

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

**WEDNESDAY, MAY 22, 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 and 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 April 24, 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 he spoke with Kevin O'Donnell regarding 39 Duncan Road and will be discussing it further in the near future. Also the Screen Door project is still in planning stages, noticed a lot more work needed to be done on the door frames. We might have to shift some monies around, he will be discussing with DHCD. Mr. Kergo added that the Gutter project will be out to bid on June 12<sup>th</sup>, does not need to go into papers because of the size of the dollar value of the project. Also Mr. Kergo let the Board know that we have 3 people for summer help right now and that 2 more maybe joining. Mr. Kergo also brought up that if the budget allows maybe next year we might think of hiring a contractor to cut grass, will be looking at getting prices. Mr. Colameta asked what would we do with the present equipment, Mr. Kergo replied that we still could use it on the off months.

Mr. Puleo asked if we have an update on the computer room. Mr. Kergo said that his plan is to put in place for fiscal year 2020 and will have an estimate for the meeting in June.

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. 2019-18:** 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 Department of Housing and Community Development.

Mr. Kergo said much of what we agreed to were wording issues and cleaning up some numbers. Also the on call rate was increased \$.50 per hour. The foreman rate increase was just language and that increase was given years ago. Mr. Puleo would like information on the foreman's rate increase. Also, Bunker Hill Day is no longer a recognized EHA holiday, however the current employees will get an extra personal day. Mr. Colameta added that the maintenance staff will get compensation time if they have to work when the office is closed due to severe weather. Discussion followed:

Motion made by Mr. Colameta and seconded by Mr. Norton 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.

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. 2019-18:** To approve and authorize the Executive Director to execute a Memorandum of Understanding with Mystic Valley Elder Services, Inc., for a Supportive Services Program at the North Everett and Golden Age Circle 667 Developments for the total cost of Forty Thousand Dollars (\$40,000.00); an 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 and authorize **Resolution No. 2019-18:** the Executive Director to execute a Memorandum of Understanding with Mystic Valley Elder Services, Inc. for a Supportive Services Program at the North Everett and Golden Age Circle 667 Developments for the total cost of Forty Thousand Dollars (\$40,000.00); 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 yeas, 0 nays**

- B. **Resolution No. 2019-19:** To affirm and authorize the Executive Director to execute a Work Order Scope of Service and Payment of Service Contract with Syska Hennessey Group Inc., for the 667-2 Glendale Towers Elevator Project Fish No. 093068 for the total amount of Thirty Four Thousand Nine Hundred Dollars and Zero Cents (\$34,900.00); and subject to the review and approval of the Department of Housing and Community Development.

Mr. Kergo let the Board know that we currently have a contract with 3-Phase elevator which expires in October, would get a 6 month addendum because during construction, the contractor is responsible for repairs and upkeep.

Motion made by Mr. Barrett and seconded by Mr. Norton to affirm and authorize **Resolution No. 2019-19:** the Executive Director to execute a Work Order Scope of Service and Payment of Service Contract with Syska Hennessey Group, Inc., for the 667-2 Glendale Towers Elevator Project Fish No. 093068 for the total amount of Thirty Four Thousand Nine Hundred Dollars and Zero Cents (\$34,900.00); and subject to the review and approval of the Department of Housing and Community Development.

The Chairman stepped out and the Vice Chair took over the role as Chairman.

The Vice Chair asked the Secretary to call the roll:

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

*-Mr. Barrett, Yes*

**3 yeas, 0 nays**

- C. **Resolution No. 2019-20:** To approve and adopt the Section 8 and MRVP Program Income limits effective April 1, 2019.

Motion made by Mr. Barrett and seconded Mr. Norton to approve and adopt **Resolution No. 2019-20:** the Section 8 and MRVP Program Income limits effective April 1, 2019. Voice approved.

- D. **Resolution No. 2019-21:** To approve and adopt the Public Housing Revised Fair Market Rents for continued occupancy effective April 1, 2019.

Motion made by Mr. Barrett and seconded by Mr. Colameta to approve and adopt **Resolution No. 2019-21:** the Public Housing Revised Fair Market Rents for continued occupancy effective April 1, 2019. Voice approved.

- E. **Resolution No. 2019-22:** To authorize changes to the EHA Personnel Policy, as follows: strike the words Bunker Hill Day from Section I (1) Holidays; and add the words “All employees hired prior to May 1, 2019, shall be granted a personal day in exchange for the elimination of Bunker Hill Day”. in Section I (3).

Mr. Puleo asked how often the Personnel Policy was reviewed and suggested reviewing it especially if it’s been awhile. Mr. Kergo agreed and will review it.

Motion made by Mr. Colameta and seconded by Mr. Barrett to authorize **Resolution No. 2019-22:** changes to the EHA Personnel Policy, as follows: strike the words Bunker Hill Day from Section I (1) Holidays; and add the words “All employees hired prior to May 1, 2019, shall be granted a personal day in exchange for the elimination of Bunker Hill Day”, in Section I (3)., Voice approved:

- F. **Resolution No. 2019-23:** To approve and adopt the Section 8 Administrative Plan Amendment relating to the Everett Housing Authority’s application process and use of Centralized Housing Choice Voucher Waiting list, effective July 1, 2019.

Motion made Mr. Colameta and seconded by Mr. Norton to approve and adopt **Resolution No. 2019-23:** the Section 8 Administrative Plan Amendment relating to the Everett Housing Authority’ application process and use of Centralized Housing Choice Voucher Waiting List, effective July 1, 2019., Voice approved.

Mr. Colameta asked about the fence issue at the cemetery. Mr. Kergo told him that we had extra chain link fence and used it to block the opening. Mr. Kergo also suggested that he might get a price for a smaller fence to put up and also would like to get a price for landscaper to clean up the brush. Mr. Norton said that he has been advised that the coyotes are still coming through, Mr. Kergo assured Mr. Norton that the fence has been fixed for approximately 2 weeks and that we are maintaining it as best we can.

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

Annual meeting is tentatively scheduled for **June 26, 2019** at **5:30 P.M.**

**VI. Adjournment**

Motion made by Mr. Norton and seconded by Mr. Colameta to adjourn the meeting at 6:03 p.m. Voice approved.

Respectfully submitted,  
Stephen Kergo  
Executive Director