

**MINUTES OF THE REGULAR AND SECTION 8 ANNUAL PUBLIC MEETING OF THE  
BOARD OF COMMISSIONERS OF THE  
EVERETT HOUSING AUTHORITY**

**WEDNESDAY, JUNE 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. Colameta, Mr. Barrett and Mr. Norton

**Absent:** Mr. Puleo

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

**II. Minutes:** Motion made by Mr. Barrett and seconded by Mr. Norton to accept the minutes of the regular meeting on May 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 he spoke with Kevin O'Donnell, the Chief of Staff for Mayor DeMaria. He said that the City has agreed to split the cost from the sewage back up at 39 Duncan Road which after insurance is approximately \$4000.00. Mr. Kergo also added that the Duncan Rd Window Project will have a Change Order because after pulling out the first of the windows, it was noticed that some of the wood blocking was not smooth and this would cause a less than weather tight seal. There is also a question about the plaster, we did not account for that in the general bid, as of right now however there is no change order for the plaster. Mr. Colameta asked about the Financial Audit and wanted to know if what he read spelled it out, Mr. Kergo informed him that yes it does.

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

**IV. Old Business:**

**V. New Business:**

**A. Section 8 Program Public Hearing:**

- a. Public Comments
- b. Close Public Comments and Hearing

The Vice Chairman asked 3 times if anyone was here for public comments for the Section 8 Public Hearing.

Not hearing any comments, Motion was made by Mr. Norton and seconded by Mr. Barrett to close the public hearing, Voice approved.

**B. Resolution No. 2019-24:** To accept the Executive Directors' recommendation for the filling of the Housing Clerk position.

Motion made by Mr. Barrett and seconded by Mr. Norton to accept **Resolution No. 2019-24:** the Executive Directors' recommendation for the filling of the Housing Clerk position, with Tabatha Charles.

The Vice Chairman asked the Secretary to call the roll:

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

*-Mr. Barrett, Yes*

**3 yeas, 0 nays**

- C. **Resolution No. 2019-25**: To approve and authorize the Executive Director to execute a Construction Contract Services with the lowest responsible bidder for the North Everett Gutter and Downspout with JD&D construction of Webster, MA in the total amount of Thirty-Five Thousand dollars and Zero Cents, (\$35,000.00).

Motion made by Mr. Barrett and seconded by Mr. Norton to approve and authorize **Resolution No. 2019-25**: the Executive Director to execute a Construction Contract Services with the lowest responsible bidder for the North Everett Gutter and Downspout with JD&D Construction of Webster, MA in the total amount of Thirty-Five Thousand dollars and Zero Cents, (\$35,000.00).

The Vice Chairman asked the Secretary to call the roll:

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

*-Mr. Barrett, Yes*

3 yeas, 0 nays

- D. **Resolution No. 2019-26**: To approve and authorize the Chairman to sign off on the Department of Housing and Community Development 2019 Wage Match guidelines Certifications.

Mr. Kergo explained that this has to do with security concerns regarding handling tenants information, all employees who use this understand about the confidentially that must be used at all times

Motion made by Mr. Barrett and seconded by Mr. Norton to approve **Resolution No. 2019-26**: and authorize the Chairman to sign off on the Department of Housing and Community Development 2019 Wage Match guidelines.

The Vice Chairman asked the Secretary to call the roll:

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

*-Mr. Barrett, Yes*

3 yeas, 0 nays

- E. **Resolution No. 2019-27**: To approve and authorize the Chairman to execute Change Order #1 with Homer Contracting to furnish replacement blocking for 50% of the windows at the Duncan Rd Window Replacement project for the cost of Seven Thousand Thirty Dollars and Zero Cents (\$7,030.00); and subject to the review and approval of the Department of Housing and Community Development.

Motion made by Mr. Barrett and seconded Mr. Norton to approve **Resolution No. 2019-27**: and authorize the Chairman to execute Change Order #1 with Homer Contracting to furnish replacement blocking for 50% of the windows at the Duncan Rd Window Replacement project for the cost of Seven Thousand Thirty Dollars and Zero Cents (\$7,030.00); and subject to the review and approval of the Department of Housing and Community Development.

The Vice Chairman asked the Secretary to call the roll:

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

*-Mr. Barrett, Yes*

3 yeas, 0 nays

F. **Resolution No. 2019-28:** To approve and authorize the Chairman to execute Change Order #2 with Homer Contracting to furnish J-Channel around each window for the Duncan Rd Window Replacement project at no cost; and subject to the review and approval of the Department of Housing and Community Development.

Motion made by Mr. Barrett and seconded by Mr. Norton to approve and **Resolution No. 2019-28:** and authorize the Chairman to execute Change Order #2 with Homer Contracting to furnish J-Channel around each window for the Duncan Rd Window Replacement project at no cost; and subject to the review and approval of the Department of Housing and Community Development.

The Vice Chairman asked the Secretary to call the roll:

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

*-Mr. Barrett, Yes*

**3 yeas, 0 nays**

Mr. Barrett asked about what was going on with the vacant Mystic Valley rooms at Glendale Towers, Mr. Kergo said that the rooms are now open. We are still planning on using it as a computer room with 2-4 computers in the front room with printers and WI-FI with the estimated cost of approximately \$9,000.00. Mr. Colameta asked if the printers we get would have the ability to copy and scan, Mr. Kergo replied yes.

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

Annual meeting is tentatively scheduled for **July 31, 2019** at **5:30 P.M.**

**VI. Adjournment**

Motion made by Mr. Barrett and seconded by Mr. Norton to adjourn the meeting at 5:48 p.m. Voice approved.

Respectfully submitted,  
Stephen Kergo  
Executive Director