

**MINUTES OF THE ANNUAL MEETING  
OF THE FALL RIVER HOUSING AUTHORITY  
HELD ON MONDAY, JANUARY 12, 2026**

The members of the Fall River Housing Authority met in Annual Session on Monday, January 12, 2026 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**

**ABSENT**

Stephen R. Long  
David Underhill  
Jason Burns  
Jo Ann Bentley  
John Medeiros

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 Annual Meeting of the members of the Fall River Housing Authority will be held at 4:30 p.m., on Monday, January 12, 2026, at 85 Morgan Street, in the City of Fall River, Massachusetts.

FALL RIVER HOUSING AUTHORITY

  
Secretary

Dated: January 7, 2026

**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 January 7, 2026, 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 12<sup>th</sup> day of January, 2026.

  
Secretary

Annual Meeting of 1/12/26

**CITIZEN INPUT**

Chairman Long asked if anyone in the listening audience wished to speak during the Citizen Input time. Hearing none, Chairman Long continued to 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 continued with the remainder of the Board agenda.

**MINUTES OF PREVIOUS MEETING**

As copies of the minutes of the Regular Meeting held on December 8, 2025 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 December, 2025 vouchers as follows:

<u>Projects</u>	<u>Check Nos.</u>	<u>Amounts</u>
SECTION 8 VOUCHER	175358-176373	\$2,260,279.86
	207742-207768	\$24,970.20
	104155-104188	\$49,064.00
FEDERAL FUND	118845-118936	\$578,769.16
DD NRG	353 & 354	\$88,799.12
DD Liberty Utilities	359	\$75,496.61
DD National Grid	344	\$52,002.62
FSS Escrows	0	\$5,802.00
REVOLVING FUND	81295-81511	\$917,920.24
DD National Grid	346 & 362	\$7,520.69
DD All Vendors	356 & 358	\$10,590.55
DD NRG	355	\$7,747.96
DD Liberty Utilities	361	\$8,207.72
FSS Escrows	0	\$6,369.00
STATE FUND	9135-9144	\$74,925.05
DD NRG	356	\$9,753.09
DD Liberty Utilities	360	\$16,314.81
DD National Grid	363	\$9,725.45
200-C MOD	1940-1941	\$6,155.05
	<b>TOTAL</b>	<b>\$4,210,413.18</b>

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

FEDERAL FUND	\$27,799.87
REVOLVING FUND	\$131,793.97
STATE FUND	-----
200-C MOD	-----
<b>TOTAL</b>	<b>\$159,593.84</b>

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

**Communications:** None

**REPORT OF THE SECRETARY**

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

Family.....	4912
Elderly.....	1247
Mixed Population.....	1841

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 eight (8) month period ending November 30, 2025. A motion was made by Commissioner Underhill, seconded by Commissioner Bentley, and carried by unanimous vote to approve the Monthly Financial Operating Statements, as presented.

**UPDATE FROM EXECUTIVE DIRECTOR**

Under Human Resources, Mr. Sbardella advised that we hired one (1) 2<sup>nd</sup> Shift Maintenance Mechanic as the applicant that was previously hired backed out. We also hired a new Coordinator of Tenant Selection, due to the retirement of the former Coordinator.

In addition, there were three (3) retirements—Joyce Pereira, Work Order Clerk, 23 years of service; Walter Dominion, Maintenance Mechanic, 27 years of service and Marie Souza, Coordinator of Tenant Selection, 41 years of service. On behalf of the Authority, Mr. Sbardella thanked all three long-term employees for their dedicated service. They will be invited to next month’s Board meeting to receive a plaque and gift card as a token of appreciation.

Under Maintenance, Mr. Sbardella advised that the NSPIRE inspection at Pleasant View took place in mid-December, and we are pleased that we received a score of 87%!! Mr. Sbardella thanked Ed Majewski, Director of Facilities Management and his team for their hard work in preparation of the inspection, and because of the high score, that development will not be required to have an inspection for two (2) years.

Mr. Sbardella advised that a meeting has been scheduled with various departments to discuss future funding and how we all need to be more frugal with our spending and go the extra yard in providing services to our residents.

