

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

**WEDNESDAY, MAY 9, 2018 AT 5:30 PM
393 FERRY STREET, EVERETT, MASSACHUSETTS**

I. Roll Call

The Chairman asked the Secretary to call the Roll:

Present: Mr. Foresteire, Mr. Norton, Mr. Barrett and Mr. Puleo
Absent: Philip Colameta
Others: Stephen Kergo, Executive Director, Francis J. LaRovere, III, Legal Counsel, Joseph Dorney, Maintenance Supervisor, Roberta Correale, Section 8 Supervisor and Michele Senibaldi, Administrative Assistant.

II. Minutes

Mr. Foresteire asked whether or not the testing was done on the main circuits at Glendale Towers, and Mr. Kergo said yes that it was completed.

Mr. Foresteire also wanted to know about the salaries for maintenance. Mr. Kergo stated that the Department of Labor and Industries (DLI) sets those rates.

Mr. Foresteire asked what the MRVP program was. Mr. Kergo explained that it is the Massachusetts Rental Voucher Program it is similar to the Federal Section 8 program but it is funded by the Commonwealth.

Mr. Foresteire asked about the ad in the paper, Mr. Kergo said that that's an Annual Plan requirement for the Section 8 program.

Mr. Foresteire also mentioned that on the minutes from March 27, 2018 regarding the wording for nominations should be corrected. The minutes should read that the members voted to close the nominations.

Corrected version:

B. Resolution No. 2018-13: The Election of Officers.

Motion made by Mr. Colameta and seconded by Mr. Barrett to nominate Mr. Puleo for Chairman. Mr. Foresteire voted to close nominations.

The Chairman asked the Secretary to call the roll:

<i>-Mr. Colameta, Yes</i>	<i>-Mr. Foresteire, Yes</i>
<i>-Mr. Barrett, Yes</i>	<i>-Mr. Norton, Yes</i>
<u>4 years, 0 nays</u>	

Motion made by Mr. Barrett and seconded by Mr. Foresteire to nominate Mr. Colameta for Vice Chairman. Mr. Barrett voted to close nominations.

The Chairman asked the Secretary to call the roll:

<i>-Mr. Colameta, Yes</i>	<i>-Mr. Barrett, Yes</i>
<i>-Mr. Norton, Yes</i>	<i>-Mr. Puleo, Yes</i>
<u>4 years, 0 nays</u>	

Motion made by Mr. Colameta and seconded by Mr. Norton to nominate Mr. Barrett for Treasurer. Mr. Puleo voted to close nominations.

The Chairman asked the Secretary to call the roll:

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

Motion made by Mr. Colameta and seconded by Mr. Foresteire to accept the minutes of the regular meeting of March 27, 2018, Voice approved.

III. Director's Report

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

Mr. Kergo and Mr. Dorney met with the Engineer for the electrical project at Glendale Towers, the testing was completed, and testing showed that the circuits need to be updated. Mr. Kergo will be setting up a meeting with National Grid. The second phase is part of the CIP, we already have it planned for 2019.

Mr. Kergo also mentioned that Mr. Dorney contacted the summer help from last year and a few are coming back and that we also have some new applicants.

Mr. Kergo suggested that if the Board is inclined to have a summer recess this year, the month of August would be best, because of requirements needing votes by the end of July.

Mr. Kergo brought in our new employee, Michael Constanza, per the Board's request.

Mr. Foresteire asked Mr. Kergo about the continuance of inspections. Mr. Kergo we have always spread out the inspections throughout the year. This year we have an overlap and we from now on will do 50 or 60 per month. We are required to have the inspections done during the fiscal year.

Mr. Foresteire asked about the online review of collection of receivables. Mentioned in the Executive Director's report, Mr. Kergo said that we've always tracked them ourselves, however now DHCD is tracking them too.

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

IV. Old Business:

V. New Business:

A. Resolution No. 2018-15: To approve and authorize the Chairman to execute a Contract for Designer Services with Blackstone Block Architects for work related to Chapter 200-2 Duncan Rd Window Replacement project. Project No. 093067 in the total amount of Seventy Thousand Dollars and Zero Cent (\$70,000.00); and subject to the review and approval of the Department of Housing and Community Development.

Motion made by Mr. Barrett and seconded by Mr. Foresteire to approve and authorize **Resolution No. 2018-15:** the Chairman to execute a Contract for designer services with Blackstone Block Architects for work related to Chapter 200-2 Duncan Rd Window Replacement project. Project No. 093067 in the total amount of Seventy Thousand Dollars and Zero Cent (\$70,000.00); and subject to the review and approval of the Department of Housing and Community Development.

The Chairman asked the Secretary to call the roll:

-Mr. Puleo, Yes

-Mr. Barrett, Yes

-Mr. Foresteire, Yes

-Mr. Norton, Yes

4 yeas, 0 nays

B. Resolution No. 2018-16: To approve and authorize the Chairman to execute the Certificated of Substantial Completion with Jupiter electric, Inc., for the Chapter 667-2 Glendale Towers Electric Panelboard Replacement Project FISH No. 093065; and subject to the review and approval of the Department of Housing and Community Development.

Motion made by Mr. Foresteire and seconded by Mr. Barrett to approve and authorize **Resolution No. 2018-16**: the Chairman to execute the Certificate of Substantial Completion with Jupiter Electric, Inc. for the Chapter 667-2 Glendale Towers Electric Panelboard Replacement Project FISH No. 093065; 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. Foresteire
-Mr. Norton*

*-Mr. Barrett
-Mr. Puleo*

4 yeas, 0 nays

One of the members raised a concern about the Budget for FY18 that was brought up at a previous meeting. The Director explained from the 1st and 2nd version of the budget, there were corrections due to the allocation of funding for the new position from Federal to State. The final version change included the wage rate schedule for the maintenance department.

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

Mr. Foresteire asked questions regarding contractors and whether or not we could split the bids. Mr. Foresteire also asked about Bradford Carpets, Fixman, LaRovere and U.S Fuel. Discussion followed:

Motion made by Mr. Barrett and seconded by Mr. Foresteire to take the summer recess during the month of August for regular meetings.

The Chairman asked the Secretary to call the roll:

*-Mr. Foresteire
-Mr. Norton*

*-Mr. Barrett
-Mr. Puleo*

4 yeas, 0 nays

A meeting is tentatively scheduled for **June 6, 2018** at **5:30 P.M.**

VI. Adjournment

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

Respectfully submitted,

Stephen Kergo
Executive Director