

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

**Tuesday March 19, 2024, AT 5:00 PM  
393 FERRY STREET, EVERETT, MASSACHUSETTS**

- I. Roll Call:** The Chairman asked the Secretary to call the Roll:  
**Present:** Dominic Puleo, Mr. Norton, and Philip Colameta  
**Absent:** John Barrett, and Damain Allen  
**Others:** Executive Director Stephen Kergo, Legal Counsel Francis J. LaRovere III, Roberta Correale, Assistant Director, Nicole Dipierro, Public Housing Supervisor and Chris Giarratana, Director of Maintenance

- II. Minutes:** Motion made by Mr. Colameta and seconded by Mr. Norton to accept the minutes of the Regular Meeting of February 27, 2024. **Voice approved.**

**III. Director's Report:**

Nothing additional to the written report was mentioned.

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

**IV. Old Business: None**

**V. New Business:**

- A. Election of Officers:** Mr. Colameta made a motion and seconded by Mr. Norton to appoint a slate of Officers, as they are currently constituted.

The Director read aloud each name and office; each member accepted.

Mr. Puleo – Chairman. Mr. Puleo accepted.

Mr. Colameta - Vice Chairman. Mr. Colameta accepted.

Mr. Barrett, Treasure. Absent.

Mr. Norton Vice Treasure. Mr. Norton accepted.

Mr. Allen, Member. Absent.

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

**3 yeas, 0 nays**

- B. Resolution No. 2024-07:** To approve and authorize the Executive Director to declare as surplus inventory and to dispose of as needed one (1) 2011 Ford Trans Con Van VIN #NM0LS6AN4BT046806 and one (1) 2008 Ford Truck VIN #1FTNF21568EE58716.

Motion made by Mr. Colameta and seconded by Mr. Norton to accept **Resolution No. 2024-07:** To approve and authorize the Executive Director to declare as surplus inventory and to dispose of as needed one (1) 2011 Ford Trans Con Van VIN #NM0LS6AN4BT046806 and one (1) 2008 Ford Truck VIN #1FTNF21568EE58716.

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

**3 yeas, 0 nays**

- C. **Resolution No. 2024-08:** To approve and authorized the Executive Director to sign a three (3) year service contract for the total amount of Twenty-Five Thousand Two Hundred Dollars (\$25,200) with the lowest responsive bidder to our Administrative Office Cleaning bid, DBS Business Solutions.

Motion made by Mr. Colameta and seconded by Mr. Norton to accept **Resolution No. 2024-08:** To approve and authorized the Executive Director to sign a three (3) year service contract for the total amount of Twenty-Five Thousand Two Hundred Dollars (\$25,200) with the lowest responsive bidder to our Administrative Office Cleaning bid, DBS Business Solutions.

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

**3 yeas, 0 nays**

- D. **Resolution 2024-09:** To approve and authorize the Executive Director to enter into a Design Consultant Contract for the 667/2 Fire Alarm Upgrade Project FISH #093100 with MacRitchie Engineering Inc. for a total amount of Thirty-Seven Thousand Two Hundred Five Dollars and Zero Cents (\$37,205.00); subject to the review and approval of the Executive Office of Housing and Livable Communities.

Motion made by Mr. Colameta and seconded by Mr. Norton to accept **Resolution 2024-09:** To approve and authorize the Executive Director to enter into a Design Consultant Contract for the 667/2 Fire Alarm Upgrade Project FISH #093100 with MacRitchie Engineering Inc. for a total amount of Thirty-Seven Thousand Two Hundred Five Dollars and Zero Cents (\$37,205.00); subject to the review and approval of the Executive Office of Housing and Livable Communities.

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

**3 yeas, 0 nays**

- E. **Resolution 2024-10:** To approve and authorize the writing-off of Ch. 200-C Tenant Accounts Receivables, effective as of March 1, 2024, in the total amount of Twenty-Three Thousand Five Hundred Seventy-Eighty Dollars and Zero Cents, (\$23,578.00).

Motion made by Mr. Colameta and seconded by Mr. Norton to accept **Resolution 2024-10:** To approve and authorize the writing-off of Ch. 200-C Tenant Accounts Receivables, effective as of March 1, 2024, in the total amount of Twenty-Three Thousand Five Hundred Seventy-Eighty Dollars and Zero Cents, (\$23,578.00).

