

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

**TUESDAY, NOVEMBER 20 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, Roberta Correale, Assistant Director, Joseph Dorney, Maintenance Supervisor and Howard Gordon, CPA

II. Minutes: Motion made by Mr. Barrett and seconded by Mr. Foresteire to accept the minutes of the regular meeting of October 30, 2018, Voice approved.

III. Director's Report

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

The Clerical Union's Collective Bargaining Agreement was not voted on yesterday as planned. Mr. Kergo asked that the Resolution on tonight's agenda be tabled until the December meeting. Mr. Kergo also added that the Laundry Equipment RFB had been taken out by 3 (three) companies; and that our current Inspector has taken out the Inspection Service RFB. Mr. Kergo stated that Vareika Construction, the contractor hired by the Insurance Company to make repairs to the fired damaged unit at Russell Street has begun to rehab the unit. Mr. Puleo asked about the hoarding issue at that unit and Mr. Kergo said that is something we will be working on and also will have to decide as to whether or not this family should be evicted.

Mr. Kergo also informed the Board of the new on-line waiting list application process that DHCD has created for Public Housing applications, it is called CHAMP. In the future, people will be able to log in from their own computer and if they do not have access to one, they can come and use the laptop in our lobby. He further stated that, as always, our staff will be available to assist applicants.

Mr. Colameta asked about the Christmas tree lighting, Mr. Kergo said as of this date, he has not heard anything but will contact City Hall in the morning.

Mr. Kergo mentioned that Mr. Howard Gordon, Fee Accountant, was present to discuss the proposed budget for FY2019.

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

IV. New Business:

A. **Resolution No. 2018-28:** To approve Certification for Year-End processing for Fiscal Year 2018 including the following:

1. Certification of Compliance with notification procedures for Federal and State Lead paint laws.
2. Certification of Top 5 Compensation Form.
3. Certification of Year-End Financial Statements.

Mr. Kergo informed the Board that every member has to sign the certifications, this is something that the State started about a year ago. A discussion followed concerning the Top 5 Compensation Form Certification numbers. There was a concern that the numbers did not seem correct. The Board decided it best to postpone the vote so the numbers could be double checked before their vote.

Motion made by Mr. Colameta and seconded by Mr. Barrett to table **Resolution No. 2018-28** until the next meeting, Voice approved.

A discussion on the final FY2019 Budget began with a summary of the final position of the Fiscal Year 2018 Budget. Mr. Gordon noted that the variances in the budget from estimated to actual were as follows: Administrative Salaries 8.6%, Maintenance Salaries 5.6% and Office General 2.0%. These numbers are within the limits of 10% that DHD uses in its Annual Management review. Mr. Gordon noted that Everett Housing was entering the new Fiscal Year in much better shape than last year.

Mr. Gordon also stated that the budget is for all State programs and was quite simple since 2018 was already closed. He said that the State is allowing a 4% increase on the ANNUEL which comes to approximately \$120,000.00 or more in spending than the year prior.

A Board member asked is there ever a point when we have so much in our reserves, DHCD would withhold subsidy. Mr. Gordon said that he doubts that would ever happen.

Mr. Gordon also said that Rental Income is up and Section 8 is projected to have a \$56,000.00 surplus and there really is no reason to have a surplus. Also, the new position created last Fiscal Year is mostly State funded and there is still room there for a part time person in Section 8 if needed. Mr. Gordon said that the Everett Housing is in great shape and that the State has done us well. Discussion continued in regards to the new proposed FY2019 Budget.

- B. **Resolution No. 2018-29**: To approve and authorize the Chairman to execute the FY2019 Chapter 400-1 Operating Budget; 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 **Resolution No. 2018-29**: to authorize the Chairman to execute the FY2019 Chapter 400-1 Operating Budget; 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. Foresteire, Yes
-Mr. Barrett, Yes
-Mr. Norton, Yes
-Mr. Puleo, Yes
5 yeas, 0 nays

- C. **Resolution No. 2018-30**: To approve and authorize the Chairman to execute FY2019 Mass Rental Voucher Program Operating Budget; 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 **Resolution No. 2018-30**: to authorize the Chairman to execute FY2019 Mass Rental Voucher Program Operating Budget; and subject to the review and approval the Department of Housing and Community Development.

The Chairman asked the Secretary to call the roll:

-Mr. Colameta, Yes
-Mr. Foresteire, Yes
-Mr. Barrett, Yes
-Mr. Norton, Yes
-Mr. Puleo, Yes
5 yeas, 0 nays

- D. **Resolution No. 2018-31**: To approve and authorize the Fiscal Year 2019 Housing Choice Voucher Section 8 Program Operating Budget.

Motion made by Mr. Foresteire and seconded by Mr. Barrett to approve **Resolution No. 2018-31**: to authorize the Fiscal Year 2019 Housing Choice Voucher Section 8 Program Operating Budget.

The Chairman asked the Secretary to call the roll:

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

-Mr. Barrett, Yes
-Mr. Norton, Yes

-Mr. Puleo, Yes
-5 yays, 0 nays

- E. **Resolution No. 2018-32**: To approve and authorize the Chairman to execute a three (3) year Collective Bargaining Contact with the LIUNA Local 272 for the clerical employees; and subject to the review and approval of the Department of Housing and Community Development.

Mr. Kergo explained that some issues were missing, therefore more time is needed.

Motion made by Mr. Colameta and seconded by Mr. Foresteire to table **Resolution No. 2018-32**: until the next regular meeting. Voice approved.

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

A Special meeting is tentatively scheduled for **November 29, 2018** at **5:30 P.M.**

A Regular meeting is tentatively scheduled for **December 19, 2018** at **5:30 P.M.**

V. Adjournment

Motion made by Mr. Foresteire and seconded by Mr. Colameta to adjourn the meeting at 6:47 p.m.
Voice approved.

Respectfully submitted,
Stephen Kergo
Executive Director