

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

**June 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, Philip Colameta, and John Barrett

Absent: None

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 May 31, 2025. **Voice approved.**

III. Director's Report: The Executive Director updated the Board on estimated subsidy loss due to the operating reserves amount. The reason operating reserves are high is because the budgeted projects that we planned to use operating reserves on the Maintenance Garage project is no longer happening and the Front Patio project is still not under construction.

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

IV. Old Business:

A. Resolution 2025-29: To approve and authorize the Executive Director's recommendation for the filling of the Plumber position.

Motion made by Mr. Barrett and seconded by Mr. Colameta to Refer Back to Sponsor

Resolution 2025-29: To approve and authorize the Executive Director's recommendation for the filling of the Plumber position. **Voice Approved.**

B. Resolution 2025-30: To approve and authorize the Executive Director's recommendation for the filling of the Leased Housing Clerk/ Executive Assistant position.

Motion made by Mr. Colameta and seconded by Mr. Barrett to Table **Resolution 2025-30:** To approve and authorize the Executive Director's recommendation for the filling of the Leased Housing Clerk/ Executive Assistant position. **Voice Approved.**

V. New Business:

A. Resolution 2025-33: Conduct the Section 8 Annual (/Five Year) Plan Public Hearing for 2026.

Motion made by Mr. Colameta and seconded by Mr. Allen to take collectively **Resolution 2025-33:** Conduct the Section 8 Annual (/Five Year) Plan Public Hearing for 2026,

Resolution 2025-35: Conduct the State Annual Plan Public Hearing for the Fiscal Year 2026 and **Resolution 2025-36:** To accept the State Annual Plan and Capital Improvement Plan (CIP) for Fiscal Year 2026.

Voice Approved.

Chairman Puleo opens the Public Hearing for both the Federal HCV and State Annual plans. Chairman Puleo ask three times if there is anyone present to speak in favor or against the two (2) Annual Plans. No response was made. Chairman Puleo closes the Public Hearing.

- B. Resolution 2025-34:** To accept and authorize the Chairman and Executive Director to sign the Civil Rights Certification for the HCV program for Fiscal Year 2026.
Motion made by Mr. Colameta and seconded by Mr. Allen to accept **Resolution 2025-34**: To accept and authorize the Chairman and Executive Director to sign the Civil Rights Certification for the HCV program for Fiscal Year 2026.

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

4 yeas, 0 nays

- C. Resolution 2025-35:** Conduct the State Annual Plan Public Hearing for the Fiscal Year 2026.

Please see Item A under new business

- D. Resolution 2025-36:** To accept the State Annual Plan and Capital Improvement Plan (CIP) for Fiscal Year 2026.

Motion made by Mr. Colameta and seconded by Mr. Allen to approve **Resolution 2025-36**: To accept the State Annual Plan and Capital Improvement Plan (CIP) for Fiscal Year 2026.

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

4 yeas, 0 nays

- E. Resolution 2025-37:** To approve and authorize the Executive Director to enter into a service agreement to the lowest responsible bidder to the Plumbing Services Bid, not to exceed a total expense of Forty-nine Thousand, Nine Hundred Ninety-Nine Dollars (\$49,999.00).

Motion made by Mr. Barrett and seconded by Mr. Colameta to approve **Resolution 2025-37**: To approve and authorize the Executive Director to enter into a service agreement to the lowest responsible bidder JES Enterprises, to the Plumbing Services Bid, not to exceed a total expense of Forty-nine Thousand, Nine Hundred Ninety-Nine Dollars (\$49,999.00).