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

**3 yeas, 0 nays**

- F. **Resolution 2024-11:** To approve and authorize the writing-off of Ch. 667-C Tenant Accounts Receivables, effective March 1, 2024, in the total amount of Six Thousand Six Hundred Sixty -Four Dollars and Ten Cents, (\$6,664.10).

Motion made by Mr. Colameta and seconded by Mr. Norton to accept **Resolution 2024-11:** To approve and authorize the writing-off of Ch. 667-C Tenant Accounts Receivables, effective March 1, 2024, in the total amount of Six Thousand Six Hundred Sixty -Four Dollars and Ten Cents, (\$6,664.10).

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

**3 yeas, 0 nays**

- G. **Resolution 2024-12:** To approve and authorize the Executive Director to execute a Service Contract for Moving Services for 667/1A Ceiling Replacement Project FISH No. 093097 to the lowest responsive bidder; subject to the review and approval of the Executive Office of Housing and Livable Communities.

Motion made by Mr. Colameta and seconded by Mr. Norton to accept **Resolution 2024-12:** To approve and authorize the Executive Director to execute a Service Contract for Moving Services for 667/1A Ceiling Replacement Project FISH No. 093097 to the lowest responsive bidder; subject to the review and approval of the Executive Office of Housing and Livable Communities.

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

**3 yeas, 0 nays**

- H. Resolution 2024-13:** To approve and authorize the Executive Director to execute a Service Contract for Relocation Service Firm for 667/1A Ceiling Replacement Project FISH No. 093097 to the lowest responsive bidder; subject to the review and approval of the Executive Office of Housing and Livable Communities.

Motion made by Mr. Colameta and seconded by Mr. Norton to Table Resolution 2024-13: To approve and authorize the Executive Director to execute a Service Contract for Relocation Service Firm for 667/1A Ceiling Replacement Project FISH No. 093097 to the lowest responsive bidder; subject to the review and approval of the Executive Office of Housing and Livable Communities. **Voice Approved.**

- I. Resolution 2024-14:** To approve and authorize the Executive Director to enter into a Design Consultant Contract for the 200/1 Concrete Stair Replacement Project FISH #093098 with Waterfield Design Group. for a total amount of Thirty-Nine Thousand Five Hundred Dollars and Zero Cents (\$39,500.00); subject to the review and approval of the Executive Office of Housing and Livable Communities.

Motion made by Mr. Colameta and seconded by Mr. Norton to accept **Resolution 2024-14:** To approve and authorize the Executive Director to enter into a Design Consultant Contract for the 200/1 Concrete Stair Replacement Project FISH #093098 with Waterfield Design Group. for a total amount of Thirty-Nine Thousand Five Hundred Dollars and Zero Cents (\$39,500.00); subject to the review and approval of the Executive Office of Housing and Livable Communities.

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

**3 yeas, 0 nays**

- J. Resolution 2024-15:** To approve and authorize the Executive Director's recommendation for the filling of the Maintenance Aide position.

Motion made by Mr. Colameta and seconded by Mr. Norton to accept **Resolution 2024-15:** To approve and authorize the Executive Director's recommendation for the filling of the Maintenance Aide position, Mr. Paul Gibbs.

- K. Discussion:** A/C Glendale Towers.

The Chairman started the discussion by asking Attorney LaRovere his thoughts on the EHA transferring ownership of a/c units to residents of Glendale Towers if purchased by EHA. Attorney LaRovere stated it would be the same process as we had done many years ago with refrigerators in the HP Family units. Chairman Puleo asked if we could locate the letter used for this process. A long discussion followed. It was mentioned that the administration will assist in any way possible with resolving this issue.

The Board thought that the Director should begin the process to procure 120 12k btu a/c along with the work to install same. It was also mentioned that the Director should begin the process of procuring the contractor to do the work on the lateral conductors while we await the utility scheduling of the work. This was thought to move the process along.

Next meeting **April 23, 2024**, at **5:00 pm.**

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

Respectfully Submitted,

*Stephen Kergo*

Stephen Kergo  
Executive Director