

MINUTES OF THE REGULAR MEETING
OF THE FALL RIVER HOUSING AUTHORITY
HELD ON MONDAY, JUNE 10, 2024

The members of the Fall River Housing Authority met in Regular Session on Monday, June 10, 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, June 10, 2024, at 85 Morgan Street, in the City of Fall River, Massachusetts.

FALL RIVER HOUSING AUTHORITY



Secretary

Dated: June 5, 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 June 5, 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 10th day of June, 2024.



Secretary

Regular Meeting of 6/10/24

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 of the Fall River Joint Tenants Council, Inc. (FRJTC) advised that the Mass. Union of Public Housing Tenants (MUPHT) recently held their conference and was enjoyed by all in attendance. In addition, David Underhill was elected as Chairman of the MUPHT.

MINUTES OF PREVIOUS MEETING

As copies of the minutes of the Regular Meeting held on May 13, 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 Burns seconded the motion. It being brought to a vote, the minutes were unanimously accepted.

BILLS AND COMMUNICATIONS

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

<u>Projects</u>	<u>Check Nos.</u>	<u>Amounts</u>
SECTION 8 VOUCHER	155080-156168	\$2,179,688.61
	207247-207269	\$17,264.58
	103489-103522	\$49,868.00
	15033 - 15033	\$17.00
FEDERAL FUND	117158-117262	\$835,302.16
REVOLVING FUND	77612-77809	\$2,489,413.47
STATE FUND	8956-8970	\$188,420.15
200-C MOD	1893-184	\$17,954.75
	TOTAL	\$5,777,928.72

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

FEDERAL FUND	\$183,295.50
REVOLVING FUND	\$211,762.57
STATE FUND	\$14,056.61
200-C MOD	-----
ENERGY TRUST FUND	-----
TOTAL	\$409,114.68

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

Communications: None

REPORT OF THE SECRETARY

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

Family.....	3682.
Elderly.....	1003.
Mixed Population.....	1574

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 period ending April 30, 2024. A motion was made by Commissioner Medeiros, 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 one (1) Plumber was hired, effective today, leaving two (2) more Plumbers still to be hired.

Mr. Sbardella advised that the spring concerts continue to be held at our elderly developments through the month of June, and as always, Joey DaSilva has done an excellent job coordinating them.

Mr. Sbardella advised that our first REAC inspection under the new NSPIRE standards conducted at Sunset Hill was very successful. A high score of 94 was achieved through the hard work of Ed Majewski and his staff; Tom Codega (Leader at Sunset Hill) and his maintenance staff; and Katie Roberts (Property Manager at Sunset Hill) and her clerical staff. In addition, Joy Aguiar, Section 8 Inspection Liaison, assisted the Sunset Hill staff. Mr. Sbardella thanked all involved. Diaferio Village is the next site that will have their REAC inspection done on a date to be determined.

Lastly, Mr. Sbardella advised that our unaudited financials were submitted on time, and thanked Nella Souza and Tim McCoy for the many hours put into preparing the submission. In addition, Mr. Sbardella thanked our new fee accountant Bob Fetrow for his assistance.

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 Elevator Modernization (Cabs 3 & 4) at Cardinal Medeiros Towers, Mass. 6-8.

Change Order No. 1 is an increase of \$24,145.00 to the Contract for additional labor and materials to install relays to the existing ATS Gear. The Contract time will increase by sixty (60) days. Approval was recommended.

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

RESOLUTION NO. 52

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

That Change Order No. 1 for Elevator Modernization (Cabs 3 & 4) at Cardinal Medeiros Towers, Mass. 6-8, increasing the Contract amount by \$24,145.00 and Contract time by sixty (60) days for the additional labor and materials to install control relays to the existing ATS Gear, 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	None	
Commissioner Medeiros		
Commissioner Bentley		
Commissioner Underhill		
Chairman Long		

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

The next item was the Certificate of Substantial Completion for the Roof Replacement at Elmer/Corbett Streets (Ch. 689-1) (EOHLC #095165).

The General Contractor, FRG Contractor Corp., substantially completed work items on April 30, 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. 53

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

That the Certificate of Substantial Completion for the Roof Replacement 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 Underhill, and the "Ayes" and "Nays" were as follows:

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

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

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

The General Contractor, East Coast Masonry & Restoration, Inc., substantially completed work on May 23, 2024. Approval was recommended.

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

RESOLUTION NO. 54

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

That the Certificate of Substantial Completion for the Façade Repairs 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 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 next item was the Certificate of Final Completion for the Fire Alarm Panel Replacement Project at Frank B. Oliveira Apartments, Mass. 6-7.

The General Contractor, Sparks Company, Inc. completed all work items, and the final Contract amount was \$72,483.00. Approval was recommended.

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

RESOLUTION NO. 55

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

That the Certificate of Final Completion for the Fire Alarm
Panel Replacement Project at Frank B. Oliveira Apartments,
Mass. 6-7, with a final Contract 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 Bentley, and the "Ayes" and "Nays"
were as follows:

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

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

The last item was the Contract Award for Roof Replacement at George E. Riley Plaza,
Mass. 6-17.

Five (5) bids were received and opened on May 23, 2024, as follows:

COMPANY NAME	BID AMOUNT
WPI Construction, Inc. 8 Checkerberry Island Webster, MA	\$153,000.00
JD&D Construction, Inc. 114 Upper Gore Road Webster, MA	\$172,000.00
DDC Construction, Inc. 20 Query Street New Bedford, MA	\$207,045.00
Vareika Construction, Inc. 219 Walnut Street, Suite B W. Bridgewater, MA 02379	\$233,300.00
Young Developers, LLC 9 Hamden Park Drive Hamden, CT	\$295,000.00

The Project Scope of Work consists of the removal and disposal of existing asphalt-
shingled roof system at three (3) buildings and to provide new asphalt-shingled roof assembly
over new ice/water shield and shingle manufacture's underlayment.

