

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

**Tuesday November 21, 2023 AT 5:00 PM
393 FERRY STREET, EVERETT, MASSACHUSETTS**

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

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

Absent: Damain Allen

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

II. Minutes: Motion made by Mr. Barrett and seconded by Mr. Norton to accept the minutes of the Regular Meeting of October 19, 2023, and the minutes of the Executive Session of August 30, 2023. **Voice approved.**

III. Director's Report:

A written report was provided, and no additional information was provided. 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 financial year-end, and the EHA proposed FY '24 Operating Budget.

James Griffin was introduced to the members and a discussion about the new FY24 Budgets followed.

Mr. Kergo explained the increases in wages that are included in this year's budget. He also noted that several line-items have been adjusted from the previous year's budget due to spending and cost trends identified in the previous year, and an increase in the Resident Service Coordinator position as EHA will be applying for an increase to the program in a current funding round.

Mr. Griffin noted that for the first time, EOHLC has increased the ANUAL based on program type. 667 (elderly) increased by 13% and the 200 (family) only 7%. Based on this formula EHA came up with a percentage close to 9%. Rental income budgeted higher by almost \$360,000.; Subsidy for MRVP increased by almost \$500,000 because we now have more units and FMR under the program have increased; Sec 8 increase of \$300,00 based on higher rents and because we are almost completely leased-up; Proration from HUD for this year is between 92-93% up from 90% last year. Mr. Colameta asked a question concerning interest income for the year. A long discussion followed. Mr. Colameta asked where the problems are in the budget. Mr. Griffin stated there are no problems. Mr. Griffin noted that this year's reserve values are budgeted to be below \$100%.

The Board thanked Mr. Griffin for his attendance and discussing our financial situation.

B. Resolution 2023-38: To approve and authorize the Board of Commissioners to certify the Certification for Year-End Processing for Fiscal Year 2023 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.
- iii. Certification of the Year- End Financial Statements, and
- iv. Certification of the Executive Office of Housing and Livable Communities Annual Wage Match procedures.

Motion made by Mr. Colameta and Seconded by Mr. Norton to accept **Resolution 2023-38**: 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.
Certification of the Year- End Financial Statements, and
Certification of the Executive Office of Housing and Livable Communities Annual Wage Match procedures.

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

4 yeas, 0 nays

- C. **Resolution 2023-39**: To approve and authorize the Chairman and Treasurer to sign the Executive Director's Employment Contract.

Motion made by Mr. Barrett and Seconded by Mr. Colameta to accept **Resolution 2023-39**: To approve and authorize the Chairman and Treasurer to sign the Executive Director's Employment Contract.

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

4 yeas, 0 nays

- D. **Resolution 2023-40**: To approve and authorize the FY24 Housing Choice Voucher, Section 8 program Operating Budget.

Motion made by Mr. Colameta and Seconded by Mr. Barrett to accept **Resolution 2023-40**: To approve and authorize the FY24 Housing Choice Voucher, Section 8 program Operating Budget.

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

4 yeas, 0 nays

Motion made by Mr. Colameta and Seconded by Mr. Barrett to take Item E and Item F Collectively. **Voice Approved.**

- E. **Resolution 2023-41**: To approve and authorize the FY24 Chapter 400-Operating Budget; to include the Executive Director Salary as listed; and subject to review and approval of the Executive Office of Housing and Livable Communities.

See **Motion** below Item F.

- F. **Resolution 2023-42**: To approve and authorize the FY24 Mass Rental Voucher Program Operating Budget; and subject to review and approval of the Executive Office of Housing and Livable Communities.

Motion made by Mr. Barrett and Seconded by Mr. Norton to accept **Resolution 2023-41**: To approve and authorize the FY24 Chapter 400-Operating Budget; to include the Executive Director Salary as listed; and subject to review and approval of the Executive Office of Housing and Livable Communities, AND **Resolution 2023-42**: To approve and authorize the FY24 Mass Rental Voucher Program Operating Budget; and subject to review and approval of the Executive Office of Housing and Livable Communities.

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

4 yeas, 0 nays

- G. Resolution 2023-43:** To approve and authorize the Executive Director to apply for and accept an increase in funding for the Resident Service Coordinator program.

Motion made by Mr. Colameta and seconded by Mr. Barrett to accept **Resolution 2023-43:** To approve and authorize the Executive Director to apply for and accept an increase in funding for the Resident Service Coordinator program.

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

4 yeas, 0 nays

- H. Resolution 2023-44:** To approve and authorize the Executive Director's recommendation for the filling of the Maintenance Aide position.

Motion made by Mr. Barrett and seconded by Mr. Norton to accept **Resolution 2023-44:** To approve and authorize the Executive Director's recommendation for the filling of the Maintenance Aide position with Michael Sullivan.

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

4 yeas, 0 nays

Next meeting scheduled for **December 19th, 2023** at **5:00pm.**

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

Respectfully Submitted,

Stephen Kergo

Stephen Kergo
Executive Director