

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

**November 24, 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, Robert Norton, Philip Colameta, John Barrett

Absent:

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 October 21, 2020 and the Executive Session of July 29, 2020. Voice approved.

III. Director's Report:

In addition to the previously submitted written Executive Director's Report, the following information was provided. Mr. Kergo mentioned that the Everett Housing Authority had started the sock drive for the veterans at the Soldier's Home in Chelsea. With the help of the maintenance staff who built the collection box and the help with an office staff member decorating the collection box, it is completed and will go outside on Monday November 30, 2020.

Mr. Kergo briefly talked about the fraudulent Unemployment Claims that were happening within other housing authorities; Mr. Kergo provided information on this topic along with the board meeting material.

Mr. Colameta requested through the Chairman that the Board commend the maintenance staff for repairing the alarm issue at North Everett, quickly and efficiently.

Mr. Puleo also wanted to give thanks to the Housing Staff with their assistance with the Sharvo's Club Thanksgiving dinner delivery for the Senior Residents.

Mr. Colameta asked the Director if the Tree lighting at the high rise will be canceled this year due to the covid-19. Mr. Kergo did inform the board that the tree lighting was cancelled however the city of Everett has been in touch with the Director to discuss possible alternatives for the residents.

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

Motion made by Mr. Colameta and seconded by Mr., Barrett to take out of order under **New Business A**, Discussion with James Griffin Fee Accountant on FY20 and FY21 budget, voice Approved.

FY21 Budget review includes the State consolidated (200 & 667), MRVP and Section 8 program.

James Griffin, Fee Account began with a review of the Budget summary spreadsheet he prepared for the board.

Mr. Griffin highlighted that in the FY21 budget we were budgeting less rental income from the previous year because of the current (COVID) conditions. We are budgeted to receive \$131,000 less in Subsidy due to the fact that last FY we received a \$217,000 COVID add on, which is not included in this FY budget. This difference is built-in as part of the Subsidy line-item in the spreadsheet provided.

Section 8 HAP has increased by an additional \$400,000 due to the fact that participants are paying less in their portion of the rents; therefore EHA's payments are increased to make up the difference.

On the State budget the salary increases are within the allowable 3% increase. To meet the 4% reduction in Allowable Non-Utility Expense Level (ANUEL), we had to reduce several maintenance line-items. Mr. Puleo asked Mr. Kergo on how this would affect our operations.

Mr. Kergo explained that he felt the reductions were acceptable based on previous year's spending.

Mr. Griffin continued. He explained that the ANUEL for this year's budget is \$3.3 million and the expenses in the budget are at \$3.05 million. Therefore there would be room to add to the budget if levels were insufficient to cover expenses.

The Chapter 400 consolidated programs (200 and 667) are budgeted to make a profit of \$80,000, so sufficient funds are in the budget to cover overages without the need for a Budget Revision.

Mr. Colameta asked about the budgeting of utilities. A discussion followed.

Mr. Colameta then asked if we were using reserves to fund the budget and if so how much. Mr. Griffin explained that this budget does not use any of our reserves. Our current reserve level is \$1.7 million, capped at 2.2 million. A question was brought up about Reserves and how the Rooftop funds relate to it. It was stated that the rooftop reserves are not part of the total reserves. However if these are to be included we would be over our maximum (by approximately (\$15,000)).

IV. Old Business:

- A. Resolution2020-29:** 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 Sixteen Thousand Five Hundred Two Dollars and Three Cents, (\$16,502.03) to DaMazio Builders, Inc. This Vote corrects the Final Payment amount previously approved.

Motion made by Mr. Colameta and seconded by Mr. Barrett to accept **Resolution2020-29:** 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 Sixteen Thousand Five Hundred Two Dollars and Three Cents, (\$16,502.03) to DaMazio Builders, Inc. This Vote corrects the Final Payment amount previously approved.

The Chairman asked the Secretary to call the roll:

*-Mr. Colameta, Yes
-Mr. Barrett, Yes*

*-Mr. Norton, Yes
- Mr. Puleo, Yes*

4 yeas, 0 nays

V. New Business:

- B. Resolution 2020-35:** To approve Certification for Year-End Processing for Fiscal Year 2020 to include the following:

1. Certification of Compliance with notification procedures for Federal and State Lead-Paint Laws.
2. Certification of the Top 5 Compensation Form.
3. Certification of the Year-End Financial Statements.

