

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

**Tuesday December 27, 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,

**Absent:** John Barrett

**Others:** Stephen Kergo, Executive Director, Francis J. LaRovere III Legal Counsel,  
Roberta Correale, Assistant Director and Nicole Dipierro Public Housing  
Suervisor

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

**III. Director's Report:**

The Board members asked the Executive Director about aa few of the upcoming construction projects. A discussion followed.

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

**IV. Old Business: 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. Colameta and seconded by Mr. Norton 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.

**V. New Business:**

**A. Resolution 2022-41:** To approve changes to the EHA Personnel Policy; 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 accept Resolution 2022-41: To approve changes to the EHA Personnel Policy; subject to the review and approval of the Department of Housing and Community Development.

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

**3yeas, 0 nays**

**B. Resolution 2022-42:** To accept the Executive Director's recommendation(s) for the filling of the Maintenance Aide position.

Motion made by Mr. Colameta and seconded by Mr. Norton to approve Resolution 2022-42: to accept the Executive Director's recommendation(s) for the filling of the Maintenance Aide position with Christopher Ginepra.

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

**3yeas, 0 nays**

C. **Resolution 2022-43:** To accept and approve the Chairman to sign Amendment #10 to the Contract for Financial Assistance 5001 in the amount of Seven Hundred Seventy-Eight Thousand, Six Hundred Forty-Six Dollars (\$778,646.00); 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 accept Resolution 2022-43: To accept and approve the Chairman to sign Amendment #10 to the Contract for Financial Assistance 5001 in the amount of Seven Hundred Seventy-Eight Thousand, Six Hundred Forty-Six Dollars (\$778,646.00); subject to the review and approval of the Department of Housing and Community Development.

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

**3 years, 0 nays**

D. **Resolution 2022-44:** To approve and authorize the Executive Director to sign an Engagement Letter for Fee Accountant services with Gordon/Griffin LLC FY23 for a cost of \$30,000.

Motion made by Mr. Colameta and Seconded by Mr. Norton to accept Resolution 2022-44: To approve and authorize the Executive Director to sign an Engagement Letter for Fee Accountant services with Gordon/Griffin LLC FY23 for a cost of \$30,000.

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

**3 years, 0 nays**

E. **Resolution 2022-45:** To approve the Leased Housing Assistant job description.

Motion made by Mr. Colameta and Seconded by Mr. Norton to accept Resolution 2022-45: To approve the Leased Housing Assistant job description.

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

**3 years, 0 nays**

F. **Resolution 2022-46:** To approve and authorize Change Order No. 1 for a 50 Day Increase in the Contract Time, for the Basement Fire Doors Project FISH #093091; and subject to the review and approval of the Department of Housing and Community Development.

G. Motion made by Mr. Colameta and Seconded by Mr. Norton to accept Resolution 2022-46: To approve and authorize Change Order No. 1 for a 50 Day Increase in the Contract Time, for the Basement Fire Doors Project FISH #093091; and subject to the review and approval of the Department of Housing and Community Development. Voice Approved.

Next meeting scheduled for **Tuesday January 24, 2023** at **5:00pm.**

**Adjournment:**

Motion made by Mr. Colameta and Seconded by Mr. Norton to adjourn the meeting at 5:25pm.  
Voice Approved.

Respectfully Submitted,

*Stephen Kergo*

Stephen Kergo  
Executive Director