Following a review of the bids, it was recommended that the contract be awarded to the
low bidder, WPI Construction, Inc., in the amount of \$153,000.00.

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

RESOLUTION NO. 56

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

That permission to award the contract for Roof Replacement at George E. Riley Plaza, Mass. 6-17 to the low bidder, WPI Construction, Inc., in the amount of \$153,000.00, 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	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 Mapping/Surveying of Master Meter Infrastructure Contract.

Two companies responded to the recent solicitation for the Mapping of the Master Meter Infrastructure, as follows:

COMPANY NAME	CONTRACT AMOUNT
Tri-Mont Engineering	\$90,000.00
Reconn Utility Services	\$50,000.00 (Phase 1 only)

Tri-Mont Engineering submitted the responsive and responsible low bid in the amount of \$90,000.00. A due diligence process including reference survey and a search of state debarment list yielded no issues.

Based on their low bid and past satisfactory service, it was recommended that the award of the Master Meter Mapping & Survey Project, in an amount not to exceed \$90,000.00, is approved.

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

RESOLUTION NO. 57

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

That permission to award the Master Meter Mapping & Survey Project to Tri-Mont Engineering, in an amount not to exceed \$90,000.00, is approved.

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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		
Chairman Long		

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

The next item was Permission to Advertise for a five (5) year contract for the Operational Software Contract. The current vendor is PHA-WEB.

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

RESOLUTION NO. 58

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

That permission to advertise for a five (5) year contract for the
Operational Software Contract, 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	None	
Commissioner Burns		
Commissioner Underhill		
Commissioner Medeiros		
Chairman Long		

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

The next item was Permission to Advertise for a seven (7) year contract for the VOIP Telephone Contract. The current vendor is Vertical.

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

RESOLUTION NO. 59

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

That permission to advertise for a seven (7) year contract for
the VOIP Telephone Contract, is approved.

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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 next item was permission to donate the unused Duo Tokens to the Falmouth Public Library.

Mr. McCoy explained that FRHA employees were using a dual verification system to log into their computers multiple times each day for a number of months, but the dual system was proving to be unnecessary since each computer is set up for an individual employee, with no sharing of units or passwords. Our previous one system log-in proved to be sufficient for our purposes. One part of the dual system was the use of duo tokens (security fobs), and since we no longer use them, the FRHA would like to donate them to the Falmouth Public Library. This location was chosen because they, too, have MTSI as their computer vendor, and they are a non-profit (which is a pre-requisite for donation purposes). The tokens (fobs) only have a two (2) year battery life, so we would like to donate them as soon as possible, since they are already months old. The dollar value is between \$750 and \$1,000. It was requested that the Board approve the donation.

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

RESOLUTION NO. 60

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

That permission to donate Duo Tokens (Fobs) to the Falmouth
Public Library 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	None	
Commissioner Burns		
Commissioner Underhill		
Commissioner Medeiros		
Chairman Long		

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

The next item was disposition/declaration of Surplus Items. Mr. McCoy advised that we have two (2) surplus items that the Authority would like to declare as surplus, as follows: 1) one (1) 2008 Ford F-350 Stake Body Truck with a 9-ft. Fisher Plow and Lift Gate with 100,760 miles, and an estimated value of \$4,500.00 and 2) one (1) Tarco Highlander JR Stainless Steel 9-ft. gasoline powdered Sander, at an estimated value of \$1,000.00.

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

RESOLUTION NO. 61

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

That permission to declare as surplus one (1) 2008 Ford F-350 Stake Body Truck with a 9-ft. Fisher Plow and Lift Gate with 100,760 miles, and an estimated value of \$4,500.00, 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 Bentley		
Commissioner Burns		
Chairman Long		

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

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

RESOLUTION NO. 62

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

That permission to declare as surplus one (1) Tarco Highlander JR Stainless Steel 9-ft. gasoline powdered Sander, at an estimated value of \$1,000.00, 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		
Chairman Long		

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

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The next item was Permission to Advertise for a new five (5) year Rooftop Antenna Lease for Mitchell Heights (current lease expires on January 30, 2025).

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

RESOLUTION NO. 63

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

That permission to advertise for a new five (5) year Rooftop Antenna Lease for Mitchell Heights (current lease expires on January 30, 2025) 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	None	
Commissioner Medeiros		
Commissioner Burns		
Commissioner Underhill		
Chairman Long		

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

The next item was Permission to Advertise for a new five (5) year Rooftop Antenna Lease for Holmes Apartments (current lease expires on January 30, 2025).

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

RESOLUTION NO. 64

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

That permission to advertise for a new five (5) year Rooftop Antenna Lease for Holmes Apartments (current lease expires on January 30, 2025) is 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.
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The last item was the General Counsel's response to the Attorney General's Division of Open Government (and Mr. Higgins) regarding the Open Meeting Law Complaint filed by Patrick Higgins on March 17, 2024 regarding the March 11, 2024 Regular Board meeting.

Attorney Sousa's response to Mr. Higgins was included with the Board packet for information. No vote was required. Attorney Sousa advised the Commissioners that a Court date is scheduled with Mr. Higgins on Thursday, June 13, 2024. The Board will be kept apprised of the outcome of the Court hearing.

At 5:07 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