

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

**September 17, 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
(The record shall note that Mr. Allen showed for the meeting after Roll Call.)
- Others:** Stephen Kergo, Executive Director, Francis J. LaRovere, III Esq., Legal Counsel, 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 August 21, 2024. **Voice approved.**

III. Director's Report:

Mr. Kergo added to his written report letting the members know that the Generator testing for the startup of the new generator went well. He also mentioned that work on a new air compressor for the heating system at Glendale Towers would be starting on the 23rd and finally he noted that James Griffen, Fee Accountant would be available to discuss the upcoming FY25 budget along with the Year-End of FY24 at an October 22nd meeting.

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

V. New Business:

- A. **Resolution 2024-36:** To approve and authorize the updates to the Housing Choice Voucher (Section 8) Program Administrative Plan effective September 17, 2024.

Motion made by Mr. Allen and seconded by Mr. Colameta to approve **Resolution 2024-36:** To approve and authorize the updates to the Housing Choice Voucher (Section 8) Program Administrative Plan effective September 17, 2024.

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

4 years, 0 nays

- B. **Resolution 2024-37:** To approve and authorize the Housing Choice Voucher (Sec 8) Payment Standards at 105% of Fiscal Year (FY) 2025 Boston Metro Area Fair Market Rent's (FMR; all other Metro Areas will be at 100% of the FY'25 FMR effective January 1, 2025.

Motion made by Mr. Barrett and seconded by Mr. Colameta to approve **Resolution 2024-37:** To approve and authorize the Housing Choice Voucher (Sec 8) Payment Standards at 105% of Fiscal Year (FY) 2025 Boston Metro Area Fair Market Rent's (FMR; all other Metro Areas will be at 100% of the FY'25 FMR effective January 1, 2025.

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

4 years, 0 nays

- C. **Resolution 2023-38:** To approve and authorize the State Aided Public Housing Fair Market Rents (FMR) for determination of eligibility for continued occupancy.

Effective October 1, 2024

No. of Bedrooms

1	\$2288
2	\$2711
3	\$3266

- D. **Resolution 2024-39:** To approve and authorize the Executive Director to execute Change Order #02 for the Family Stove Replacement Project FISH #093085 with a total cost of Twenty-Three Thousand Four Hundred Fifty Dollars and Sixty-One Cents (\$23,450.61); subject to the review and approval of the Executive Office of Housing and Livable Communities.

Motion made by Mr. Allen and seconded by Mr. Barrett to approve **Resolution 2024-39:** To approve and authorize the Executive Director to execute Change Order #02 for the Family Stove Replacement Project FISH #093085 with a total cost of Twenty-Three Thousand Four Hundred Fifty Dollars and Sixty-One Cents (\$23,450.61); subject to the review and approval of the Executive Office of Housing and Livable Communities.

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

4 years, 0 nays

- E. **Resolution 2024-40:** To approve and authorize the writing-off of Ch. 667-C Tenant Accounts Receivables, effective September 13, 2024, in the total amount of Six Hundred Twenty-Eight Dollars and One Cent (\$628.01).

Motion made by Mr. Colameta and seconded by Mr. Allen to approve **Resolution 2024-40:** To approve and authorize the writing-off of Ch. 667-C Tenant Accounts Receivables, effective September 13, 2024, in the total amount of Six Hundred Twenty-Eight Dollars and One Cent (\$628.01).

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

4 years, 0 nays

- F. **Resolution 2024-41:** To approve and authorize the writing-off of Ch. 200-C Tenant Accounts Receivables, effective as of September 16, 2024, in the total amount of Twenty-Five Thousand, Four Hundred Forty-Three Dollars and Zero Cents (\$25,443.00).

Motion made by Mr. Barrett and seconded by Mr. Colameta to approve **Resolution 2024-41:** To approve and authorize the writing-off of Ch. 200-C Tenant Accounts Receivables, effective as of September 16, 2024, in the total amount of Twenty-Five Thousand, Four Hundred Forty-Three Dollars and Zero Cents (\$25,443.00).

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

4 yeas 0 nays

- G. **Resolution 2024-42:** To approve and adopt the 2025 Affirmative Action Goal for the Family Program at 61% and Elderly Housing Program at 35%.

Motion made by Mr. Barrett and seconded by Mr. Colameta to approve **Resolution 2024-42:** To approve and adopt the 2025 Affirmative Action Goal for the Family Program at 61% and Elderly Housing Program at 35%.

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

4 years, 0 nays

H. **Resolution 2024-43** To approve and authorize the Executive Director’s recommendation for the filling of the Groundskeeper/Custodian position.

Motion made by Mr. Colameta and seconded by Mr. Allen to approve **Resolution 2024-43** To approve and authorize the Executive Director’s recommendation for the filling of the Groundskeeper/Custodian position with Matthew Parker.

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

4 yeas, 0 nays

I. **Resolution 2024-44:** To approve and authorize the Executive Director’s recommendation for the filling of the Public Housing Clerk position.

Motion made by Mr. Allen and seconded by Mr. Barrett to approve **Resolution 2024-44:** To approve and authorize the Executive Director’s recommendation for the filling of the Public Housing Clerk position with Marina Romero.

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

4 yeas, 0 nays

J. **Resolution 2024-45:** To strike the vote of *Resolution 2024-35* and replace it with the following: to approve and authorize the Executive Director to execute a Certificate of Final Completion with a final payment of Sixteen Thousand, Four Hundred Seventy-Three Dollars and One Cent (\$16,473.01) for the 667/2 Glendale Towers Gate Valve Replacement Project FISH No. 093075; 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 2024-45:** To strike the vote of *Resolution 2024-35* and replace it with the following: to approve and authorize the Executive Director to execute a Certificate of Final Completion with a final payment of Sixteen Thousand, Four Hundred Seventy-Three Dollars and One Cent (\$16,473.01) for the 667/2 Glendale Towers Gate Valve Replacement Project FISH No. 093075; subject to the review and approval of the Executive Office of Housing and Livable Communities.

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

4 yeas, 0 nays

Next meeting **October 22, 2024**, at **5:00 pm**.

Adjournment. Motion made by Mr. Colameta and seconded by Mr. Barrett to adjourn the meeting at 5:35 pm. **Voice Approved.**

Respectfully Submitted,

Stephen Kergo

Stephen Kergo
Executive Director