

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

**Tuesday November 22, 2022 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, Robert Norton, John Barrett

**Absent:** None

**Others:** Stephen Kergo, Executive Director, Francis J. LaRovere III Legal Counsel and James Griffin, Accountant and Nicole Dipierro Public Housing Supervisor

**II. Minutes:** Motion made by Mr. Barrett and seconded by Mr. Colameta to accept the minutes of the regular meeting Wednesday October 22, 2022. Voice approved.

**III. Director's Report:**

Mr. Kergo noted that, after a 1 year wait, the Bobcat we had ordered was delivered. Mr. Colameta asked if the Maintenance crew had anyone able to drive the new vehicle. Mr. Kergo stated that we had at least 3 members that were able to do so. Mr. Puleo raised a question concerning the small number of units lease up in our Family and Elderly sites, a discussion followed.

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

**IV. Old Business:** None

**V. New Business:**

**A. Discussion:** To discuss with James Griffin, Fee Account, the proposed FY '23 Operating Budget.

A discussion with Mr. Griffin and the Board followed regarding the FY 23 proposed Budget. There was an allowable increase by up to 9%. Revenues are budgeted about 1.3 million dollars higher than fy22. It is noted that if revenues aren't meet then the EHA will receive it in an increase in subsidy. A discussion on the larger than normal maintenance salary increases as well as last year's maintenance salary budget line, unfunded pension liability and EHA reserves followed.

**B. Resolution 2022-33:** To approve the Certification for Year-End Processing for Fiscal Year 2022 to include the following:

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

Motion made by Mr. Colameta and Seconded by Mr. Barrett to accept **Resolution 2022-33:** To approve the Certification for Year-End Processing for Fiscal Year 2022 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

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

**4 yeas, 0 nays**

- C. **Resolution 2022-34:** To approve and authorized the FY23 Housing Choice Voucher, Section 8 program Operating Budget.

Motion made by Mr. Colameta and Seconded by Mr. Barrett to take collectively Resolution 2022-34, Resolution 2022-35 and Resolution 2022-36. Voice Approved.

- D. **Resolution 2022-35:** To approve and authorized the FY23 Chapter 400-Operating Budget; to include the Executive Director Salary as listed; and subject to review and approval of the Department of Housing and Community Development.

- E. **Resolution 2022-36:** To approve and authorized the FY23 Mass Rental Voucher Program Operating Budget; and subject to review and approval of the Department of Housing and Community Development.

Resolution 2022-34, Resolution 2022-35 and Resolution 2022-36 were read into the record. Motion made by Mr. Colameta and Seconded by Mr. Barrett to accept Resolution 2022-34, Resolution 2022-35 and Resolution 2022-36. The Chairman then noted the increase to the Executive Director's salary based on guidance from DHCD.

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

**4 years, 0 nays**

- F. **Resolution 2022-37:** To approve and authorize the Chairman to sign the ARPA Contract for Financial Assistance Amendment in the amount of Seven Hundred Seventy-Eight Thousand, Six Hundred Forty-Six Dollars (\$778,646.00).

Motion made by Mr. Colameta and Seconded by Mr. Norton to accept **Resolution 2022-37:** To approve and authorize the Chairman to sign the ARPA Contract for Financial Assistance Amendment in the amount of Seven Hundred Seventy-Eight Thousand, Six Hundred Forty-Six Dollars (\$778,646.00).

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

**4 years, 0 nays**

- G. **Resolution 2022-38:** To approve and authorize the Executive Director to execute change order #1 Handicap Cooktop Workbox Modification with Byors and Sons Mechanical LLC; and subject to the review and Approval of the Department of Housing and Community Development.

Motion made by Mr. Barrett and Seconded by Mr. Colameta to Table **Resolution 2022-38:** To approve and authorize the Executive Director to execute change order #1 Handicap Cooktop Workbox Modification with Byors and Sons Mechanical LLC; and subject to the review and Approval of the Department of Housing and Community Development. Voice Approved.

- H. **Resolution 2022-39:** To approve and authorized the Executive Director to execute a three (3) year Contract for Services for work related to the Pest Control Bid to the lowest responsive bidder, B&B Pest Control for a total amount of Thirty-four Thousand Nine Hundred Fifty Dollars (\$34,950.00).

Motion made by Mr. Colameta and Seconded by Mr. Norton to accept **Resolution 2022-39:** To approve and authorized the Executive Director to execute a three (3) year Contract for Services for work related to the Pest Control Bid to the lowest responsive bidder, B&B Pest Control for a total amount of Thirty-four Thousand Nine Hundred Fifty Dollars (\$34,950.00).

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

**4 years, 0 nays**

- I. **Resolution 2022-40:** To amend and update the Section 8 Administrative Plan, Chapter 11 Part C. Rent Reasonableness Methodology.

Motion made by Mr. Barrett and Seconded by Mr. Norton to accept **Resolution 2022-40:** To amend and update the Section 8 Administrative Plan, Chapter 11 Part C. Rent Reasonableness Methodology.

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

**4 yeas, 0 nays**

Next meeting scheduled for **Tuesday December 27, 2022** at **5:00pm.**

**Adjournment:**

Motion made by Mr. Colameta and Seconded by Mr. Norton to adjourn the meeting at 6:00pm.  
Voice Approved.

Respectfully Submitted,

*Stephen Kergo*

Stephen Kergo  
Executive Director