

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

**Monday May 20, 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, Roberta Correale, Assistant Director, and Chris Giarratana, Director of Maintenance

- II. **Minutes:** Motion made by Mr. Colameta and seconded by Mr. Barrett to accept the minutes of the Regular Meeting of April 23, 2024. **Voice approved.**

III. **Director's Report:**

Mr. Kergo mentioned his meeting with the State Housing Director, Mayor DeMaria and other officials. He noted that at the meeting they briefly discuss the possible repositioning of EHA property. The Chairman asked about the hiring of a new landscape company. Mr. Kergo explained that he had gone out to bid and has on the agenda an item to approve the contract. He also noted that he had failed to put it on the proposed agenda he sent the Chairman but added it after. A brief discussion followed.

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

IV. **Old Business:**

- A. Discussion: A/C Glendale Towers. The Executive Director mentioned that he has sent a \$3000+ payment to National Grid, which is required to be prepaid. Next step is for National Grid to schedule the work. Mr. Barrett asked how we made out on procuring the a/c. The Executive Director noted that we got a good price from F.W. Webb. Further discussion continued.
- 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. Barrett to approve **Resolution No. 2024-13:** Resolution No. 2024-13: To approve and authorize the Executive Director to execute a Service Contract to the lowest responsive bidder, Judy Cohn Housing & Relocation Consultants for a total amount of Seventy-Two Thousand Seven Hundred Twenty Dollars (\$72,720.00) for the Relocation Service Bid for the 667/1A Ceiling Replacement Project FISH No. 093097; 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

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

Mr. Kergo mentioned that select staff watched a demonstration of the Tenant Portal offered by PHA-Web. Overall, the thought was that it would meet our needs. The Chairman asked that we keep the item on the agenda, we should possibly add funding in the upcoming budget to cover the cost, if we believe it is the best option. Discussion continued. The Chairman asked if it was able to "push" a message out to the residents and if not could we check with them to see

if it's in their development queue. Discussion continued into the topic of Item D. Discussion: Related to a tenant communication plan. Mr. Kergo noted that our Resident Service Coordinator currently does a newsletter for her program. We will be adding to that with input from other departments.

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

See C.

V. **New Business:**

A. **Resolution No. 2024-19:** To approve and authorize the Executive Director to enter into a construction contract with the lowest responsive bidder for the Lateral Conductors bid; subject to a positive recommendation from Nangle Engineering.

Motion made by Mr. Barrett and Seconded by Mr. Colameta to approve **Resolution No. 2024-19:** To approve and authorize the Executive Director to enter into a construction contract with the lowest responsive bidder for the Lateral Conductors bid, CDS Unlimited LLC for a total amount of Ninety-Two Thousand Five Hundred Eighty-Eight Dollars and Zero Cents (\$92,588.00); subject to a positive recommendation from Nangle Engineering.

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

4 yeas, 0 nays

B. **Resolution No. 2024-20:** To approve and authorize the Executive Director to enter into a Supply Contract with the lowest responsive bidder to the Air Conditioner Bid.

Motion made by Mr. Allen and Seconded by Mr. Colameta to approve **Resolution No. 2024-20:** To approve and authorize the Executive Director to enter into a Supply Contract with the lowest responsive bidder to the Air Conditioner Bid, FW Webb for a total contract of Forty-Seven Thousand Two Hundred Seventeen Dollars and Sixty Cents (\$47,217.60).

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

4 yeas, 0 nays

C. **Resolution No. 2024-21:** To approve and adopt changes to the Violence Against Women Act (VAWA) Policy as amended.

Motion made by Mr. Colameta and Seconded by Mr. Barrett to approve **Resolution No. 2024-21:** To approve and adopt changes to the Violence Against Women Act (VAWA) Policy as amended.

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

4 yeas, 0 nays

D. **Resolution No. 2024-22:** To approve and authorize the Executive Director to enter into a Service Contract with the lowest responsive bidder to the Grass Cutting Bid.

Motion made by Mr. Colameta and Seconded by Mr. Barrett to approve **Resolution No. 2024-22:** To approve and authorize the Executive Director to enter into a Service Contract with the lowest responsive bidder to the Grass Cutting Bid.

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

4 yeas, 0 nays

Next meeting **June 25, 2024** at **5:00 pm**.

Adjournment. Motion made by Mr. Colameta and seconded by Mr. Barrett to adjourn the meeting at 5:40 pm. **Voice Approved.**

Respectfully Submitted,

Stephen Kergo

Stephen Kergo
Executive Director