

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

**WEDNESDAY, APRIL 24, 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, Roberta Correale, Assistant Director, Michelle Gouveia, Public Housing Supervisor and Michele Senibaldi, Administrative Assistant.

**II. Minutes:** Motion made by Mr. Barrett and seconded by Mr. Norton to accept the minutes of the annual meeting on March 19, 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 the Auditors were here, DHCD mandated. There was a question on the timing on the recertification's on the family side, however that was corrected last year, and the financial audit also went well. Mr. Kergo also added that that a tenant from North Everett is claiming that she slipped and fell on ice back on March 4<sup>th</sup>. DHCD would pay if it comes to that. Mr. Kergo also added that he hired an Architect for the small stair project at Golden Age Circle. Joe Dorney and I met with the designer to get moving forward with this project. Also, the 2020 CIP that was created by Joe Dorney and I with help from Cyber sense and as of today, we have had no comments from tenants. Mr. Kergo also added that he received a sample of the casing for the Duncan Window project, delivery is scheduled for the end of May and we are also moving forward with the Screen Door project at Duncan Road.

Mr. Kergo added that the Union hasn't created a Memorandum of Understanding yet, as soon as it's completed, the Board will receive a copy.

Mr. Puleo asked whether or not the Cherry St. Repair and Roof Replacement could be one project instead of two. Discussion followed.

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

**IV. Old Business:**

**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 Blackstone Block designer selected for the 200-2 Duncan Road Screen Door Replacement project for the total amount of Sixteen Thousand Five Hundred Dollars and Zero Cents (\$16,500.00); as previously approved by the Department of Housing and Community Development.

Motion made by Mr. Barrett and seconded by Mr. Colameta to affirm **Resolution No. 2019-01** the authorization of the Executive Director to execute a Work Order Scope of Service and Payment of Services contract with Blackstone Block designer selected for the 200-2 Duncan Road Screen Door Replacement project for the total amount of Sixteen thousand Five Hundred Dollars and Zero Cents (\$16,500.00); as previously approved by the Department of Housing and Community Development.

The Chairman asked the Secretary to call the roll:

*-Mr. Colameta, Yes*

*-Mr. Norton, Yes*

*-Mr. Barrett, Yes*

*-Mr. Puleo, Yes*

**4 years, 0 days**

V. New Business:

- A. **Resolution No. 2019-11:** To approve and authorize the Section 8 Housing Voucher Program Payment Standards effective May 1, 2019 to reflect 100% of the Revised FY2019 Fair Market Rents.

Motion made by Mr. Colameta and seconded by Mr. Barrett to approve and authorize **Resolution No. 2019-11:** the Section 8 Housing Voucher Program Payment Standards effective May 1, 2019 to reflect 100% of the Revised FY2019 Fair Market Rents.

The Chairman asked the Secretary to call the roll:

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

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

4 years, 0 nays

- B. **Resolution No. 2019-12:** To approve the Everett Housing Authority 2020 Capital Improvement Plan; and subject to the review and approval of the Department of Housing and Community Development.

Motion made by Mr. Colameta and seconded by Mr. Norton to approve **Resolution No. 2019-12** the Everett Housing Authority 2020 Capital Improvement Plan; 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. Norton, Yes*

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

4 years, 0 nays

- C. **Resolution No. 2019-13:** To approve the writing-off of Chapter 667-C Elderly housing Tenant's account receivables effective April 2019, in the total amount of Four Hundred Forty One Dollars and Forty Six Cents, (\$441.46); and subject to the review and approval of the Department of Housing and Community Development.

Motion made by Mr. Colameta and Mr. Norton to approve **Resolution No. 2019-13:** the writing-off of Chapter 667-C Elderly housing tenant's account receivables effective April 2019, in the total amount of Four Hundred Forty One Dollars and Forty Six Cents, (\$441.46); 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. Norton, Yes*

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

4 years, 0 nays

- D. **Resolution No. 2019-14:** To approve the writing-off of Chapter 200-C Family housing tenant's account receivables effective April 2019, in the total amount of Fifteen Thousand Eight Hundred Fifty Five Dollars and Thirty Three Cents, (\$15,855.33); and subject to the review and approval of the Department of Housing and Community Development.

Motion made by Mr. Colameta and Mr. Norton to approve **Resolution No. 2019-14:** the writing off of Chapter 200-C Family housing tenant's account receivables effective April 2019, in the total amount of Fifteen Thousand Eight Hundred Fifty Five Dollars and Thirty Three Cents, (\$15,855.33); 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. Norton, Yes*

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

4 years, 0 nays

E. **Resolution No. 2019-15:** To approve the Harvey screen door with security screen as a proprietary item in connection with the Duncan Road Screen Door Replacement Project #093071 this determination is based on EHA' efforts to match like products for continuity within its developments.

Motion made by Mr. Colameta and seconded by Mr. Barrett to approve **Resolution No. 2019-15:** the Harvey screen door with security screen as a proprietary item in connection with the Duncan Road Screen Door Replacement Project #093071 this determination is based on EHA's efforts to match like products for continuity within its developments.

The Chairman asked the Secretary to call the roll:

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

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

**4 years, 0 nays**

Motion made by Mr. Colameta and seconded by Mr. Norton to amend **Resolution No. 2019-15:** To approve the Harvey Guardian screen door with security screen as a proprietary item in connection with the Duncan Road Screen Door Replacement Project #093071 this determination is based on EHA's efforts to match like products for continuity within its developments., Voice approved.

F. **Resolution No. 2019-16:** To approve and authorize the Chairman to execute a three (3) year collective Bargaining Contract with the Massachusetts Laborers' District Council Local Union 272 for the maintenance employees; and subject to the review and approval of the Department of Housing and Community Development.

Motion made by Mr. Barrett and seconded by Mr. Colameta to table **Resolution No. 2019-16:** Voice approved.

**G. Resolution No. 2019-17:** The Election of Officers.

Motion made by Mr. Colameta and seconded by Mr. Barret to do the Election of Offices as a whole slate. Mr. Puleo as Chair, Mr. Colameta as Vice Chair, Mr. Barrett as Treasurer and Mr. Norton as Vice Treasurer. Nominations Closed:

Motion made by Mr. Barrett and seconded by Mr. Colameta to approve **Resolution No. 2019-17:** The Election of Officers as the slate proposed.

The Chairman asked the Secretary to call the roll:

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

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

**4 years, 0 nays**

Mr. Colameta is still waiting for an answer on landscaping on the Lynn Street, North Everett, he will follow-up with the city.

Mr. Kergo mentioned that we might need a special meeting regarding the elevator project.

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

Annual meeting is tentatively scheduled for **May 22, 2019** at **5:30 P.M.**

## VI. **Adjournment**

Motion made by Mr. Colameta and seconded by Mr. Barrett to adjourn the meeting at 5:57 p.m. Voice approved.

Respectfully submitted,  
Stephen Kergo  
Executive Director