

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

**TUESDAY, FEBRUARY 26, 2019 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. Barrett and Mr. Norton

Absent: None

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

- II. Minutes:** Motion made by Mr. Barrett and seconded by Mr. Colameta to accept the minutes of the regular meeting on January 22, 2019. 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 we may be receiving a sizable increase in regards to Section 8, hopefully we will find out within the next 2 to 3 weeks. We will need to spend 95% of the increase which would mean we could give out a few more vouchers and give the landlords an increase to bring the amount closer to today's market rents.

Mr. Kergo also let the Board know that representatives from DHCD will be at the office on February 27th, for a Performance Management Review and that he will let the Board know the details of the review once it is completed. Mr. Kergo also added that the Financial Audit will begin on April 1, 2019, and usually lasts for a few days.

Mr. Colameta asked Mr. Kergo if he is in communication with the City Hall regarding the St. Theresa's Project. Mr. Kergo said yes and that he has been in touch with City Hall and has written a letter of support for their grant application.

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

IV. Old Business:

A. **Resolution No 2019-01:** To affirm the authorization of the Executive Director to execute a Work Order Scope of Service and Payment of Services contract with the designer selected for the 200-2 Duncan Road Storm Door Replacement project as previously approved by the Department of Housing and Community Development.

C. **Resolution No 2019-07:** To approve and authorize the Chairman to execute a Contract for Construction Services for work related to the Duncan Rd. 200-2 Window Replacement project with Homer Contracting, Inc. Arlington, MA in the total amount of Five Hundred Forty Six Thousand Nine Hundred Dollars and Zero Cents (\$546,900.00); 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 collectively take Letter A from Old Business and Letter C from New Business and table both until next meeting. Voice Approved.

V. **New Business:**

- A. **Resolution No. 2019-05:** To approve the Chairman and the Executive Director as authorized Contract Officers for all current and future construction projects through December 31, 2019.

Motion made by Mr. Colameta and seconded by Mr. Barrett to approve **Resolution No. 2019-05:** the Chairman and the Executive director as authorized Contract Officers for all current and future construction projects through December 31, 2019.

The Chairman asked the Secretary to call the roll:

*-Mr. Colameta, Yes
-Mr. Norton, Yes*

*-Mr. Barrett, Yes
-Mr. Puleo, Yes*

4 yeas, 0 nays

- A. **Resolution No. 2019-06:** To accept the Administration Volunteer position job description.

Mr. Kergo explained that the Special Education Department approached us regarding internship. Mr. Kergo checked with DHCD; and DHCD suggested we create a job description along with having the volunteers sign a waiver. Mr. Colameta asked if we had to contact insurance company and Mr. Kergo said that we do that once a year since we have summer help so we are covered. Mr. Colameta also asked if we did Cori's and Mr. Kergo said that we had not, since they are still in High School, but we could in the future. Mr. Colameta said no need to change, he was only inquiring.

Motion made by Mr. Barrett and seconded by Mr. Colameta to approve **Resolution No. 2019-06:** to accept the Administration Volunteer position job description.

The Chairman asked the Secretary to call the roll:

*-Mr. Colameta, Yes
-Mr. Norton, Yes*

*-Mr. Barrett, Yes
-Mr. Puleo, Yes*

4 yeas, 0 nays

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

A Regular meeting is tentatively scheduled for **March 19, 2019** at **6 00 P.M.**

VI. **Adjournment**

Motion made by Mr. Colameta and seconded by Mr. Barrett to adjourn the meeting at 5:55 p.m. Voice approved.

Respectfully submitted,
Stephen Kergo
Executive Director