

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

**THURSDAY, DECEMBER 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. Puleo, Mr. Colameta, Mr. Foresteire, Mr. Barrett and Mr. Norton

Absent: None

Others: Stephen Kergo, Executive Director, Francis J. LaRovere, III, Legal Counsel, Joseph Dorney, Maintenance Supervisor and Michele Senibaldi, Administrative Assistant.

- II. Minutes:** Motion made by Mr. Barrett and seconded by Mr. Foresteire to accept the minutes of the regular meeting on November 20, 2018; and the special meeting on November 29, 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 informed the Board that the State Budget was approved, we can now go ahead with getting a new phone system and a few other things that were budgeted. Mr. Kergo added that our bookkeeper is switching payroll companies. We are going with Paychex and will be saving a considerable amount of money compared to the previous company.

Mr. Kergo also let the Board know that Roberta Correale will try to come in to work as often as she can, depending on how she feels.

Mr. Colameta asked if there was an attachment for the truck to use for the fall clean up. Mr. Kergo said yes and that is in the garage until needed.

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

IV. Old Business:

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

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

Mr. Puleo mentioned that this is the end of the fiscal year and that next meeting, there should be no old business carried into the new calendar year.

V. New Business:

- A. Resolution No. 2018-34:** To accept P.R.C. Inspections of Marshfield, MA as the lowest responsive bidder for the Inspection Service bid of November 29, 2018; and to authorize the Executive Director to enter into a three (3) year contract with said company.

Motion made by Mr. Foresteire and seconded by Mr. Colameta to approve **Resolution No. 2018-34:** to accept P.R.C. Inspections of Marshfield, MA as the lowest responsive bidder For the Inspection Service bid of November 29, 2018; and to authorize the Executive Director to enter into a three (3) year contract with said company.

Mr. Puleo requested that a representative for the Inspector show up at the next Board Meeting.

The Chairman asked the secretary to call the roll:

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

B. Resolution No. 2018-35: To accept CSC Service Works of Woburn, MA as the lowest responsive bidder for the Laundry Equipment Services Bid of November 29, 2018 and authorize the Executive Director to enter into a three (3) year service contract with said company; 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 **Resolution No. 2018-35**: to accept CSC Service Works of Woburn, MA as the lowest responsive bidder for the Laundry Equipment Services Bid of November 29, 2018 and authorize the Executive Director to enter into a three (3) year service contract with said company; and subject to the review and approval the Department of Housing and Community Development.

The Chairman asked the Secretary to call the roll:

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

C. Resolution No. 2018-36: To approve the Vehicle Use Policy as written; 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 approve **Resolution No. 2018-36**: the Vehicle Use Policy as written; and subject to the review and approval of the Department of Housing and Community Development.

The Chairman asked the Secretary to call the roll:

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

A Board Member had a few questions on the accounts payable report, discussion followed.

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

A Regular meeting is tentatively scheduled for **January 22, 2018** at **5:30 P.M.**

VI. Adjournment

Motion made by Mr. Foresteire and seconded by Mr. Barrett to adjourn the meeting at 5:50 p.m. Voice approved.

Respectfully submitted,
Stephen Kergo
Executive Director