

MINUTES OF THE POSTPONED REGULAR MEETING
OF THE FALL RIVER HOUSING AUTHORITY
HELD ON THURSDAY, NOVEMBER 13, 2025

The members of the Fall River Housing Authority met in Postponed Regular Session on Thursday, November 13, 2025 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 Vice-Chairman, and upon roll call, those present and absent were as follows:

PRESENT

David Underhill
 Jason Burns
 Jo Ann Bentley
 John Medeiros

ABSENT

Stephen R. Long

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 Postponed Regular Meeting of the members of the Fall River Housing Authority will be held at 4:30 p.m., on Thursday, November 13, 2025, at 85 Morgan Street, in the City of Fall River, Massachusetts.

FALL RIVER HOUSING AUTHORITY


 Secretary

Dated: November 5, 2025

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 November 5, 2025, 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 13th day of November, 2025.


 Secretary

Postponed Regular Meeting of 11/13/25

CITIZEN INPUT

Vice-Chairman Underhill asked if anyone in the listening audience wished to speak during the Citizen Input time. Joseph DaSilva, Program & Services Coordinator, requested permission to address the Board of Commissioners. Mr. DaSilva advised the Board that he was recently notified that he has been accepted into the Fall River Police Academy, beginning in December, 2025; and as such, his long-term employment with the Fall River Housing Authority will come to an end. Mr. DaSilva thanked the Board and Mr. Sbardella for his many years of employment with the Authority and is looking forward to working towards his long-term wish to become a Fall River Police Officer.

Vice-Chairman Underhill, on behalf of the Board, the Authority and residents, thanked Mr. DaSilva for the outstanding job he did in his position, congratulated him on his acceptance into the Police Academy and wished him good luck in this endeavor.

RESIDENT INPUT

Vice-Chairman Underhill asked if anyone in the listening audience wished to speak during the Resident Input time. Hearing none, Vice-Chairman Underhill proceeded with the remainder of the agenda.

MINUTES OF PREVIOUS MEETING

As copies of the minutes of the Postponed Regular Meeting held on October 20, 2025 were mailed to the Commissioners, it was in order to act upon same.

Commissioner Burns made 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 October, 2025 vouchers as follows:

<u>Projects</u>	<u>Check Nos.</u>	<u>Amounts</u>
SECTION 8 VOUCHER	173312-174335	\$2,307,102.62
	207684-207715	\$36,805.62
	104087-104120	\$49,925.00
FEDERAL FUND	118719-118794	\$141,904.75
DD all vendors	10129-10131	\$46,551.37
DD National Grid	339-340	\$82,838.42
PH FSS Escrows	0	\$4,441.00
REVOLVING FUND	80902-81114	\$1,944,460.45
DD National Grid	337-338	\$7,135.36
DD all vendors	10125,10126,10133	\$12,225.34
DD NRG	10128	\$5,031.55
FSS Escrows	0	\$22,559.00

STATE FUND	9124-9129	\$17,092.99
DD NRG	10127 &10132	\$8,589.28
DD National Grid	338	\$27,396.07
200-C MOD	1935	\$4,161.00
TOTAL		\$4,725,359.57

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

FEDERAL FUND	\$1,794.20
REVOLVING FUND	\$47,739.33
STATE FUND	-----
200-C MOD	-----
TOTAL	\$49,533.53

A motion was made by Commissioner Bentley, seconded by Commissioner Medeiros, and carried by unanimous vote to pay the vouchers for the month of October, 2025.

Communications: None

REPORT OF THE SECRETARY

As part of the Management Reports, the federal application information, as of October 31, 2025, is as follows:

Family.....	4790
Elderly.....	1216
Mixed Population.....	1789

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 Monthly Financial Operating Statements for the period ending September 30, 2025. A motion was made by Commissioner Medeiros, seconded by Commissioner Burns, and carried by unanimous vote to approve the Monthly Financial Operating Statements, as presented.

The next item was the State Quarterly Modernization Report for the period ending September 30, 2025. A motion was made by Commissioner Bentley, seconded by Commissioner Burns, and carried by unanimous vote to approve the State Quarterly Modernization Report, as presented.

UPDATE FROM EXECUTIVE DIRECTOR

Under Human Resources, Mr. Sbardella advised that a 2nd shift Maintenance position was filled.

Under Management, Mr. Sbardella advised that Joey DaSilva has already coordinated the Christmas parties scheduled for the month of December for the residents at our elderly/disabled sites. Two (2) employees from our Resident Services Department will oversee the parties in Mr. DaSilva’s absence.

Under Finance, Mr. Sbardella advised that CBIZ Accounting is working on our Agreed Upon Procedures (AUP), along with Nella Souza, our Director of Finance, which is due at EOHLIC by November 30, 2025.

Under Miscellaneous, Mr. Sbardella thanked the Board on behalf of Theresa Quental (and her daughter Brooke) for their condolences and the thoughtful flower arrangement provided during her and her family’s time of grief.

Lastly, Mr. Sbardella wished the Board, staff and residents a very Happy and Healthy Thanksgiving!!

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

NEW BUSINESS

MODERNIZATION

The lone item was the Certificate of Substantial Completion for the Gas Line Replacement Project at Cardinal Medeiros Towers, Mass. 6-8.

The General Contractor, Stallion Plumbing, Heating & Cooling, Inc., substantially completed the work on October 14, 2025. Approval was recommended.

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

RESOLUTION NO. 76

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

That the Certificate of Substantial Completion for the
Gas Line Replacement Project at Cardinal Medeiros
Towers, Mass. 6-8, 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 Commissioner Bentley Commissioner Medeiros Vice-Chairman Underhill	None	Chairman Long

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

PROCUREMENT

The lone item was the Grass Cutting Services Contract.

Two (2) companies submitted bids in response to a recent solicitation for Grass Cutting Services, as follows:

COMPANY NAME	CONTRACT AMOUNT
DeMelo & Sons, Inc.	\$272,250.00
Paul Nunes & Sons, Inc.	\$277,875.00

Following a due diligence review, it was noted that DeMelo & Sons, Inc. is not identified on the debarment list posted by the Massachusetts Department of Transportation, Division of Capital Asset Management or the Commonwealth’s Attorney General’s Office.

Based on their low responsive and qualified bid, and positive review, it was recommended that a three (3) year (with two (2) separate and distinct options to renew) be awarded to DeMelo & Sons, Inc., in an amount not to exceed \$272,250.00.

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

RESOLUTION NO. 77

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 options to renew) for Grass Cutting Services to the low bidder, DeMelo & Sons, Inc., in an amount not to exceed \$272,250.00, 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 Vice-Chairman Underhill	None	Chairman Long

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

MISCELLANEOUS—there were no items this month

At 4:45 p.m. a motion was made by Commissioner Burns, seconded by Commissioner Bentley, and carried by unanimous vote to adjourn the meeting.



Kevin Sbardella, Secretary