

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

**TUESDAY April 30, 2020 AT 5:30 PM  
393 FERRY STREET, EVERETT, MASSACHUSETTS**

**I. Roll Call**

The Chairman asked the Secretary to call the Roll:

**Present:** Mr. Barrett, Mr. Norton, Mr. Colameta and Mr. Puleo

**Absent:** None.

**Others:** Stephen Kergo, Executive Director, Francis J. LaRovere, III, Legal Counsel,  
Nicole Dipierro Administrative Assistant.

**II. Minutes:**

Motion made by Dominic Puleo and seconded by Mr. Norton to accept the minutes of the Regular meeting on February 25, 2020 (sp. March 24, 2020). Voice Approved.

**III. Director's Report**

In addition to his written report Mr. Kergo verbally added the following to his report Mr. Kergo told the Board that the number of confirmed Covid-19 cases within the Everett Housing units was 4 in the family housing units and 1 case in the elderly housing units (Glendale Towers). The confirm cases as reported to EHA by the Board of Health.

Mr. Kergo stated that he and Mrs. Correale sat in on a DHCD conference call where there was some mention of possible covid-19 testing for all elderly tenants living in public housing.

Mr. Kergo also discussed, all EHA employees are doing well and for most part working remotely during the pandemic. The staff has been calling and keeping in touch with all tenants living in the elderly and family units.

Mr. Kergo also discussed a document PHN 2020-20 sent by DHCD regarding visitor restrictions within elderly high rise housing developments. Everett housing has already recommended tenants to have essential visitors only visits during this pandemic and Mr. Kergo has pointed out that the tenants living in the Glendale towers have been co-operating with the visitor recommendations provided by EHA.

Mr. Kergo also asked the Board members to table **Resolution 2020-12:** The Elevator Replacement project bid until the next Board meeting in May. This project will involve interior construction and due to the COVID-19 pandemic is not allowed. Also if the board members vote on this today it will start a 90 day count and if there is a delay to start this project the contractors could have legal right to ask for monetary damages due to the delays. Mr. Puleo also added there was an Executive Order from the Mayor's office issued April 30<sup>th</sup> stating all construction projects be postpone until May 18<sup>th</sup>. After the statement was made by Mr. Puleo, Mr. Kergo had requested to also table vote **Resolution 2020-10** and **Resolution 2020-11** along with **Resolution 2020-12.**

Mr. Colameta also asked if there were any issues with rent not being paid by tenants due to the pandemic. According Mr. Kergo rent has been received for the most part however he and his staff will be conducting a review to see who has or has not paid rent. Also there will be a letter with new wording by DHCD send out to those who have not paid rent. The letter will have resource information for those who are having trouble paying rent due to the Covid-19 pandemic and also a letter stating tenants are required to pay rent.

Motion made Mr. Barrett and seconded Mr. Colameta to accept Executive Report, voice approved

**IV. Old Business:**

V. New Business:

A. **Resolution No. 2020-08:** To approve and authorize the Executive Director to execute a Certificate of Substantial Completion with Vareika Construction, Inc., for the ch.200-2 Duncan Rd. Screen door replacement project, FISH No. 093071 effective March 13, 2020 and subject to the review and approval of the Department of Housing and Community Development.

Motion made by Barrett and Seconded by Mr. Norton to approve **Resolution No. 2020-08:** to approve and authorize the Executive Director to execute a Certificate of Substantial Completion with Vareika Construction, Inc., for the ch.200-2 Duncan Rd. Screen door replacement project, FISH No. 093071 effective March 13, 2020 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. Barrett,  
-Mr. Norton,  
4 yeas, 0 nays  
-Mr. Colameta,  
-Mr. Puleo,

B. **Resolution No. 2020-09:** To authorized and approve Change Order No. 1 for a 13 day no cost time extension in the Duncan Rd. Screen door Replacement project, FISH No. 093071; 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 approve **Resolution No. 2020-09:** To authorized and approve Change Order No. 1 for a 13 day no cost time extension in the Duncan Rd. Screen door Replacement project, FISH No. 093071; subject to the review and approval of the Department of Housing and Community Development.

