

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

**June 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. Puleo, Mr. Barrett, Mr. Norton and Mr. Colameta

Absent:

Others: Stephen Kergo, Executive Director, Francis J. LaRovere, III, Legal Counsel,

II. Minutes: Motion made by Mr. Puleo and seconded by Mr. Norton to accept the minutes of the regular meeting on May 26, 2020. Voice approved.

III. Director's Report

In addition to the previously submitted written Executive Director's Report, the following information was provided by Mr. Kergo.

Mr. Kergo wanted to briefly review two items from his written Directors Report. The first Item discussed was item (E) The Short Fall in the Section 8 Program. The Short fall in the Section 8 programs goes back a little further before the pandemic. HUD changing of the fair market rent in the Boston area and the subsequent increase in our portion of the rent. We will be applying for Set Aside Funding which is in addition to our regular funding we normally received. We will also be applying for funding for unexpected circumstances. In the mean time we have stopped giving out new vouchers and we have a limited rent increase to landlords.

Mr. Kergo also reference back to item letter (G) The fraudulent checked cashed from the EHA Revolving account... Mr. Colameta asked Mr.Kergo if the fraudulent checks had any connection with an employee from the housing authority, Mr. Kergo confirmed it did not. Mr. Kergo explains to the board that the person got a hold of a check and created a copy. The fraudulent checks did not have current signatures. The bank teller should have noticed the signatures were not valid but did not. The bank has refunded our account in full of \$11,910.00 and to avoid this from happening again we will be setting up a list of all the checks that we run so the bank will know what to cash.

Mr. Norton brought to the Boards attention to the Annual Plan list the Board Directors with expired term dates. Mr. Kergo said he will work with the City Clerk to have this information updated.

At the meeting Mr. Kergo also mentioned there has been no new COVID-19 cases reported in the past couple of months.

Mr. Kergo provided a brief review of the current construction projects. He informed the Board members that the Golden Age stairs project and Gledhill stair project started a week ago and believes that the Golden Age stairs will be completed within a week or so and Gledhill will be completed within a month. Also general contractor bids are due for the Cherry Street Roof and Chimney project July 1, 2020. The elevator pre-constructors meeting is set for Thursday and the Notice to Proceed will go out July 2, 2020. They will have 434 days to complete this project. Mr.Kergo also informed the board that he will getting prices for a new T.V Camera Systems for North Everett Community room, Patio Upgrades for back of Gledhill Towers and landscaping of the second courtyard on Lynn Street. Mr. Kergo hopes to have all three prices by the next Board meeting in July.

Motion made Mr. Barrett and seconded by Mr. Norton to accept the Executive Report, voice approved.

IV. **Old Business:**

V. **New Business:**

A. **State Annual Plan Hearing:**

a. **Public Comments:**

- b. **Resolution 2020-16:** To approve the Everett Housing Authority’s 2021 State Annual Plan.

The Chairman opened the Annual Plan Hearing and asked Three (3) times if anyone present want to speak for or against the Annual Plan. Hearing, no request to be heard were made Motion made by Mr. Colameta and Seconded Mr. Norton to close the Public Hearing.

Resolution 2020-16: To approve the Everett Housing Authority’s 2021 State Annual Plan.

Motion made by Mr. Barrett and Seconded by Mr. Norton to accept **Resolution 2020-16:** To approve the Everett Housing Authority’s 2021 State Annual Plan.

The Chairman asked for the Secretary to call a roll:

<i>-Mr. Colameta, Yes</i>	<i>-Mr. Barrett, Yes</i>
<i>-Mr. Norton, Yes</i>	<i>-Mr. Puleo, Yes</i>

4 yeas, 0 nays

Resolution 2020-17: To approve and authorized the Executive Director to submit an application for the Self-Sufficiency Program (SSP) for State Aided Public Housing and Mass Rental Voucher Program in collaboration with Chelsea Housing Authority, The Neighborhood Developers; and CONNECT as a program partner.

Motion made by Mr. Colameta and Seconded by Mr. Norton to approve **Resolution No. 2020-17:** To approve and authorized the Executive Director to submit an application for the Self-Sufficiency Program (SSP) for State Aided Public Housing and Mass Rental Voucher Program in collaboration with Chelsea Housing Authority, The Neighborhood Developers; and CONNECT as a program partner.

The Chairman asked for the Secretary to call a roll:

<i>-Mr. Colameta, Yes</i>	<i>-Mr. Barrett, Yes</i>
<i>-Mr. Norton, Yes</i>	<i>-Mr. Puleo, Yes</i>

4yeas, 0 nays

Resolution 2020-18: To approve the writing-off of Chapter 667 C Elderly housing tenants account receivables effective June 2020 in the total amount of Four Thousand Nine Hundred Eighty Nine Dollars and Seventy Two Cents, (\$4,989.72).

- \$66.10
- \$1,599.14
- \$265.00
- \$288.36
- \$2,038.94
- \$42.18
- \$690.00

Motion made by Mr. Barrett and Seconded by Mr. Norton to approve **Resolution 2020-18:** To approve the writing-off of Chapter 667 C Elderly housing tenants account receivables effective June 2020 in the total amount of Four Thousand Nine Hundred Eighty Nine Dollars and Seventy Two Cents, (\$4,989.72).

<i>-Mr. Colameta, Yes</i>	<i>-Mr. Barrett, Yes</i>
<i>-Mr. Norton, Yes</i>	<i>-Mr. Puleo, Yes</i>

4yeas, 0 nays

Resolution 2020- 19: To approve the writing-off of Chapter 200C Family housing tenants account receivables effective June 2020 in the Total amount of Nine Hundred Five Dollars (\$905.00).

- \$905.00

Motion made by Mr. Colameta and Seconded by Mr. Norton to approve **Resolution 2020- 19:** To approve the writing-off of Chapter 200C Family housing tenants account receivables effective June 2020 in the Total amount of Nine Hundred Five Dollars (\$905.00).

-Mr. Colameta, Yes

-Mr. Norton, Yes

-Mr. Barrett, Yes

-Mr. Puleo, Yes

4yeas, 0 nays

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

Mr. Colameta asked a question concerning the contractor hired to cut the grass in our developments. He wanted to know how they were making out. Mr. Kergo explained that they were doing satisfactory work. He added that not including weed whacking in the contractor, to keep cost down, may have been a mistake.

Meeting scheduled for **July 29, 2020** at **5:30 P.M.**

Adjournment

Motion made by Mr. Colameta and seconded by Mr. Barrett to adjourn the meeting at 6:10 p.m. Voice approved.

Respectfully submitted,
Stephen Kergo
Executive Director