

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

**Tuesday June 25, 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, Nicole Dipierro, Public Housing Supervisor 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 May 20, 2024. **Voice approved.**

**III. Director's Report:**

Mr. Kergo mentioned that the Maintenance Garage project has finally begun to move forward. Construction documents are due by July, then the next step would be to go to bid. Does not seem likely construction will start until the fall at the soonest.

Mr. Puleo questioned the process to move forward with a redeveloping of one of our properties. Mr. Allen also had questions concerning this topic as well as Project Based vouchers.

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

Mr. Kergo noted that the maintenance department has started to install A/Cs at the Glendale Towers. The installation will be slowed because of a concern that installing too many could cause an overload of the electric system. There will be a project kick-off meeting on July 2<sup>nd</sup>. Mr. Puleo suggested we ask if City Hall needs to push the utility to move the work along.

He mentioned that PHA-Web has a system that allows the EHA to send out notifications to residents.

**V. New Business:**

Motion made by Mr. Colameta and seconded by Mr. Barrett to take Items A and D collectively Conduct the Section 8 Annual Plan Public Hearing for 2025 and Conduct the State Annual Plan Public Hearing for the Fiscal Year 2025. **Voice Approved.**

- A. Conduct the Section 8 Annual Plan Public Hearing for 2025.

Motion made by Mr. Colameta and seconded by Mr. Barrett to open the Public Hearings. **Voice Approved.**

Chairman Puleo asked three times if there was anyone present who wished to speak concerning either plan. There was no response from the attended audience.

Mr. Colameta made a Motion that was Seconded by Mr. Barrett to Close the Public Hearings. **Voice approved.**

- B. **Resolution 2024-23:** To accept and authorize the Chairman to sign the Civil Rights Certification for the HCV program for Fiscal Year 2025.

Motion made by Mr. Colameta and seconded by Mr. Barrett to approve Resolution 2024-23:  
To accept and authorize the Chairman to sign the Civil Rights Certification for the HVC program  
for Fiscal Year 2025. **Voice Approved.**

C. Conduct the State Annual Plan Public Hearing for the Fiscal Year 2025.

See Item A above.

D. **Resolution 2024-24:** To accept the State Annual Plan and Capital Improvement Plan (CIP) for  
Fiscal Year 2025.

Motion made by Mr. Barrett and seconded by Mr. Allen to approve D. Resolution 2024-24:  
To accept the State Annual Plan and Capital Improvement Plan (CIP) for Fiscal Year 2025.

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

**4 yeas, 0 nays**

E. **Resolution 2024-25:** To approve and authorize the Executive Director to enter into a  
construction contract for the 667/2 Air Compressor Replacement project with JES Enterprises,  
Inc. for a total amount of Eighteen Thousand, Eight Hundred Ten Dollars and Zero Cents  
(\$18,810.00).

Motion made by Mr. Allen and seconded by Mr. Barrett to approve **Resolution 2024-25:** To  
approve and authorize the Executive Director to enter into a construction contract for the  
667/2 Air Compressor Replacement project with JES Enterprises, Inc. for a total amount of  
Eighteen Thousand, Eight Hundred Ten Dollars and Zero Cents (\$18,810.00).

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

**4 yeas, 0 nays**

F. **Resolution 2024-26:** To approve and authorize the Executive Director to enter into a  
construction contract for the retaining wall replacement at 76 Gledhill Avenue with the lowest  
responsive bidder.

Motion made by Mr. Barrett and seconded by Mr. Colameta to approve **Resolution 2024-26:**  
To approve and authorize the Executive Director to enter into a construction contract for the  
retaining wall replacement at 76 Gledhill Avenue with the lowest responsive bidder, Aldo  
Construction for a total amount of Seventeen Thousand, Nine Hundred Dollars (\$17,900).

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

**4 yeas, 0 nays**

G. **Resolution 2024-27:** To approve and authorize Change Order No. 1 for 667/2 Glendale  
Towers Gate Valve Replacement Project FISH No. 093075 in the total amount of Ten  
Thousand, Eighty-Three and One Cent (\$10,083.01).

Motion made by Mr. Colameta and seconded by Mr. Barrett to approve **Resolution 2024-27:**  
To approve and authorize Change Order No. 1 for 667/2 Glendale Towers Gate Valve  
Replacement Project FISH No. 093075 in the total amount of Ten Thousand, Eighty-Three  
and One Cent (\$10,083.01).

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

**4 yeas, 0 nays**

H. **Resolution 2024-28**: To approve the recommendation of the Executive Director to make Nicolas Ragucci the Maintenance Foreman effective June 26, 2024.

Motion made by Mr. Barrett and seconded by Mr. Colameta to approve **Resolution 2024-28**: To approve the recommendation of the Executive Director to make Nicolas Ragucci the Maintenance Foreman effective June 26, 2024.

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

**4 years, 0 nays**

I. **Resolution 2024-29**: 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 Fourteen Thousand, Two Hundred Eleven Dollars and Twenty-Four Cents (\$14,211.24).

Motion made by Mr. Allen and seconded by Mr. Colameta to approve **Resolution 2024-29**: 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 Fourteen Thousand, Two Hundred Eleven Dollars and Twenty-Four Cents (\$14,211.24).

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

**4 years, 0 nays**

J. **Resolution 2024-30**: To approve and authorize the writing-off of Ch. 667-C Tenant Accounts Receivables, effective March 1, 2024, in the total amount of Two Thousand, Five Hundred Eighteen Dollars and Fifty-Five Cents (\$2,518.55).

Motion made by Mr. Colameta and seconded by Mr. Barrett to approve **Resolution 2024-30**: To approve and authorize the writing-off of Ch. 667-C Tenant Accounts Receivables, effective March 1, 2024, in the total amount of Two Thousand, Five Hundred Eighteen Dollars and Fifty-Five Cents (\$2,518.55).

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

**4 years, 0 nays**

K. **Resolution 2024-31**: To approve and adopt the MRVP Income Limits Effective June 10, 2024.

Income Limits	
Low Income Limit 80% AMI	
Persons	Limit
1	\$ 91,200
2	\$104,200
3	\$117,250
4	\$130,250
5	\$140,700
6	\$151,100
7	\$161,550
8	\$171,950

Motion made by Mr. Colameta and seconded by Mr. Barrett to approve **Resolution 2024-31**: To approve and adopt the MRVP Income Limits Effective June 10, 2024.

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

**4 years, 0 nays**

L. **Resolution 2024-32**: To approve and authorize the Executive Director to enter into a Design Contract for FISH No. 093096, Front Patio 667/2 with Allen & Major Associates, Inc. for a total amount of Eighteen Thousand, Two Hundred Dollars and Zero Cents (\$18,200).

Motion made by Mr. Colameta and seconded by Mr. Allen to approve **Resolution 2024-32**:  
To approve and authorize the Executive Director to enter into a Design Contract for FISH  
No. 093096, Front Patio 667/2 with Allen & Major Associates, Inc. for a total amount of  
Eighteen Thousand, Two Hundred Dollars and Zero Cents (\$18,200).

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

**4 yeas, 0 nays**

Next meeting **July 24, 2024**, at **5:00 pm**.

**Adjournment**. Motion made by Mr. Colameta and seconded by Mr. Barrett to adjourn the meeting at  
5:45 pm. **Voice Approved.**

Respectfully Submitted,

*Stephen Kergo*

Stephen Kergo  
Executive Director