

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
EVERETT HOUSING AUTHORITY**

**TUESDAY, JANUARY 31, 2017 AT 5:30 PM
393 FERRY STREET, EVERETT, MASSACHUSETTS**

I. Roll Call

The Chairman asked the Secretary to call the Roll:

Present: Mr. Barrett, Mr. Colameta, Mr. Foresteire, Mr. Norton and Mr. Puleo

Absent: None

Others: Stephen Kergo, Interim Executive Director, Francis J. LaRovere, III, Legal Counsel, Joseph Dorney, Maintenance Supervisor and Michele Senibaldi, Administrative Assistant.

II. Minutes

Mr. Foresteire asked about the smoking policy and Mr. Kergo explained that because we receive Federal funding we do have to put a smoking policy in place, which would prevent smoking within 25 feet from this building. Mr. Kergo also stated that we have 18 months to create and implement a plan. Also that it only affects the administration offices because our sites are state-funded.

Motion made by Mr. Foresteire and seconded by Mr. Colameta to accept the minutes of the regular meeting of December 6, 2016, Voice approved.

The Chairman asked the Secretary to call the roll:

-Mr. Puleo, Yes

-Mr. Barrett, Yes

-Mr. Norton, Yes

5 yeas, 0 nays

-Mr. Colameta, Yes

-Mr. Foresteire, Yes

III. Director's Report

In addition to the previously submitted written Executive Director's Report the following information was provided.

Mr. Kergo informed the Board that the SEMAP score for Everett Housing, which is a measure of how well we are following the procedures in regards to Section 8. Our ranking this year is a High Performer. This is the same ranking that we have received for the past several years.

Mr. Kergo also let the Board know that the 2nd phase of the windows will be out to bid on February 23, 2017. We may have to take some money from the electrical work if needed, depending on the bid results.

Mr. Kergo informed the Board that the tractor has been ordered from MTE out of Tewksbury. Mr. Foresteire asked how much and Mr. Kergo informed him that it was the cheapest at \$35,730.00 and the next higher bidder came in at \$35,960.00. Mr. Foresteire asked how we were going to pay for it and Mr. Kergo said that this year we are receiving an exemption of \$200.00 per unit and that we are also looking into purchasing a compressor and 2 pick up trucks. Mr. Kergo will update the Board at the February meeting.

Mr. Kergo also updated the Board on the Fire Alarm project for Glendale Towers and North Everett, which is now completed and tied in to the city's alarm system

Mr. Colameta asked if the tractor would be for the sidewalks, Mr. Kergo said yes, however we would first do the usual routine and then figure out the procedure for the sidewalks. Mr. Colameta asked if we could buy attachments for the tractor to use in the summer. Mr. Kergo said yes. Mr. Colameta asked if we had a garage and Mr. Kergo said we do indeed have a garage, along with a storage container and looking to purchase another.

Motion made by Mr. Barrett and seconded by Mr. Norton to accept the Executive Director's Report. Voice approved.

IV. **Old Business:**

V. **New Business:**

A. Mr. Puleo informed the Board that he and Mr. Norton have 6 applicants for the Executive Directors job. Mr. Puleo and Mr. Norton will be meeting this Friday to go through them, and then narrow it down to who should be interviewed. Hopefully Mr. Puleo will have a recommendation before the next board meeting. Mr. Foresteire would like all board members to have copies of all resumes. Mr. Kergo will see that all Board members receive them. Mr. Kergo asked Mr. Puleo if he could let us know when they might need the conference room for interviews so that we could have it ready.

Motion made by Mr. Foresteire and seconded by Mr. Colameta to take items B C, and D collectively. Voice approved.

B. **Resolution No. 2017-01:** To approve and authorize payment the Chairman to execute for payment Requisition No. Four (4) with DDC Construction, Inc., for the Chapter 200-3 Window Replacement Project in the total and final payment of Twelve Thousand Four Hundred Eight Three Dollars and Zero Cents (\$12,483.00); and subject tot the review and approval of the Department of Housing and Community Development.

Motion made by Mr. Forestiere and seconded by Mr. Colameta to approve and authorize **Resolution No. 2017-01:** the Chairman to execute for payment Requisition No. Four (4) with DEC Construction, Inc. for the Chapter 200-3 Window Replacement Project in the total and final payment of Twelve Thousand Four Hundred Eight Three Dollars and Zero Cents (\$12,483.00); and subject to the review and approval of the Department of Housing and Community Development.

