

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

**Tuesday November 23, 2021 AT 5:00 PM
393 FERRY STREET, EVERETT, MASSACHUSETTS**

I. Roll Call: The Chairman asked the Secretary to call the Roll:

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

Absent:

Others: Stephen Kergo, Executive Director, Francis J. LaRovere III, Legal Counsel, Roberta Correale, Assistant Director, Chris Giarratana Maintenance, Michelle Gouveia, Public Housing Supervisor, James Griffin, Fee Accountant

Minutes: Motion made by Mr. Barrett and second by Mr. Colameta to accept the minutes of the regular meeting of Tuesday October 26, 2021

II. Director's Report:

In addition to the written Executive Director's Report, Mr. Kergo mentioned he had reached out to a few other Housing Directors regarding how they receive funding for Resident Service Coordinators, most for the funding was received by DHCD, which we were not eligible for or through a Mod Phase Grant. This is a grant that incorporates a Capital Improvement portion, as well as, Resident Services. Our sites do not meet this requirement.

Mr. Kergo also mentioned that the Computer Lab at the Glendale Towers is now up and running. We have notified MVES so they can try it out with your resident. Once we are sure it is working to our satisfaction, we will send out a memo to the residents after the holidays.

Mr. Kergo mentioned City Hall stated that there appears to be a pest issue at the Glendale Towers. The Director had met with the rep at Pest End to discuss the pest issue. Pest End will put together a proposal to attack the whole building at once. Once the proposal is received Mr. Kergo will present it to the members. In the mean-time, Pest End had added an additional exterminator to the Tuesday and Thursday Schedule to help control the issue. Mr. Puleo asked the Director if there will be additional cost for the exterminator. Once the proposal is presented to Mr. Kergo he will inform the members with the detail of the cost. A discussion was followed.

Mr. Kergo briefly talked about the Generator replacement for the Glendale Towers. The cost for the temporary generator will not be an out of pocket expense, the Capital Improvement Project will cover it.

Mr. Puleo also had a question regarding the extra thirty MRVP vouchers EHA received. Mr. Kergo informed the members that Sacro is no longer utilizing the MRVP vouchers so DHCD gave them to Everett Housing Authority.

The Director also mentioned that EHA has a three-year contract with our Section 8 and Housing Inspector with the possibility to extend for additional year. According to the Inspector his costs have gone up and may not extend the contact the additional year. A discussion was followed.

Motion made by Mr. Colameta and seconded Mr. Barrett to accept the Directors Report, voice approved.

III. Old Business

- A. Resolution 2021-36:** To approve and authorized the Chairman to execute a Certificate of Final Completion with Associated Elevator Companies, Inc. for the 667-2 Glendale Towers Elevator Replacement Project and having a final payment of Thirty Thousand, Nine Hundred, Forty-Three Dollars and Ninety Cents; (\$30,943.90) and 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 2021-36**: To approve and authorized the Chairman to execute a Certificate of Final Completion with Associated Elevator Companies, Inc. for the 667-2 Glendale Towers Elevator Replacement Project and having a final payment of Thirty Thousand, Nine Hundred, Forty-Three Dollars and Ninety Cents; (\$30,943.90) 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. Barrett*
- Mr. Norton, yes *-Mr. Puleo*

4yeas, 0 nays

B. Resolution 2021-37: To approve the Everett Housing Authority's Portable Space Heater policy.

Motion made by Mr. Colameta and seconded by Mr. Barrett to Table **Resolution 2021-37**: To approve the Everett Housing Authority's Portable Space Heater Policy. Voice approved.

New Business:

A. Discussion: with James Griffin, Fee Accountant on FY 2021 Year-End and Proposed FY 2022 Budget.

The Board along with Mr. Griffin discussed the closing out of the FY2021 budget. Mr. Griffin explain that the housing is in a good position financially. Mr. Puleo questioned the loss of State Subsidy because of higher than allowed Reserves. Mr. Griffin confirmed that this was the case. Mr. Puleo asked if completing a large Capital Project would help eliminate or reduce the loss of Subsidy. Discussion followed.

B. Resolution 2021-39: To approve the Certification for Year-End Processing for Fiscal Year 2021 to include the following:

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

Motion made by Mr. Colameta and seconded by Mr. Norton to approve **Resolution 2021-39**: To approve the Certification for Year-End Processing for Fiscal Year 2021 to include the following:

- Certification of Compliance with notification procedures for Federal and State Lead Paint Laws:
- Certification of the Top 5 Compensation Form; and
- Certification of the Year- End Financial Statements.
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The Chairman asked the Secretary to call the roll:

-Mr. Colameta, Yes *-Mr. Barrett*
- Mr. Norton, yes *-Mr. Puleo*

4 yeas, 0 nays

Discussion:

Mr. Norton commented on the Thanksgiving dinner provided by the Shaivo Club. The tenants were very pleased. Mr. Norton also mentioned that the residents of North Everett have noticed more racoons, mice and coyotes in that surrounding area and suggested that signs be displayed for properly disposing trash on trash day. Mr. Puleo also suggested that he, Mr. Colameta and Mr. Kergo meet prior to the December meeting to come up with a list of possible projects.

Next Meeting is Scheduled for **Tuesday December 21, 2021 at 5:00pm.**

Adjournment

Motion made by Mr. Colameta and seconded by Mr. Barret to adjourn the meeting at 5: 57pm., Voice approved