Under Finance, Mr. Sbardella advised that our HUD Audit was submitted on December 19, 2025, and happily there were no findings. In addition, our AUP (Agreed Upon Procedures) were submitted to EOHLIC. Mr. Sbardella thanked Nella Souza, Director of Finance and her team, along with CBIZ, for their hard work in preparing and submitting the HUD Audit and AUP.

Under Miscellaneous, EOHLIC is proposing that for any Change Order proposals pertaining to the Maple Gardens Gateways Project that permission from the Board be given to Mr. Sbardella to have the authority, along with the designer and EOHLIC to approve them so the project is not held up. This would bypass a Board vote only for the Gateways Project. The Board will be asked to vote on this later in the meeting.

Mr. Sbardella ended his report by wishing everyone a Happy & Healthy New Year!!

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 Certificate of Substantial Completion for the Roof Replacement Project (Phase 7), Buildings 26 and 30 at Sunset Hill, Mass. 6-1.

The General Contractor, WPI Construction, Inc., substantially completed work on December 17, 2025. Approval was recommended.

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

**RESOLUTION NO. 1**

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

That the Certificate of Substantial Completion for the Roof Replacement Project (Phase 7), Buildings 26 and 30 at Sunset Hill, Mass. 6-1, 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 Bentley, and the "Ayes" and "Nays" were as follows:

<b><u>AYES</u></b>	<b><u>NAYS</u></b>	<b><u>ABSENT</u></b>
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 Contract Award for the Sprinkler System and Fire Pump Inspection, Testing and Maintenance Services at fourteen (14) developments.

Two (2) bids were received and opened on December 22, 2025, as follows:

<b>COMPANY NAME</b>	<b>BASE BID</b>
Rustic Fire Protection, Inc. 320 W. Main Street P.O. Box 1210 Norton, MA 02766	\$219,600.00
Fire Equipment, Inc. 20 Hall Street Medford, MA 02155	\$324,960.00

The Project Scope of Work includes sprinkler system and fire pump inspection testing and maintenance at fourteen (14) sites over a period of three (3) years.

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

**RESOLUTION NO. 2**

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

That permission to award a contract for the Sprinkler System and Fire Pump Inspection, Testing and Maintenance Services at fourteen (14) developments, to the low bidder, Rustic Fire Protection, Inc., in the amount of \$219,600.00, 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 Medeiros		
Commissioner Bentley		
Chairman Long		

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

**PROCUREMENT**

The lone item was the contract award for Valve and Piping Installation Project at Cardinal Medeiros Towers, Mass. 6-8.

Two (2) bids were received and opened on December 10, 2025 for the removal and disposal of existing valves and the installation of new valves, piping and flow switches, as follows:

<b>COMPANY NAME</b>	<b>CONTRACT AMOUNT</b>
Rustic Fire Protection	\$42,500.00
J.C. Cannistraro LLC	\$14,553.00

The project was estimated to cost \$15,000.00, and the Facilities Department determined that the bid amount was reasonable.

Following a due diligence review, J.C. Cannistraro LLC was not identified on the debarment list posted by the Massachusetts Department of Transportation, Division of Capital Asset Management and Maintenance or the Commonwealth's Attorney General's Office.

Based on their low and responsible bid and a positive due diligence review, it was recommended that a contract in an amount not to exceed \$14,553.00 be awarded to J.C. Cannistraro LLC.

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

**RESOLUTION NO. 3**

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

That permission to award a contract for the Valve and Piping Installation Project at Cardinal Medeiros Towers, Mass. 6-8, to the low bidder, J.C. Cannistraro LLC, in an amount not to exceed \$14,553.00, is 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	None	
Commissioner Bentley		
Commissioner Underhill		
Commissioner Medeiros		
Chairman Long		

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

**MISCELLANEOUS**

The Board was presented with a brief outline regarding the submission of our FY2026/2027 Annual Plan to the Department of Housing & Urban Development (HUD) and the EOHLC (formerly DHCD) Annual Plan. As required by HUD, the Authority has developed its Plan(s) in compliance with the Quality and Work Responsibility Act of 1998.

The Authority requested the Board's approval of the Plans and permission to submit same to HUD and EOHLC. As part of the submission, the Fall River Housing Authority is required to submit certifications that we are accurately following the regulations set forth, including the Annual Plan and Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan.

