

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

**WEDNESDAY, FEBRUARY 7, 2018 AT 5:30 PM
393 FERRY STREET, EVERETT, MASSACHUSETTS**

I. Roll Call

The Chairman asked the Secretary to call the Roll:

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

Absent: Mr. Barrett

Others: Stephen Kergo, Executive Director, Francis J. LaRovere, III, Legal Counsel, Joseph Dorney, Maintenance Supervisor and Michelle Gouveia, Public Housing Supervisor

II. Minutes

Motion made by Mr. Colameta and seconded by Mr. Norton to accept the minutes of the regular meeting of December 27, 2017, Voice approved.

The Chairman asked the Secretary to call the roll:

-Mr. Colameta, Yes

-Mr. Foresteire, Yes

-Mr. Norton, Yes

-Mr. Puleo, Yes

4 yeas, 0 nays

III. Director's Report

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

Mr. Kergo mentioned the SEMAP score for Section 8, this is HUD's self-evaluation form that is done annually. Again this year we were rated as a High Performer.

Mr. Kergo also added that he and Roberta Correale had a conference call meeting with a Representative from Resource Network who has been contracted by the City under the Strong Cities Strong Communities Initiative to assist the City in developing and implementing strategies to promote economic development. We gave them as much information as we could regarding the background on the programs we offer to residents.

Mr. Kergo also mentioned that the Duncan Window project design phase has begun. We will check reference and submit those to DHCD's Designer Selection Committee in mid-March.

Mr. Foresteire asked about the increase in vacancies and Mr. Kergo did agree saying that we have evicted some tenants who have been problems for years, also the maintenance is shorthanded with the electrician leaving Everett Housing and people being out sick with the flu.

Mr. Kergo also added that he hopes to be interviewing at least 2 people next week for the Maintenance Mechanic Grade II/Electrician position.

Motion was made by Mr. Foresteire and seconded by Mr. Colameta to accept the Executive Director's Report. Voice approved.

IV. Old Business:

V. New Business:

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

A. **Resolution No. 2018-01:** To approve and authorize the Work Order Policy

Motion made by Mr. Foresteire and seconded by Mr. Colameta to approve and authorize **Resolution No. 2018-01:** the Work Order Policy.

The Chairman asked the secretary to call the roll:

-Mr. Colameta, Yes
-Mr. Norton, Yes

-Mr. Foresteire, Yes
-Mr. Puleo, Yes

4 yeas, 0 nays

B. **Resolution No. 2018-02**: To approve and authorize the Deferred Maintenance Policy.

Motion made by Mr. Foresteire and seconded by Mr. Colameta to approve and authorize **Resolution No. 2018-02**: the Deferred Maintenance Policy.

The Chairman asked the Secretary to call the roll:

-Mr. Colameta, Yes
-Mr. Norton, Yes

-Mr. Foresteire, Yes
-Mr. Puleo, Yes

4 yeas, 0 nays

C. **Resolution No. 2018-03**: To approve and authorize the Emergency Maintenance Policy.

Motion made by Mr. Foresteire and seconded by Mr. Colameta to approve and authorize **Resolution No. 2018-03**: the Emergency Maintenance Policy.

The Chairman asked the Secretary to call the roll:

-Mr. Colameta, Yes
-Mr. Norton, Yes

-Mr. Foresteire, Yes
-Mr. Puleo, Yes

4 yeas, 0 nays

D. **Resolution No. 2018-04**: To approve and authorize the Investment Policy and subject to the review and approval of the Department of Housing and Community Development.

Motion made by Mr. Foresteire and Mr. Colameta to approve and authorize **Resolution No. 2018-04**: the Investment Policy 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. Colameta, Yes
-Mr. Norton, Yes

-Mr. Foresteire, Yes
-Mr. Puleo, Yes

4 yeas, 0 nays

E. **Resolution No. 2018-05**: To review and approve Change Order No. 1 from Jupiter Electric for the Electrical Panelboard Replacement Project at Glendale Towers (667-2) in the total amount due of Six Hundred Seventy Nine Dollars and Seventy Eight Cents (\$679.78); and subject to the review and approval of the Department of Housing and Community Development.

Motion made by Mr. Colameta and seconded by Mr. Norton to review and approve **Resolution No. 2018-05**: the Change Order No. 1 from Jupiter Electric for the Electrical Panelboard Replacement Project at Glendale Towers (667-2) in the total amount due of Six Hundred Seventy Nine Dollars and Seventy Eight Cents (\$679.78); 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. Colameta, Yes
-Mr. Norton, Yes

-Mr. Foresteire, Yes
-Mr. Puleo, Yes

4 yeas, 0 nays

- F. **Resolution No. 2018-06:** To review and approve Change Order No. 2 from Jupiter Electric for the Electrical Panelboard Replacement Project at Glendale Towers (667-2) in the total amount due of Two Thousand One Hundred Thirty Four Dollars and Thirty Three Cents (\$2,134.33); 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 review and approve Change Order No. 2 from Jupiter Electric for the Electrical Panelboard Replacement Project at Glendale Towers (667-2) in the total amount due of Two Thousand One Hundred Thirty Four Dollars and Thirty Three Cents (\$2,134.33); 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. Colameta, Yes
-Mr. Norton, Yes

-Mr. Foresteire, Yes
-Mr. Puleo, Yes

4 yeas, 0 nays

Mr. Foresteire talked about the budget and the staffing changes that Mr. Kergo is making. Mr. Foresteire asked about Roberta Correale's raise and wanted to know how much and what is it she would be doing. Mr. Kergo said that she would be taking on duties as an Assistant Director. Also discussed was the increase in pay for Mr. Dorney and Ms. Gouveia.

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

A meeting is tentatively scheduled for **February 27, 2018** at **5:30 P.M.**

VI. Adjournment

Motion made by Mr. Colameta and seconded by Mr. Foresteire to adjourn the meeting at 6:00 p.m. Voice approved.

Respectfully submitted,

Stephen Kergo
Executive Director