The Chairman asked the Secretary to call the roll:

-Mr. Barrett, Yes  
-Mr. Norton, Yes  
4 yeas, 0 nays  
-Mr. Colameta, Yes  
-Mr. Puleo, Yes

C. **Resolution No. 2020-10:** To approve and authorize the Executive Director to execute a Certificate of Final completion with Vareika Construction Inc., for the Ch. 200-2 Duncan Rd. Screen door Replacement project FISH No. 093071 and having a final payment of Six Thousand Two Hundred and Fifty dollars, (\$6,250.00) and subject to the review and approval of the Department of Housing and Community.

Motion Made Mr. Colameta and Second by Mr. Norton to approve **Resolution No. 2020-10:** To approve and authorize the Executive Director to execute a Certificate of Final completion with Vareika Construction Inc., for the Ch. 200-2 Duncan Rd. Screen door Replacement project FISH No. 093071 and having a final payment of Six Thousand Two Hundred and Fifty dollars, (\$6,250.00) and subject to the review and approval of the Department of Housing and Community.

The Chairman asked the Secretary to call the roll:

-Mr. Barrett, Yes  
-Mr. Norton, Yes  
4 yeas, 0 nays  
-Mr. Colameta, Yes  
-Mr. Puleo, Yes

Motion made by Mr. Colameta take letters D E F collectively and table those items at this time Seconded by Mr. Barrett.

**Resolution No. 2020-11:** To approve and authorize the Executive Director to sign a Construction Contract with the lowest responsive bidder, K.B Aruda Construction Inc. in the amount of Sixteen Thousand Eight Hundred, Eighty Dollars (\$16,880.00) to include alternate, for the 667-1 Golder Age Circle Replacement of Concrete Stoops Phase 2 project No.093078.

**Resolution No. 2020-12:** To approve and authorize the Executive Director to execute a contract for the Ch. 667-2 Elevator Replacement project FISH No, 093068; and subject to the review and approval of the Department of Housing and Community Development.

**Resolution No. 2020-13:** To approve and authorize the Executive Director to sign a Construction Contract with the lowest responsive bidder, Damazio Builders Inc. in the amount of Thirty Three Thousand Dollars (\$33,000.00) to include alternate, for the Gledhill Ave project, of Removal and Replace existing Front Entrance Concert Stairs No. 093079.

Voice approved.

Chairman brought up a discussion concerning a Board of Health for possible order declaring a health emergency at Glendale Towers in order to facilitate stricter guided lines to limited access to the building. Mr. Kergo discussed PHN 2020-20 from DHCD describing a process to work with local boards of health to implant such an order. Mr. Kergo also stated that should such an order be enacted the housing authority would hire an unarmed security guard to man a front desk. Discussion followed concerning the current conditions regarding community space in our elderly developments. Mr. Colameta voiced concerns about family members unable to visit. Mr. Kergo mention that he did not foresee preventing families to be able to check on their loved ones. Mr. Puleo mentation possible hours of coverage for a security guard, discussion followed. Mr. LaRovere was asked his opinion on requesting such an order and whether a Board vote was necessary. Mr. Norton stated he believed the Board should take the recommendation of the Executive Director to request an order.

Mr. Puleo stated he would feel comfortable having the Director work with the Health Department to create language for an order.

Mr. Colameta made a motion; to instruct the Executive Director to reach out to the Board of Health to draft a potential order, for the limitation of visitors at the Glendale Towers to essential visitors only, seconded by Mr. Norton, voice approved.

Mr. Colameta brought up the City's Executive Order concerning limiting construction and landscaping. He wanted to point out that further into the order it mentions under certain circumstance landscaping would be allowed.

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

Annual meeting is tentatively scheduled for **Tuesday May 26, 2020**

**VI. Adjournment**

Motion made by Mr. Barrett and seconded by Mr. Norton to adjourn the meeting at 6:15 p.m.  
Voice approved.

Respectfully submitted,  
Stephen Kergo  
Executive Director