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

**RESOLUTION NO. 4**

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

That the Annual Plan for the Fall River Housing Authority for Fiscal Year beginning April 1, 2026, (hereinafter referred to as the Plan), as outlined in the HUD form, entitled "PHA Certifications of Compliance with the PHA Plan and Related Regulations" signed by the Chairman and Executive Director, and submitted to the Department of Housing & Urban Development (HUD) be approved.

That the Fall River Housing Authority certifies the information contained in HUD Form No. 50075, entitled "Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan", signed by Mayor Coogan, City of Fall River, and submitted to the Department of Housing & Urban Development (HUD), is true and accurate.

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 Medeiros		
Commissioner Bentley		
Chairman Long		

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

The next item was the Animal Control Officer/Supplemental Police Services Contract for a one (1) year period beginning January 1, 2026 and ending on December 31, 2026, in an amount not to exceed \$40,144.80.

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

**RESOLUTION NO. 5**

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

That the Animal Control Officer/Supplemental Police Services Contract, for a one (1) year period beginning January 1, 2026 and ending on December 31, 2026, in an amount not to exceed \$40,144.80, 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 the 2025 State-Aided Property Insurance Program Billing & Participation Agreement.

The Massachusetts Housing Authorities State-Aided Property Insurance Program was created by the Massachusetts Executive Office of Housing & Livable Communities (EOHLC), and its predecessors, to ensure proper insurance coverage for all state-aided housing to safeguard the Commonwealth's investment in creating affordable housing.

The Agreement is intended to describe the operation of the Program and to ensure that the undersigned LHA understands its obligations under the Program. Under this program, a participating LHA may receive direct reimbursement by selected program insurers.

The Agreement was voted on by the Board of Commissioners, signed by Chairman Steven Long and Executive Director Kevin Sbardella, and scanned and e-mailed to EOHLC's insurance program administrator, Sarah O'Leary following the meeting.

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

**RESOLUTION NO. 6**

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

That the 2025 State-Aided Property Insurance Program Billing & Participation Agreement, 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.

The next item was authorization from the Board for the Executive Director to approve Change Orders for the Gateways Project at Maple Gardens, 200-2 (EOHLC #095177).

Mr. Sbardella explained to the Board that the Gateways Project is a state-funded grant that was awarded five (5) years ago specifically for Maple Gardens, and the funding administered by EOHLC is strictly monitored by the State, the designers and the Fall River Housing Authority.

Change Orders are initiated when something out of the normal scope work arises which requires additional monies to be dispersed. Mr. Sbardella advised that there are not usually many Change Orders, so this situation shouldn't arise very often, and allowing him to approve them at the time, instead of having to wait until the monthly Board meetings, will keep the work moving along. The Board will be kept informed of the Change Orders at that time, and at the following Board meeting.

After a lengthy discussion, the following resolution was introduced by Commissioner Burns, read in full and considered:

**RESOLUTION NO. 7**

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

That authorization for the Executive Director to approve Change Orders for the Gateways Project at Maple Gardens (EOHLC #095177), in an amount not to exceed \$50,000.00, 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:

<b><u>AYES</u></b>	<b><u>NAYS</u></b>	<b><u>ABSENT</u></b>
Commissioner Burns		
Commissioner Medeiros		
Commissioner Underhill		
Commissioner Bentley		
Chairman Long		

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

**ELECTION OF OFFICERS**

Mr. Sbardella advised that the Commissioners have a choice to keep the same slate for Chairman, Vice-Chairman and Treasurer for calendar year 2026 if they so choose.

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

**RESOLUTION NO. 8**

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

That permission to keep the same slate for Chairman, Vice-Chairman and Treasurer for 2026--Chairman, Stephen R. Long; Vice-Chairman, David Underhill and Treasurer, Jason Burns, 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		
Commissioner Burns		
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) 3 to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the Chair so declares.

At 5:40 p.m. a motion was made by Commissioner Bentley, seconded by Commissioner Burns, and carried by unanimous roll call vote to go into Executive Session regarding an update on the Watuppa Heights litigation and to **not** resume in Open Session following the Executive Session.

At 6:05 p.m. a motion was made by Commissioner Medeiros, seconded by Commissioner Underhill, and carried by unanimous roll call vote to adjourn the meeting.

  
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Kevin Sbardella, Secretary