

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

**Tuesday April 23, 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, John Barrett, Damain Allen and Philip Colameta
- Absent:** Mr. Norton
- Others:** Executive Director Stephen Kergo, Legal Counsel Francis J. LaRovere III, Roberta Correale, Assistant Director, and Chris Giarratana, Director of Maintenance
- II. **Minutes:** Motion made by Mr. Barrett and seconded by Mr. Colameta to accept the minutes of the Regular Meeting of March 19, 2024. **Voice approved.**

III. **Director's Report:**

Mr. Kergo noted that the company hired to do the grass cutting has had a breakdown with his partners and is no longer able to meet the requirements of the contract. He further stated that he has since placed the contract again out to bid and is hopeful to have another company ready for June 1. In the meantime, the maintenance staff will keep up with the lawn care. A brief discussion followed.

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

IV. **Old Business:**

- A. Discussion: A/C Glendale Towers.

The Board discussed possible options to obtain air conditioners for Glendale Towers as well as thoughts on having maintenance install or to hire part-time individuals to complete this task. A lengthy discussion followed. The discussion also touched upon the construction contract for the installation of the lateral conductors. The Director explained the bids are due on the 16<sup>th</sup> and that it will take time for the engineer to complete the needed reference checks, so he wasn't sure the bid would be ready for a vote with the meeting being on Monday the 20<sup>th</sup>. The Board instructed the Director to have ready for a vote at the next meeting the A/C Bid, the Lateral Conductors Bid as well as a plan to install the A/C. The Director said he would do his best.

- B. **Resolution No. 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. Allen to Table **Resolution No. 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.

V. **New Business:**

- A. **Resolution No. 2024-16:** To approve and authorize the Executive Director's recommendation for the promotion of Marcel Amador to the position of Maintenance Mechanic Grade II.

Motion made by Mr. Barrett and Seconded by Mr. Allen to approve **Resolution No. 2024-16:** To approve and authorize the Executive Director's recommendation

for the promotion of Marcel Amador to the position of Maintenance Mechanic Grade II.

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

**4 yeas, 0 nays**

**B. Resolution No. 2024-17:** To approve and adopt the Section 8 program Income Limits effective April 1, 2024.

<b>Section 8 Income Limits</b>			
<b>As of 04/01/2024</b>			
<b>No. of Persons</b>	<b>Extremely Low Income Limit (30% of Median)</b>	<b>Very Low Limit 50%</b>	<b>Low Limit 80%</b>
1	\$34,300	\$57,100	\$91,200
2	\$39,200	\$65,300	\$104,200
3	\$44,100	\$73,450	\$117,250
4	\$48,950	\$81,600	\$130,250
5	\$52,900	\$88,150	\$140,700
6	\$56,800	\$94,700	\$151,100
7	\$60,700	\$101,200	\$161,550
8	\$64,650	\$107,700	\$171,950

Motion made by Mr. Barrett and Seconded by Mr. Colameta to approve **Resolution 2024-17:** To approve and adopt the Section 8 program Income Limits effective April 1, 2024.

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

**4 yeas, 0 nays**

**C. Resolution 2024-18:** To approve and authorize the Executive Director to amend the Design Consultant Contract with *Reverse Architecture* for the Ceiling Removal and Replacement at North Everett/Whittier Drive (667-1A) FISH Project #093097 for an additional amount of Forty-Seven Thousand Dollars (\$47,000) for a total contract cost of Eighty-Six Thousand Five Hundred Dollars (\$86,500.00); subject to the review and approval of the Executive Office of Housing and Livable Communities.

Motion made by Mr. Colameta and Seconded by Mr. Allen to approve **Resolution 2024-18:** To approve and authorize the Executive Director to amend the Design Consultant Contract with Reverse Architecture for the Ceiling Removal and Replacement at North Everett/Whittier Drive (667-1A) FISH Project #093097 for an additional amount of Forty-Seven Thousand Dollars (\$47,000) for a total contract cost of Eighty-Six Thousand Five Hundred Dollars (\$86,500.00); subject to the review and approval of the Executive Office of Housing and Livable Communities.

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

**4 yeas, 0 nays**

**D. Discussion:** Related to upgrading maintenance software to allow for a tenant portal.

Chairman Puleo explained how he was invited to a City Counsel meeting to discuss with the sub-committee concerns and thoughts they had about the housing authority. A brief discussion followed concerning his meeting with the Council committee. He further explained that he thought a portal that would allow residents to put-in maintenance request online was a idea that we should look into. The other members were in agreeance with this thought. A brief discussion followed. The Director stated that he would start by looking at a portal from our current housing software provider to see what it offered our residents.

**E. Discussion:** Related to a tenant communication plan.

This discussion centered on possibly looking at a Newsletter for the residents and Mr. Allen also thought that perhaps overtime we may want to look into an update of our current website. A brief discussion followed. The Director agreed to investigate these matters and to update the Board.

Next meeting **May 20, 2024**, at **5:00 pm**.

**Adjournment.** Motion made by Mr. Colameta and seconded by Mr. Allen to adjourn the meeting at 6:20 pm. **Voice Approved.**

Respectfully Submitted,

*Stephen Kergo*

Stephen Kergo  
Executive Director