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

4 yeas, 0 nays

- F. Resolution 2025-38:** To approve and authorize the Executive Director to execute a Contract for Construction Services for the Concrete Stair Replacement Project FISH No. 093098 to the lowest responsive bidder, MJS Construction, Inc., for a total cost of Three Hundred Forty-Nine Thousand, Nine Hundred Eighty-Five Dollars and Zero cents (\$349,985.00); 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 **Resolution 2025-38**: To approve and authorize the Executive Director to execute a Contract for Construction Services for the Concrete Stair Replacement Project FISH No. 093098 to the lowest responsive bidder, MJS Construction, Inc., for a total cost of Three Hundred Forty-Nine Thousand, Nine Hundred Eighty-Five Dollars and Zero cents (\$349,985.00); subject to the review and approval of the Executive Office of Housing and Livable Communities.

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

4 yeas, 0 nays

- G. Resolution 2025-39:** To approve and authorize the writing-off of Ch. 667-C Tenant Accounts Receivables, effective June 15, 2025, in the total amount of Three Thousand, One Hundred Forty-One Dollars and Zero Cent (\$3,141.00).

Motion made by Mr. Allen and seconded by Mr. Colameta to approve **Resolution 2025-39**: To approve and authorize the writing-off of Ch. 667-C Tenant Accounts Receivables,

effective June 15, 2025, in the total amount of Three Thousand, One Hundred Forty-One Dollars and Zero Cent (\$3,141.00).

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

4 yeas, 0 nays

- H. Resolution 2025-40:** To approve and authorize the writing-off of Ch. 200-C Tenant Accounts Receivables, effective as of June 15, 2025, in the total amount of Thirty-Three Thousand, Three Hundred Ten Dollars and Forty-Five Cents (\$33,310.45).

Motion made by Mr. Barrett and seconded by Mr. Colameta to approve **Resolution 2025-40:** To approve and authorize the writing-off of Ch. 200-C Tenant Accounts Receivables, effective as of June 15, 2025, in the total amount of Thirty-Three Thousand, Three Hundred Ten Dollars and Forty-Five Cents (\$33,310.45).

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

4 yeas, 0 nays

- I. Resolution 2025-41:** To approve and authorize the Executive Director to enter into a Design Contract with Reverse Architecture for Roof Replacement at Russell St. Phase 1 FISH No. 093101 for a total cost of Fifty-Three Thousand, Five Hundred Dollars and Zero Cents (\$53,500.00); subject to the review and approval of the Executive Office of Housing and Livable Communities.

Motion made by Mr. Barrett and seconded by Mr. Allen to approve **Resolution 2025-41:** To approve and authorize the Executive Director to enter into a Design Contract with Reverse Architecture for Roof Replacement at Russell St. Phase 1 FISH No. 093101 for a total cost of Fifty-Three Thousand, Five Hundred Dollars and Zero Cents (\$53,500.00); subject to the review and approval of the Executive Office of Housing and Livable Communities.

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

4 yeas, 0 nays

- J. Resolution 2025-42:** To approve and authorize the Executive Director's recommendation for the filling of the Maintenance Aide position.

Mr. Allen noted that he had a potential conflict of interest and would abstain from the vote on this item. Mr. Allen explained that the applicant for the position is Mr. Allen's wife's cousin.

Motion made by Mr. Colameta and seconded by Mr. Barrett to approve **Resolution 2025-42:** To approve and authorize the Executive Director's recommendation for the filling of the Maintenance Aide position with Miguel Marinez.

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

3 yeas, 0 nays, 1 abstain

Chairman Puleo asked about the Federal Audit results Mr. Kergo explained that there were no findings. He stated that there was one Qualified Item. This Item is not directly related to the EHA that it is regarding the City of Everett Retirement Plan, which we are a part of has not been able to produce timely an audit to supply our auditors. Mr. Colameta commented on the costs to the EHA of the City Retirement. Mr. Allen asked Mr. Kergo for his opinion on CBIZ the auditor. Mr. Kergo stated that they were professional, helpful and easy to work with.

Next meeting **September 24, 2025, at 5:00 pm.**

Adjournment. Motion made by Mr. Colameta and seconded by Mr. Barrett to adjourn the meeting at 5:37 pm. **Voice Approved.**

Respectfully Submitted,

Stephen Kergo

Stephen Kergo
Executive Director