

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

**TUESDAY, MARCH 27, 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, Mr. Barrett and Mr. Puleo

**Absent:**

**Others:** Stephen Kergo, Executive Director, Francis J. LaRovere, III, Legal Counsel, Joseph Dorney, Maintenance Supervisor and Michelle Gouveia, Public Housing Supervisor, Roberta Correale and Howard Gordon CPA

**II. Minutes**

Mr. Foresteire asked Mr. Kergo if he had interviewed 2 individuals last week. Mr. Kergo did, however both candidates did not respond back, therefore will be re-advertising the position.

Mr. Foresteire also mentioned that on the minutes from February 7, 2018 the collective items were called letters, should be regarded as items or resolutions.

Motion made by Mr. Barrett and seconded by Mr. Colameta to accept the minutes of the regular meeting of February 7, 2017, Voice approved.

The Chairman asked the Secretary to call the roll:

*-Mr. Colameta, Yes*

*-Mr. Barrett, Yes*

*-Mr. Puleo, Yes*

*5 yeas, 0 nays*

*-Mr. Foresteire, Yes*

*-Mr. Norton, Yes*

**III. Director's Report**

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

Mr. Kergo added that the Amendment #7 Work Plan 5001 providing the amount that we are receiving for upcoming Capital Improvement projects was issued by DHCD.

Mr. Kergo asked if everyone could please sign the sexual harassment policy and return it to him.

Mr. Kergo also added that he met with a representative from The Neighborhood Developers which is an organization developing the St. Theresa's property. He discussed the Housing Authority possibly working with The Neighborhood Developers; specifically with regards to Project Basing a specific number of section 8 vouchers. Several Board members questioned the viability of doing this based on our past experience with doing the same with the MRVP vouchers. Mr. Kergo also stated HUD wouldn't allow this if we were in a Shortfall and that is a possibility at this point. Mr. Kergo hopes to have more information on this for the April meeting.

Mr. Kergo also updated the Board on the Duncan Window project. We received 9 responses to our RFS and completed all reference checks and will attend the Designer Selection Committee mid-March at DHCD to select a firm.

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

**IV. Old Business:**

V. **New Business:**

Fee Accountant Howard Gordon spoke with the Board explaining the 2018 Budget process. Mr. Gordon said that it is a very positive State Funding year. The biggest change is the 10% increase that is a very positive State Funding year used for routine expenses. The non-utility being increased by 10% makes budget easier to prepare. Also a new salary schedule came out for Executive Directors. There was a nationwide survey done by DHCD on Housing Authority's. The new rates have been approved by the State and HUD. Mr. Gordon suggests bumping Mr. Kergo up now or we could also split the raise over 3 years.

Mr. Puleo asked Mr. Gordon if it would be possible to approve the budget first and approve any changes to Mr. Kergo's contract later on. Mr. Gordon said yes, as long as the budget is approved by the end of March.

Mr. Gordon added that the major change was the \$272,000.00 increase in funding. Mr. Kergo noted an increase in landscaping to \$11,500.00 for elderly and \$11,500.00 for family. Mr. Gordon also added that DHCD is trying to bring all Housing Authority's reserves up. This would be done with a funding augmentation determined by DHCD.

Mr. Gordon also had a detailed discussion on positions and salaries. Further he talked about the fraud recovery and how we get to keep ½ of what we collect.

Mr. Colameta asked about summer help and Mr. Kergo said that we have increased this line-item to \$25,000.00.

Mr. Gordon again expressed his thought on this budget, saying how great he thinks it is and it was a pleasure doing it this time.

Mr. Foresteire asked Mr. Kergo if he would like the Board to sign off on the budget and Mr. Kergo said yes.

Motion made by Mr. Colameta and seconded by Mr. Foresteire to collectively table **Resolution No. 2018-07**, **Resolution No. 2018-08** and **Resolution No. 2018-09** until the next meeting. Voice approved.

**D. Resolution No. 2018-10:** To approve and authorize the Department of Housing and Community Development Wage Match guidelines for Public Housing; and subject to the review and approval of the Department of Housing and Community Development.

Mr. Foresteire asked how many employees are authorized for the Wage Match and Mr. Kergo said that there were 7 authorized employees and that he will send their names to DHCD.

Motion made by Mr. Foresteire and seconded by Mr. Colameta to approve and authorize **Resolution No. 2018-10:** to approve and authorize the Department of Housing and Community Development Wage Match guidelines for Public 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:

*-Mr. Colameta, Yes*  
*-Mr. Barrett, Yes*

*-Mr. Foresteire, Yes*  
*-Mr. Norton, Yes*

*-Mr. Puleo, Yes*  
**5 yeas, 0 nays**

**E.** Motion made by Mr. Colameta and seconded by Mr. Barrett to table **Resolution No. 2018-11** Until the next meeting. Voice approved.

Mr. Colameta asked if the electricians are reluctant to work here because of the extra duties that they would have to perform and wondered if we ever thought about hiring a part time electrician. Mr. Puleo suggested maybe we could job share and Mr. Kergo said that if we do not have someone by the end of March, we will have to think of other options.

Mr. Foresteire asked questions about certain vendors, for example, DBS out of Cranston, R.I., Steve Schiapper from Florida, Capital Waste, DDC Construction out of New Bedford, Everett Supply and Mr. Corker. Discussion followed.

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

A meeting is tentatively scheduled for **March 27, 2018** at **6:00 P.M.**

**VI. Adjournment**

Motion made by Mr. Foresteire and seconded by Mr. Colameta to adjourn the meeting at 6:45 p.m. Voice approved.

Respectfully submitted,

Stephen Kergo  
Executive Director