

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

**TUESDAY DECEMBER 21, 2021 AT 5:00 PM
393 FERRY STREET, EVERETT, MASSACHUSETTS**

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

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

Absent:

Others: Stephen Kergo, Executive Director, Francis J. LaRovere III, Legal Counsel and Chris Giarrantana, Maintenance Director

II. Minutes: Motion made by Mr. Barrett and seconded by Mr. Colameta to accept the minutes of the regular meeting Tuesday November 23, 2021. Voice approved.

III. Director's Report:

In addition to the previously submitted written Executive Director's Report, the following information was provided. Mr. Kergo begins by reminding the members that their signatures will be needed for the budget approval. Mr. Kergo also mentioned that they will be moving forward with the North Everett Fire Door Replace project.

Mr. Kergo also mentioned that the Mayor's tree lighting event at the Glendale Towers was a couple of weeks ago, it went well. The Director had also mentioned that the old generator over at the Glendale Towers is now back up and running and the temporary generator has been removed. There will be a vote on the agenda to approve the engineer for this project.

Motion made by Mr. Colameta and seconded by Mr. Barrett to accept the Executive Directors Report, Voice Approved.

IV. Old Business:

A. 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.

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:

A. Resolution2021-40: To approve and authorized the FY22 Housing Choice Voucher, Section 8 program Operating Budget.

Motion made by Mr. Colameta and seconded by Mr. Norton to approve **Resolution2021-40:** To approve and authorized the FY22 Housing Choice Voucher, Section 8 program Operating Budget.

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

- B. Resolution 2021-41:** To approve and authorized the FY22 Chapter 400-Operating Budget; and subject to review and approval of the Department of Housing and Community Development.

Motion made by Mr. Colameta and seconded by Mr. Barrett to approve **Resolution 2021-41:** To approve and authorized the FY22 Chapter 400-Operating Budget; and subject to 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, Yes*
- Mr. Norton, Yes *-Mr. Puleo, Yes*

4 yeas, 0 nays

- C. Resolution 2021-42:** To approve and authorized the FY22 Mass Rental Voucher Program Operating Budget; and subject to review and approval of the Department of Housing and Community Service.

Motion made by Mr. Colameta and seconded by Mr. Norton to approve **Resolution 2021-42:** To approve and authorized the FY22 Mass Rental Voucher Program Operating Budget; and subject to 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, Yes*
- Mr. Norton, Yes *-Mr. Puleo, Yes*

4 yeas, 0 nays

- D. Resolution 2021-43:** To approve and authorize payment to Hayes Companies, Inc. for State-Aided Programs Insurance Renewal Policy, in the amount of One Hundred Eighteen Thousand, Seven Hundred Sixty-Seven Dollars (\$118,767).

Motion made by Mr. Barrett and seconded by Mr. Norton to approve **Resolution 2021-43:** To approve and authorize payment to Hayes Companies, Inc. for State-Aided Programs Insurance Renewal Policy, in the amount of One Hundred Eighteen Thousand, Seven Hundred Sixty-Seven Dollars (\$118,767).

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

- E. Resolution 2021-44:** To approve and authorized, as Contract Officers for the Everett Housing Authority until December 31, 2022, the Chairman and the Executive Director.

Motion made by Mr. Barrett and seconded by Mr. Norton to approve **Resolution 2021-44:** To approve and authorized, as Contract Officers for the Everett Housing Authority until December 31, 2022, the Chairman and the Executive Director.

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

F. Resolution 2021-45: To approve and authorized the Executive Director to sign an Engagement letter with Gordon/ Griffin, LLC for Accounting services in the amount of Twenty-Eight Thousand, Five Hundred Dollars, (\$28,500).

Motion made by Mr. Colameta and seconded by Mr. Barrett to approve **Resolution 2021-45:** To approve and authorized the Executive Director to sign an Engagement letter with Gordon/ Griffin, LLC for Accounting services in the amount of Twenty-Eight Thousand, Five Hundred Dollars, (\$28,500).

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

G. Resolution 2021-46: To approve and authorized the Executive Director to execute a Design Contract for the Family Site Stove Replacement project with Shekar and Associates in the amount of Twenty-Three Thousand, Five Hundred Dollars, (\$23,500); and subject to the review and approval of the Department of Housing and Community Development.

Motion made by Mr. Barrett and seconded by Mr. Norton to approve **Resolution 2021-46:** To approve and authorized the Executive Director to execute a Design Contract for the Family Site Stove Replacement project with Shekar and Associates in the amount of Twenty-Three Thousand, Five Hundred Dollars, (\$23,500); 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, Yes*
- Mr. Norton, Yes *-Mr. Puleo, Yes*

4 yeas, 0 nays

H. Resolution 2021-47: To approve and authorized the Executive Director to execute a Design Contract for the Glendale Towers Generator Replacement project with Nangal Engineering in the amount of Twenty-Eight Thousand, Nine Hundred Ninety-Two Dollars (\$28,992.00) subject to the review and approval of the Department of Housing and Community Development.

Motion made by Mr. Colameta and seconded by Mr. Norton to approve **Resolution 2021-47:** To approve and authorized the Executive Director to execute a Design Contract for the Glendale Towers Generator Replacement project with Nangal Engineering in the amount of Twenty-Eight Thousand, Nine Hundred Ninety-Two Dollars (\$ 28,992.00) 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, Yes*
- Mr. Norton, Yes *-Mr. Puleo, Yes*

4 yeas, 0 nays

VI. Discussion:

Mr. Colameta discussed maintenance equipment, discussion followed.

Meeting scheduled for **January 25, 2022** at **5:00 pm.**

Adjournment

Motion made by and seconded by Mr. Colameta to adjourn the meeting at 5:29 p.m.,
Voice approved.

Respectfully submitted,

Stephen Kergo
Executive Director