualified bid. Rustic is the current vendor for these services, and are not identified on the debarment list currently available at MASS DOT, DCAMM and the Commonwealth of Massachusetts Attorney General's office.

Based on these factors, it was recommended that a three (3) year contract (including two (2) additional separate and distinct one (1) year contract renewals, at the sole discretion of the FHRA) be awarded to Rustic Fire Protection, in an amount not to exceed \$114,090.00.

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

RESOLUTION NO. 44

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

That permission to award a three (3) year contract (including two (2) additional separate and distinct one (1) year contract renewals, at the sole discretion of the FHRA) to Rustic Fire Protection, in an amount not to exceed \$114,090.00 for Fire Alarm & Fire Panel Testing/Inspection Repair Services, is approved.

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 Commissioner Medeiros Commissioner Bentley Commissioner Underhill Chairman Long	None	

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

The second item was the On-Call Trade Services (Painting) contracts. The categories of trades solicited included Painting, Carpentry, Plumbing, Electrical, Door & Glass Fabrication, HVAC, Asphalt-Concrete Repair and Flooring Installation & Repair. There were no responses for HVAC.

Two (2) companies responded to a recent solicitation, as follows:

COMPANY NAME	CONTRACT AMOUNT
Chaves Construction (Painting \$55.00 p/h)	Not to Exceed \$60,000.00
Patriot Construction (Painting \$55.00 p/h)	Not to Exceed \$60,000.00

Following consultation with Facilities staff members, the above-listed contractors possess the skills and integrity to participate as On-Call vendors for the FRHA. Following an online review of debarment databases revealing no issues, it was recommended that one (1) year contracts for on-call, as-needed Painting, be awarded to Chaves Construction and Patriot Construction, in an amount not to exceed \$60,000.00 each.

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

RESOLUTION NO. 45

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

That permission to award a one (1) year contract to Chaves Construction and Patriot Construction for on-call, as needed, Painting services, in an amount not to exceed \$60,000.00 each, 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 Chairman Long	None	

The Chairman thereupon declared said motion carried and said resolution adopted.
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The remainder of the Board Agenda items were taken in order.

Mr. McCoy left the meeting at 4:43 p.m.

MINUTES OF PREVIOUS MEETING

As copies of the minutes of the Regular Meeting held on April 8, 2024 were mailed to the Commissioners, it was in order to act upon same.

Commissioner Underhill made a motion to accept the minutes as presented and Commissioner Burns seconded the motion. It being brought to a vote, the minutes were unanimously accepted.

BILLS AND COMMUNICATIONS

Vouchers: The Secretary presented the April, 2024 vouchers as follows:

<u>Projects</u>	<u>Check Nos.</u>	<u>Amounts</u>
SECTION 8 VOUCHER	154012-155079	\$2,131,441.59
	207219-207246	\$18,658.58
	103454-103488	\$48,722.26
	15032 - 15032	\$17.00
FEDERAL FUND	117090-117157	\$339,170.19
REVOLVING FUND	77486-77611	\$805,029.46
STATE FUND	8943-8955	\$94,132.25
200-C MOD	1891-1892	\$71,752.04
	TOTAL	\$3,508,923.37

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

FEDERAL FUND	\$310,800.54
REVOLVING FUND	\$584,050.34
STATE FUND	\$114,465.51
200-C MOD	-----
ENERGY TRUST FUND	-----
	TOTAL
	\$1,009,316.39

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

Communications: None

REPORT OF THE SECRETARY

As part of the Management Reports, the federal application information, as of April 30, 2024, is as follows:

Family.....	3613
Elderly.....	979
Mixed Population.....	1574

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 FY2025 Budget Books, including the Federal Operating Budget.

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

RESOLUTION NO. 46

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

That the FY2025 Budget Books, including the Federal Operating Budget, are 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	None	
Commissioner Underhill		
Commissioner Burns		
Commissioner Medeiros		
Chairman Long		

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

The next item was the FY2024 State Budget Revision for the 400-1 Program.

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

RESOLUTION NO. 47

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

That the FY 2024 State Budget Revision for the 400-1 Program, is 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 Commissioner Medeiros Commissioner Bentley Commissioner Burns Chairman Long	None	

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

The next item was the FY2025 State Budgets (400-1, Chapter 689 and MRVP).

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

RESOLUTION NO. 48

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

That the FY 2025 State Budgets (400-1, Chapter 689 and
MRVP), are 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 Chairman Long	None	

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

The next item was State Quarterly Modernization Report, for the period ending March 31, 2024. A motion was made by Commissioner Underhill, seconded by Commissioner Medeiros, and carried by unanimous vote to approve the State Quarterly Modernization Report, as presented.

