

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

**January 28, 2025, AT 5:00 PM
393 FERRY STREET, EVERETT, MASSACHUSETTS**

I. Roll Call: Chairman asked the Secretary to call the Roll:

Present: Dominic Puleo, Damain Allen, and Philip Colameta

Absent: John Barrett

Others: Stephen Kergo, Executive Director, Francis J. LaRovere, III Esq., Legal Counsel, Roberta Correale, Assistant Director and Nicole Dipierro, Public Housing Supervisor.

II. Minutes: Motion made by Mr. Colameta and seconded by Mr. Allen to accept the minutes of the Regular Meeting of December 30, 2024. **Voice approved.**

III. Director's Report:

The Executive Director informed the Board that due to missing wording in the specifications for the Glendale Towers Fire Alarm Replacement Project, the project bid opening was cancelled and will need to be rescheduled. He also reminded Mr. Allen that Union Negotiations would be starting, and he had a few proposed dates from the union. He asked him to see what dates would work best.

Finally, he mentioned that there is an open part-time Executive Assistant position so if anyone has good candidates, they should ask them to contact him.

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

IV. Old Business: None

V. New Business:

A. Discussion: Related to the Glendale Towers Front Patio Project with Representatives from designer Allen & Major Associates, Inc.

Katherine Andruchuk and Jacqui Trainer of Allen and Major Associates Inc. presented their plans for our Front Patio project. They explained elevation concerns and ways they plan to deal with those as well as discussion on seating and plants. Also, there was a discussion on a possible Mural location. A discussion followed with questions and responses from the Commissioners.

B. Discussion: Related to a tenant communication plan.

The Executive Director explains that staff have requested residents who had not yet supplied their email addresses to do so. He noted that there was a good response. He further noted that the Public Housing Department has been using the portal to reach out to residents. Memorandums are sent in three (3) languages and all three are provided for the residents as attachments to the emails. It was mentioned that going forward we will be using this method to inform residents. A brief discussion followed.

C. **Resolution 2025-01**: To approve and authorize the Executive Director's recommendation for the filling of the Public Housing Coordinator position.

Motion made by Mr. Colameta and seconded by Mr. Allen to approve **Resolution 2025-01**: To approve and authorize the Executive Director's recommendation for the filling of the Public Housing Coordinator position with Marina Romero.

Mr. Puleo, Yes -Mr. Colameta, Yes -Mr. Allen, Yes
3 years, 0 nays

Next meeting **February 25, 2025**, at **5:00 pm**.

Adjournment. Motion made by Mr. Colameta and seconded by Mr. Allen to adjourn the meeting at 6:11 pm. **Voice Approved.**

Respectfully Submitted,

Stephen Kergo

Stephen Kergo
Executive Director