

<p style="text-align: center;">THE MINUTES OF THE ANNUAL MEETING OF THE BOARD OF COMMISSIONERS OF THE EVERETT HOUSING AUTHORITY</p>
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**March 25, 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, John Barrett and Philip Colameta
- Absent:** None
- Others:** Stephen Kergo, Executive Director, Francis J. LaRovere, III Esq., Legal Counsel, Roberta Correale, Assistant Director, Nicole Dipierro, Public Housing Supervisor and Chris Giarratana, Maintenance Director.

- II. Minutes:** Motion made by Mr. Barrett and seconded by Mr. Colameta to accept the minutes of the Regular Meeting of February 25, 2025. **Voice approved.**

Director's Report: The Executive Director gave an update on the vacant maintenance positions. He informed the Board that we are still seeking maintenance aides and a plumber. He has had the ads posted on the MassNAHRO classified page as well as removing and reposting on the City's website and in the local newspapers.

He also noted that there is a motion on the agenda to end the Maintenance Garage Project. Adding to that the Board should decide where to spend some of the reserves that were to be used on this project so that there is no loss in subsidy by the end of the year.

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

- III. Old Business:** None

- IV. New Business:**

- A. **Election of Officers:** Nominate for the election of the following positions on the Board of Commissioners: Chairperson, Vice Chairperson, Treasure and Vice Treasure.

Motion made by Mr. Colameta and seconded by Mr. Barrett to take all officers collectively and one vote be cast for approval. Voice Approved.

Motion made by Mr. Colameta and seconded by Mr. Barrett to nominate Mr. Puelo for Chairperson, Mr. Colameta for Vice Chairperson, Mr. Barret for Treasure and Mr. Allen as Vice Treasure.

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

4 yeas, 0 nays

- B. **Resolution 2025-07:** To approve and authorize the Chairman to sign a Contract for Financial Assistance (CFA) 5001 Amendment #11, in the total amount of Six Million Twenty-Five Thousand, Seven Hundred Two Dollars, and Fifteen Cents (\$6,025,702.15); and 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 2025-07**: To approve and authorize the Chairman to sign a Contract for Financial Assistance (CFA) 5001 Amendment #11, in the total amount of Six Million Twenty-Five Thousand, Seven Hundred Two Dollars, and Fifteen Cents (\$6,025,702.15); and 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

- C. **Resolution 2025-08**: To approve and authorize the writing-off of Ch. 667-C Tenant Accounts Receivables, effective March 15, 2025, in the total amount of One Thousand, Nine Hundred Fifty-Six Dollars and Zero Cent (\$1,956.00).

Motion made by Mr. Allen and seconded by Mr. Barrett to take Items 2025-08 and 2025-09 Collectively. Voice Approved.

- D. **Resolution 2025-09**: To approve and authorize the writing-off of Ch. 200-C Tenant Accounts Receivables, effective as of March 15, 2025, in the total amount of Eight Hundred Seventy-Six Dollars and Zero Cents (\$876.00).

Motion made by Mr. Barrett and seconded by Mr. Allen to approve **Resolution 2025-08**: To approve and authorize the writing-off of Ch. 667-C Tenant Accounts Receivables, effective March 15, 2025, in the total amount of One Thousand, Nine Hundred Fifty-Six Dollars and Zero Cent (\$1,956.00) **and Resolution 2025-09**: To approve and authorize the writing-off of Ch. 200-C Tenant Accounts Receivables, effective as of March 15, 2025, in the total amount of Eight Hundred Seventy-Six Dollars and Zero Cents (\$876.00).

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

4 yeas, 0 nays

- E. **Resolution 2025-10**: To approve the Job Description of the Leased Housing/Executive Assistant position.

Motion made by Mr. Allen and seconded by Mr. Colameta to approve and authorize **Resolution 2025-10**: To approve the Job Description of the Leased Housing/Executive Assistant position as amended to show new wage rate.

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

4 yeas, 0 nays

- F. **Resolution 2025-11**: To approve and authorize the Executive Director to cancel the New Maintenance Garage Project FISH No. 093092 effective immediately after receiving the Construction Documents.

Motion made by Mr. Barrett and seconded by Mr. Allen to approve and authorize **Resolution 2025-11**: To approve and authorize the Executive Director to cancel the New Maintenance Garage Project FISH No. 093092 effective immediately after receiving the Construction Documents.

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

4 yeas, 0 nays

- G. **Resolution 2025-12**: To approve and authorize the Executive Director to execute the Certificate of Substantial Completion with a completion date of March 4, 2025, for the 667/2 Glendale Towers Roof Replacement Project (FISH No. 093095); subject to the review and approval of the Executive Office of Housing and Livable Communities.

Motion made by Mr. Allen and seconded by Mr. Colameta to approve and authorize **Resolution 2025-12**: To approve and authorize the Executive Director to execute the Certificate of Substantial Completion with a completion date of March 4, 2025, for the 667/2 Glendale Towers Roof Replacement Project (FISH No. 093095); 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 **April 29, 2025**, at **5:00 pm**.

Adjournment. Motion made by Mr. Barrett and seconded by Mr. Allen to adjourn the meeting at 5:30 pm. **Voice Approved.**

Respectfully Submitted,

Stephen Kergo

Stephen Kergo
Executive Director