Motion made by Mr. Colameta and seconded by Mr. Norton to accept **Resolution 2020-35:** To approve Certification for Year-End Processing for Fiscal Year 2020 to include the following:

1. Certification of Compliance with notification procedures for Federal and State Lead-Paint Laws.
2. Certification of the Top 5 Compensation Form.
3. Certification of the Year-End Financial Statements.

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

- C. **Resolution 2020-36:** To approve and authorize the Chairman to execute the FY2021 Chapter 400-1 Operating Budget; and Subject to approval of the Department of Housing and Community Development.

Motion made by Mr. Barrett and seconded by Mr. Norton to approve **Resolution 2020-36:** To approve and authorize the Chairman to execute the FY2021 Chapter 400-1 Operating Budget; and Subject to 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

- D. **Resolution 2020-37:** To approve and authorized the Chairman to execute the FY2021 Mass Rental Voucher Program Operating Budget; and subject to the review and approval of the Department of Housing and Community Development.

Motion made by Mr. Barrett seconded by Mr. Colameta to accept **Resolution 2020-37:** To approve and authorized the Chairman to execute the FY2021 Mass Rental Voucher Program Operating Budget; 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

- E. **Resolution 2020-38:** To approve and authorized the FY 2021 Housing Choice Voucher Section 8 Program Operating Budget.

Motion made by Mr. Colameta and seconded by Mr. Barrett to accept **Resolution 2020-38:** To approve and authorized the FY 2021 Housing Choice Voucher Section 8 Program Operating Budget.

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

- F. **Resolution 2020-39:** To approve and authorized the Executive Director to execute a Certificate of Substantial Completion with WPI Construction, Inc., for the Chapter 200-3 Roof Replacement and Chimney Repairs Project, FISH No.093074, effective October 21, 2020; with a payment of Four Hundred Fifty Seven Thousand Nine Hundred Dollars, (\$457,900.00) and subject to the review and approval of the Department of Housing and Community Development.

Motion made by Mr. Colemata and seconded by Mr. Norton to accept **Resolution 2020-39:** To approve and authorized the Executive Director to execute a Certificate of Substantial Completion with WPI Construction, Inc., for the Chapter 200-3 Roof Replacement and Chimney Repairs Project, FISH No.093074, effective October 21, 2020; with a payment of Four Hundred Fifty Seven Thousand Nine Hundred Dollars, (\$457,900.00) 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

G. Resolution 2020-40: To approve and authorized the Executive Director to execute a Certificate of Final Completion with WPI Construction, Inc. for the Chapter 200-3 Roof Replacement and Chimney Repairs Project, FISH No. 093074, with a Final payment of Twenty Four Thousand One Hundred Dollars (\$24,100.00); and subject to the review and approval of the Department of Housing Community Development.

Motion made by Mr. Colameta and seconded by Mr. Norton to accept Resolution **2020-40:** To approve and authorized the Executive Director to execute a Certificate of Final Completion with WPI Construction, Inc. for the Chapter 200-3 Roof Replacement and Chimney Repairs Project, FISH No. 093074, with a Final payment of Twenty Four Thousand One Hundred Dollars (\$24,100.00); and subject to the review and approval of the Department of Housing 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

H. Resolution 2020-41: To approve the Chairman and the Executive Director as authorized Contract Officers for all current and future construction projects through December 31, 2021.

Motion made by Barrett and seconded Mr. Colameta to accept and approve **Resolution 2020-41:** To approve the Chairman and the Executive Director as authorized Contract Officers for all current and future construction projects through December 31, 2021.

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

VI. Discussion:

A. Concerning Attorney General Open Meeting Law Complaint Received on November 12, 2020. To review the Everett Housing Authority response options.

Mr. Kergo explained that the complaint stated that the housing authority did not properly identify the log on instruction for the board meeting on an agenda that was posted on our website. However the agenda that the complaint was based on is not the official posting for Board Meetings. Everett housing has always posted to the city clerk the official agenda which provides the board meeting’s information such as time and date of meeting and the proper log-on instructions for those who want to join the call or video conference. Attorney LaRovere did a write up in response to the complaint. .

- B.** To discuss the idea of adding required Certification to the Monthly Calendar; as mentioned at the October Regular Meeting.

In response Mr. Colamata has requested to remove this item from the meeting. This was an item Mr. Colamata originally recommended and has since been satisfied with how the Director has been handling this request.

Meeting scheduled for **December 22, 2020** at **5:00 P.M.**

Adjournment

Motion made by Colameta and seconded by Mr. Norton to adjourn the meeting at 5:55 p.m.,
Voice approved.