The Chairman asked the secretary to call the roll:

<i>-Mr. Puleo, Yes</i>	<i>-Mr. Colameta, Yes</i>
<i>-Mr. Barrett, Yes</i>	<i>-Mr. Foresteire, Yes</i>
<i>-Mr. Norton, Yes</i>	
<u>5 yeas, 0 nays</u>	

C. **Resolution No. 2017-02:** To approve and authorize payment to CBI Consulting, Inc. for A/E services rendered on the Cherry Street Window Project No 0903053 for Invoice No 25973 in the amount of Five Hundred Fifty Dollars and Zero Cents (\$550.00); and subject to the review and approval of the Department of Housing and Community Development.

Motion made by Mr. Foresteire and seconded by Mr. Colameta to approve and authorize **Resolution No. 2017-02:** payment to CBI Consulting, Inc., for A/E Services rendered on the Cherry Street Window Project No. 093053 for Invoice No. 25973 in the amount Five Hundred Fifty Dollars and Zero Cents (\$550.00); and subject to the review and approval of the Department of Housing and subject to the review and approval of the Department of Housing and Community Development.

The Chairman asked the Secretary to call the Roll:

<i>-Mr. Barrett, Yes</i>	<i>-Mr. Foresteire, Yes</i>
<i>-Mr. Colameta, Yes</i>	<i>-Mr. Norton, Yes</i>
<i>-Mr. Puleo, Yes</i>	
<u>5 yeas, 0 nays</u>	

D. **Resolution No. 2017-03:** To approve and authorize the Chairman to execute a Certificate of Final Completion with DDC Construction, Inc. for the Ch. 200-3 Cherry Street Window Replacement Project; and subject to the review and approval of the Department of Housing and Community Development.

Motion made by Mr. Foresteire and seconded by Mr. Colameta to accept and authorize **Resolution No. 2017-03**: the Chairman to execute a Certificate of Final Completion with DDC Construction, Inc. for the Chapter 200-3 Window Replacement Project; and subject to the review and approval of the Department of Housing and Community Development.

The Chairman asked the Secretary to call the Roll:

-Mr. Barrett, Yes
-Mr. Puleo, Yes

-Mr. Foresteire, Yes
-Mr. Colameta, Yes

-Mr. Norton, Yes
5 yeas, 0 nays

Resolution No. 2017-04: To accept the Interim Executive Director's recommendation for the vacant Mechanic/Plumber position.

Mr. Puleo asked who did the interviewing and Mr. Kergo replied that it was himself and Joseph Dorney. Mr. Kergo also stated that he had received a great recommendation for this applicant, along with great references. Mr. Colameta asked if this persons pension would carry over and Mr. Kergo said yes it would, however not his vacation or sick time. Mr. Colameta asked why this particular applicant was leaving his current job and Mr. Dorney said that the money is a little better here. Mr. Foresteire asked if this position also entails doing other work besides plumbing. Mr. Kergo said absolutely. Mr. Foresteire would like the new hire to come to the next board meeting so that the Board can meet him.

Motion made by Mr. Colameta and seconded by Mr. Foresteire to accept **Resolution No. 2017-04**: the Interim Executive Director's recommendation for the vacant Mechanic/Plumber position.

-Mr. Barrett, Yes
-Mr. Puleo, Yes

-Mr. Foresteire, Yes
-Mr. Colameta, Yes

-Mr. Norton, Yes
5 yeas, 0 nays

Further new business regarding questions and concerns from Mr. Foresteire on several items, including dressing appropriately and a brief discussion on car allowances including an explanation from Mr. Kergo explaining that the majority of the compensation reimbursement was for mileage. Mr. Foresteire would like a list of all employees who receive some type of reimbursement.

To consider any other business the Board of Commissioners might introduce.

A meeting is tentatively scheduled for February 28, 2017 at 5:30 P.M.

VI. Adjournment

Motion made by Mr. Colameta and seconded by Mr. Foresteire to adjourn the meeting at 5:55 p.m. Voice approved.

Respectfully submitted,

Stephen Kergo
Interim Executive Director