UPDATE FROM EXECUTIVE DIRECTOR

Mr. Sbardella advised two (2) Clerks were recently promoted to “Temporary” Managers due to the recent retirement of two (2) Managers; one (1) “Temporary” Truck Driver was appointed; and three (3) full-time Clerks and two (2) part-time Clerks were hired. The part-time hires were achieved through a Memorandum of Agreement (MOA) with AFSCME, Local 1990, to hire up to four (4) part-time Clerks. Mr. Sbardella added that it has been challenging maintaining Clerical staff for some time, which affects the Management Department and ultimately affects our customer service.

The two (2) Managers who retired are Ivelisse Martinez, who had 28 years of service and Betsy Guzman, who had 13 years of service—and a big “thank you” to them for their dedicated service to the FRHA. Gifts will be provided to each in recognition of their years of service.

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Mr. Sbardella advised that he has been reaching out to the Executive Director of Citizens for Citizens to initiate discussions regarding their ongoing use of the community halls at two (2) of our family developments—Bennie Costa Plaza and Heritage Heights for their Head Start Day Care programs. After conducting some research, it has been determined that there is no current MOU (Memorandum of Agreement) in place outlining the specifics of utilizing our halls. Mr. Sbardella stated that he is hoping to recover some of the costs associated with the use of electricity, gas, water, along with hopefully providing reduced day care costs to public housing residents employed by the FRHA. The Board will be kept apprised of the outcome of the discussion and updated MOU.

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

NEW BUSINESS

MODERNIZATION

The Board was briefed on the following Modernization item.

The lone item was the Certificate of Substantial Completion for the Fire Alarm Panel Replacement at Frank B. Oliveira Apartments, Mass. 6-7.

The General Contractor, Sparks Company, Inc., substantially completed the work on April 26, 2024.

Approval was recommended

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

RESOLUTION NO. 49

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

That Certificate of Substantial Completion for the Fire Alarm Panel Replacement at Frank B. Oliveira Apartments, Mass. 6-7 be approved, and designating and authorizing the Chairman to execute said Certificate of Substantial Completion.

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 Underhill		
Commissioner Medeiros		
Chairman Long		

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

MISCELLANEOUS

Attorney Sousa advised that Patrick Higgins filed an Open Meeting Law complaint on March 17, 2024 regarding the March 11, 2024 Regular Board meeting.
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Attorney Sousa requested the Board’s permission to respond to Mr. Higgins’ OML complaint as is the usual practice.

A motion was made by Commissioner Bentley, seconded by Commissioner Burns, and carried by unanimous vote to designate Attorney Sousa to respond to the OML Complaint.

The next item was the Lead-Based Paint Certificate of Compliance for 2024, executed by each Commissioner and the Executive Director. This Certificate of Compliance will be part of the Authority’s 5-Year CIP submission to the EOHLC.

A motion was made by Commissioner Underhill, seconded by Commissioner Medeiros, and carried by unanimous vote to approve the Lead-Based Paint Certificate for submission to EOHLC.

The next item was Waivers for the Laundry Rooms and the Transitional Housing Program (THP) at Maple Gardens. Units 29-B, 50-B and 35-A were reconfigured to accommodate the laundry rooms and the THP office. Approval was recommended.

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

RESOLUTION NO. 50

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

That Waivers for the Laundry Rooms and the Transitional Housing Program (THP) at Maple Gardens (Units 29-B, 50-B and 35-A, which were re-configured to accommodate the laundry rooms and the THP office) 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	None	
Commissioner Bentley		
Commissioner Burns		
Commissioner Underhill		
Chairman Long		

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

The last item was the EOHLC Wage Match Certification for State Housing Program Tenants for FY2024, to be executed by the Chairperson and Executive Director for submission to EOHLC.

Wage Match must be conducted for state housing program tenants, including tenants in conventional housing, MRVP and AHVP, for every adult member (aged 18 and over) of the tenant household residing in State housing programs. All Massachusetts housing authorities and non-profit agencies that administer state-funded housing programs must participate in the Wage Match program, which was first implemented in 2004.

Because LHAs and non-profits, through this system, have access to “personal data”, as defined by M.G.L. c. 66A, LHAs and non-profits must ensure the confidentiality of information requested and received through the wage match system.

The Chairperson and Executive Director are required to sign the Wage Match Certification for FY2024, indicating that both have read and thoroughly understand the contents of PHN 2023-03 and 2019-16, as well as indicating that all authorized employees using the wage match system have read and signed a Wage Match Acknowledgement Regarding Confidentiality of Information, DOR Disclosure and Security Training for Safeguarding Information, and that the FRHA has these signed acknowledgements on file for FY2024. It was requested that the Board authorize the Chairperson and Mr. Sbardella to sign said certification.

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

RESOLUTION NO. 51

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

That the EOHLC Wage Match Certification for FY2024, executed by the Chairperson and Executive Director, 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	None	
Commissioner Underhill		
Commissioner Burns		
Commissioner Medeiros		
Chairman Long		

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

At 4:55 p.m. a motion was made by Commissioner Underhill, seconded by Commissioner Bentley, and carried by unanimous vote to adjourn the meeting.



 Kevin Sbardella, Secretary