

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

**October 21, 2020 AT 5:00 PM
393 FERRY STREET, EVERETT, MASSACHUSETTS**

I. Roll Call:

The Chairman asked the Secretary to call the Roll:

Present: Dominic Puleo, Chairman, Robert Norton, Philip Colameta

Absent: John Barrett

Others: Stephen Kergo, Executive Director, Roberta Correale, Assistant Director, Francis J. LaRovere, III, Legal Counsel and Nicole DiPierro Administrative Assistant

II. Minutes: Motion made by Mr. Colameta and seconded by Mr. Norton to accept the minutes of the regular meeting September 16, 2020. Voice approved.

Mr. Colameta asked Mr. Kergo if the time-lines for the landscaping were met in order for the project to be accounted for in the right fiscal year. Mr. Kergo informed the Board he had spoken with the Fee Accountant and was told that, as long as the project was complete and the billing took place this month, we would be fine.

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 EHA was granted the Self Sufficiency Program (SSP), this is a program for State –Aided Public Housing and MRVP residents. This program provides employment education and asset building support for those who participate. The SSP program will provide funds to go into a participant's escrow account. The accounts will be set up for each participant and escrow deposit will be made monthly.

Mr. Colameta had a question regarding the three new Vehicles. Mr. Colameta wanted to know what will happen with the three old vehicles EHA is replacing once the new trucks arrive. Mr. Kergo informed the Board that one vehicle was a trade-in and plans on using the other two older trucks until they can no longer be used. Once the old trucks are not useable they then will be declared surplus and auction off.

Mr. Kergo also reminded the Board the dead-line for the New Fiscal Year Budget is submission December 15, 2020. With the Board's approval Mr. Kergo, suggested to have James Griffin, Fee Accountant at the next Board meeting to review and discuss both the close-out of 2020 and the proposed Budget for the 2021 Fiscal year.

Motion made by Mr. Colameta and seconded by Mr. Barrett to accept the Executive Report, voice approve.

Motion made by Mr. Colameta and seconded by Mr. Norton to take **Resolution 2020-33** out of order, voiced approved.

The Executive Director explained that reason this Change Order was late in the process was The City had determine that the construction could not be consider "as is", it had to meet current code.

Resolution 2020-33: To approve and authorized the Executive Director to execute Change Order # 2 for FISH No. 093079 Gledhill Stair Replacement to correct the sidewalk in front of the 118 and 124 Gledhill to allow the steps to conform to building code with a total cost of Four Thousand Eight Hundred Fifty –Four Dollars and Eighteen Cents. (\$4854.18)

Motion made by Mr. Colameta and seconded by Mr. Norton to accept **Resolution 2020-33:** To approve and authorized the Executive Director to execute Change Order # 2 for FISH No. 093079 Gledhill Stair Replacement to correct the sidewalk in front of the 118 and 124 Gledhill to allow the steps to conform to building code with a total cost of Four Thousand Eight Hundred Fifty –Four Dollars and Eighteen Cents, (\$4854.18).

The Chairman asked the Secretary to call the roll:

*-Mr. Colameta, Yes
-Mr. Puleo, Yes*

-Mr. Norton, Yes

3 yeas, 0 nays

IV. Old Business:

- A. Resolution 2020-28:** To approve and authorized the Executive Director to execute a Certificate of Substantial Completion on the Gledhill Stair Replacement Project FISH No. 093079 with Damazio Builders.

The motion made by Mr.Colameta and seconded by Bob Norton to accept **Resolution 2020-28:** To approve and authorized the Executive Director to execute a Certificate of Substantial Completion on the Gledhill Stair Replacement Project FISH No. 093079 with Damazio Builders.

The Chairman asked the Secretary to call the roll:

*Mr. Calameta, Yes
-Mr. Puleo, Yes*

-Mr. Norton, Yes

3 yeas, 0 nays

- B. Resolution 2020-29:** To approve and authorized the Executive Director to execute a Certificate of Final Completion on the Gledhill Stair Replacement Project FISH No. 093079 with a final payment of _____.

Motion made by Mr. Colameta and seconded by Mr. Norton to accept **Resolution 2020-29:** To approve and authorized the Executive Director to execute a Certificate of Final Completion on the Gledhill Stair Replacement Project FISH No. 093079 with a final payment of Forty Three Thousand One Hundred and Forty Nine dollars and Fifty Cents, (\$43,149.53). (**Note- this amount was incorrect and will be revised in the November meeting**).

The Chairman asked the Secretary to call the roll:

*Mr. Colameta, Yes
-Mr. Puleo, Yes*

-Mr. Norton, Yes

3 yeas, 0 nays

V. New Business:

- A. Resolution 2020-34:** To approve and authorized the Executive Director to create a Public Coordinator position and to accept the Executive Director’s recommendation to fill this position with Dyani Davis.

Motion made by Mr. Colameta and seconded by Mr. Norton to accept **Resolution 2020-34**: To approve and authorized the Executive Director to create a Public Coordinator position and to accept the Executive Director's recommendation to fill this position with Dyani Davis.

The Chairman asked the Secretary to call the roll:

Mr. Colameta, Yes
-Mr. Puleo, Yes

-Mr. Norton, Yes

Mr. Norton raised a question regarding the City voting locations, a discussion followed.

Mr. Puleo also informed the Board, the Schiavo Club will continue its Annual traditional Thanksgiving dinner for the Senior Community as a delivery this year because of the current COVID pandemic. Mr. Puleo also asked Mr. Kergo if the EHA could assist by reaching out and communicating the changes to the Senior Residents. Mr. Kergo agree to offer assistance

Meeting scheduled for **November 24, 2020** at **5:00 P.M.**

Adjournment

Motion made by Mr. Colameta and Seconded by Mr. Barrett to adjourn the meeting at 5:34 p.m.
Voice approved.

Respectfully submitted,
Stephen Kergo
Executive Director