

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

**TUESDAY, SEPTEMBER 18, 2018 AT 5:30 PM
393 FERRY STREET, EVERETT, MASSACHUSETTS**

I. Roll Call

The Chairman asked the Secretary to call the Roll:

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

Absent: None

Others: Stephen Kergo, Executive Director, Francis J. LaRovere, III, Legal Counsel, Michelle Gouveia, Public Housing Supervisor and Michele Senibaldi, Administrative Assistant.

II. Minutes

Mr. Colameta asked Mr. Kergo about the antenna fund and whether or not we could use that money if needed. Mr. Kergo said yes as long as we stay above the 20% which is the minimum reserves. Mr. Kergo also stated that we could take a bank loan on it but we cannot bond ourselves.

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

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 1st meeting for union negotiations is next Tuesday, however he has not met with DHCD yet, will call tomorrow. Also, the Duncan Window Project has been slowly moving forward. Harvey Windows' suggested contractor will be installing a sample window just to make sure that everything fits properly before moving forward. Also the Budget Guidelines have not come out yet, should have more information for the Board by next meeting.

Mr. Foresteire asked about all the vacant units. Mr. Kergo believes the economy is having an impact because the majority of vacancies are people moving out to private rentals. Mr. Foresteire also wanted to know when GTA will be starting the Lynn St landscape upgrade. Mr. Kergo said that he sent out an email to GTA and has also called and will update the Board as soon as he hears back.

Mr. Kergo also informed the Board that \$4000.00 was spent on fixing the flooding issues at Russell Street, it was suggested that tying the drywell into the city's sewer system would resolve the issues.

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

IV. Old Business:

A. Resolution No. 2018-18: To approve and authorize the Chairman to execute a Certificate of Final Completion with Jupiter Electric for the Chapter 667-2 Electrical Panelboard Replacement Project; and subject to the review and approval of the Department of Housing and Community Development.

Resolution No. 2018-25: To approve the Enterprise Income Verification (EIV) Policy.

Motion made by Mr. Foresteire and seconded by Mr. Barrett to approve **Resolution No. 2018-25:** the Enterprise Income Verification (EIV) Policy.

The Chairman asked the Secretary to call the roll:

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

Mr. Foresteire had some questions regarding the operating revenue for the months of June and July, Mr. Kergo assured Mr. Foresteire that we are doing very well. Mr. Foresteire also inquired about a few of the vendors, discussion followed.

Motion was made by Mr. Colameta and seconded by Mr. Foresteire to go into Executive Session at 6:00 p.m., to discuss the Executive Director's employment contract. No votes will be taken and the meeting will adjourn immediately after. Voice approved.

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

A meeting is tentatively scheduled for **October 23, 2018** at **5:30 P.M.**

VI. Adjournment

Respectfully submitted,
Stephen Kergo
Executive Director