

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

**December 22, 2020 AT 5:00 PM
393 FERRY STREET, EVERETT, MASSACHUSETTS**

I. Roll Call:

The Chairman asked the Secretary to call the Roll:

Present: Philip Colameta, John Barrett, Robert Norton, Dominic Puleo

Absent:

Others: Stephen Kergo, Executive Director, Francis J. LaRovere, III, Legal Counsel and Nicole DiPierro Administrative Assistant, Joe Dorney Maintenance Supervisor

II. Minutes: Motion made by Mr. Barrett and seconded by Mr. Colameta to accept the minutes of the regular meeting November 24, 2020 and the Special meeting November 10, 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 since Thanksgiving the office staff have been working remotely due to the increase of number of COVID cases. We thought it would be safer to have the majority of the office staff work from home during this time.

Mr. Colameta had a question regarding letter A of the Executive Directors Report. Mr. Colameta asked Mr. Kergo amount received from Formula Funding was expected and would this amount meet the capital Improvement goals for this upcoming year. Mr. Kergo responded, yes the amount was expected due to recent years and we will use the money to the best of our ability to get the most important matters resolved.

Mr. Colameta also asked Mr. Kergo about letter C the FEMA Grant. Mr. Colameta asked what will the FEMA grant of (\$10, 890.93) be used for and Mr. Kergo explained that the (\$10,890.93) dollars received from FEMA is a reburisement for the money we have already spent for cleaning, etc.

Mr. Colameta also asked about the new awning placed outside of the front office. He asked if the side panels were removable for when the nicer weather arrives. Mr.Kergo responded that the side panels are removal however right now the side panels of the awning are screwed in but he will look into it and will contact the contractor about removing the side panels during spring time before the warmer weather arrives this summer. The purpose of the awning was for the people waiting outside of the office during the cold winter weather. The awning is long enough to keep the people waiting outside office and the drop office box protected during bad weather.

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

IV. Old Business: None

New Business:

A. Resolution 2020-41: To approve the new job description for the Maintenance Director's positions and to authorize the Executive Director to advertise for the filling of the position.

No action taken on **Resolution 2020-41;** Executive Director was asked to update the job description for the next meeting.

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. Discussion:

Mr. Norton mentioned there has been several complaints regarding speeding happening around Shute Street and Whittier Drive. He also mentioned that the speed bumps on Whittier Street were removed during a street construction some time ago and have not been replaced since the construction was completed. He has requested that the speed bump be replaced to avoid an accident from happening. Mr. Kergo will reach out to the city regarding this issue.

Meeting scheduled for January 19, 2021 at 5:00 P.M.

Adjournment

Motion made by Mr. Barrett and seconded by Mr. Colameta to adjourn the meeting at 5:35 p.m.,
Voice approved.