

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

**September 24, 2025, AT 5:00 PM  
393 FERRY STREET, EVERETT, MASSACHUSETTS**

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

**Present:** Dominic Puleo, Philip Colameta, Damain Allen, and John Barrett

**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 Special Meeting of August 14, 2025. **Voice approved.**

**III. Director's Report:**

Mr Kergo updated the Board on the status of the plaque for the Cherry Street Development. He noted that Roberta Correale has been working on getting the plaque complete and we believe it should be installed in about 12 weeks.

He also mentioned that the A/C – Heat Repair Project for the Lobby at Glendale Towers is finally complete.

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

**IV. Old Business:**

**A. 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 Refer Back to Sponsor  
**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 2025-47:** To approve Change Order No. 1 for the Family Stove Replacement Project FISH No. 093085 for the total amount of Three Thousand, Five Hundred Sixty-Two Dollars and Fourteen Cents (\$3,562.14)

Motion made by Mr. Colameta and seconded by Mr. Barrett to approve **Resolution 2025-47:** To approve Change Order No. 1 for the Family Stove Replacement Project FISH No. 093085 for the total amount of Three Thousand, Five Hundred Sixty-Two Dollars and Fourteen Cents (\$3,562.14)

**Mr. Puleo -Yes, Mr. Colameta -Yes, Mr. Allen -Yes, Mr. Barrett -Yes  
4 yeas, 0 nays**

**B. Resolution 2025-48:** To approve Change Order No. 2 for the Family Stove Replacement Project FISH No. 093085 for the total amount of Ten Thousand, Eight Hundred Sixty Dollars and One Cent (\$10,860.01)

Motion made by Mr. Colameta and seconded by Mr. Barrett to approve **Resolution 2025-48:** To approve Change Order No. 2 for the Family Stove Replacement Project FISH No. 093085 for the total amount of Ten Thousand, Eight Hundred Sixty Dollars and One Cent (\$10,860.01)

**Mr. Puleo -Yes, Mr. Colameta -Yes, Mr. Allen -Yes, Mr. Barrett -Yes  
4 yeas, 0 nays**

- C. **Resolution 2025-49:** To approve Change Order No. 4 for the Family Stove Replacement Project FISH No. 093085 for the total amount of Two Thousand, Five Hundred Eighty-Eight Dollars and Fifty-Four Cents (\$2,588.54)

Motion made by Mr. Colameta and seconded by Mr. Barrett to approve **Resolution 2025-49:** To approve Change Order No. 4 for the Family Stove Replacement Project FISH No. 093085 for the total amount of Two Thousand, Five Hundred Eighty-Eight Dollars and Fifty-Four Cents (\$2,588.54)

**Mr. Puleo -Yes, Mr. Colameta -Yes, Mr. Allen -Yes, Mr. Barrett -Yes**  
**4 yeas, 0 nays**

- D. **Resolution 2025-50:** To approve and authorize the Executive Director to enter into a three (3) year Elevator Preventive Maintenance service contract with 3 Phase Elevator, Canton MA, the lowest responsive bidder to the July bid, for a total cost of Twenty-Three Thousand Four Hundred Dollars and Zero Cents (\$23,400.00).

Motion made by Mr. Colameta and seconded by Mr. Allen to approve **Resolution 2025-50:** To approve and authorize the Executive Director to enter into a three (3) year Elevator Preventive Maintenance service contract with 3 Phase Elevator, Canton MA, the lowest responsive bidder to the July bid, for a total cost of Twenty-Three Thousand Four Hundred Dollars and Zero Cents (\$23,400.00).

**Mr. Puleo -Yes, Mr. Colameta -Yes, Mr. Allen -Yes, Mr. Barrett -Yes**  
**4 yeas, 0 nays**

- E. **Resolution 2025-51:** *Motion to Amend 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. Colameta and seconded by Mr. Barrett to approve **Resolution 2025-51:** *Motion to Amend 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**

- F. **Resolution 2025-52:** *Motion to Amend 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 Five Hundred Fifty-Six Thousand, Three Hundred Five Dollars and Zero cents (\$556,305.00); subject to the review and approval of the Executive Office of Housing and Livable Communities.

Motion made by Mr. Colameta and seconded by Mr. Allen to approve **Resolution 2025-52:** *Motion to Amend 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 Five Hundred Fifty-Six Thousand, Three Hundred Five Dollars and Zero cents (\$556,305.00); 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 2025-53:** To approve and authorize the writing-off of Ch. 667-C Tenant Accounts Receivables, effective September 15, 2025, in the total amount of Six Thousand, Thirty-Nine Dollars and Zero Cent (\$6,039.00).

Motion made by Mr. Barrett and seconded by Mr. Colameta to approve **Resolution 2025-53:** To approve and authorize the writing-off of Ch. 667-C Tenant Accounts Receivables,

effective September 15, 2025, in the total amount of Six Thousand, Thirty-Nine Dollars and Zero Cent (\$6,039.00).

**Mr. Puleo -Yes, Mr. Colameta -Yes, Mr. Allen -Yes, Mr. Barrett -Yes**  
**4 yeas, 0 nays**

- H. Resolution 2025-54:** To approve and authorize the writing-off of Ch. 200-C Tenant Accounts Receivables, effective as of September 15, 2025, in the total amount of One Thousand, One Hundred Eighteen Dollars and Sixty-Four Cents (\$1,118.64).

Motion made by Mr. Barrett and seconded by Mr. Colameta to approve **Resolution 2025-54**: To approve and authorize the writing-off of Ch. 200-C Tenant Accounts Receivables, effective as of September 15, 2025, in the total amount of One Thousand, One Hundred Eighteen Dollars and Sixty-Four Cents (\$1,118.64).

**Mr. Puleo -Yes, Mr. Colameta -Yes, Mr. Allen -Yes, Mr. Barrett -Yes**  
**4 yeas, 0 nays**

- I. Resolution 2025-55:** To approve and authorize the Executive Director to approve construction change orders with a cost of \$20,000 or less for Project 093097 without prior Board approval.

Motion made by Mr. Barrett and seconded by Mr. Colameta to approve **Resolution 2025-55**: To approve and authorize the Executive Director to approve construction change orders with a cost of **\$10,000** or less for Project 093097 without prior Board approval.

**Mr. Puleo -Yes, Mr. Colameta -Yes, Mr. Allen -Yes, Mr. Barrett -Yes**  
**4 yeas, 0 nays**

- J. Resolution 2025-56:** To approve and authorize the Section 8 Utility Allowance Schedule effective October 1, 2025.

Motion made by Mr. Colameta and seconded by Mr. Barrett to approve **Resolution 2025-56**: To approve and authorize the Section 8 Utility Allowance Schedule effective October 1, 2025.

**Mr. Puleo -Yes, Mr. Colameta -Yes, Mr. Allen -Yes, Mr. Barrett -Yes**  
**4 yeas, 0 nays**

- K. Resolution 2025-57:** To revise and update the Section 8 Administrative Plan to reflect the implementation of EHA's Reinstatement policy of Section 8 vouchers terminated due to Insufficient Funding.

Motion made by Mr. Colameta and seconded by Mr. Barrett to approve **Resolution 2025-57**: To revise and update the Section 8 Administrative Plan to reflect the implementation of EHA's Reinstatement policy of Section 8 vouchers terminated due to Insufficient Funding.

**Mr. Puleo -Yes, Mr. Colameta -Yes, Mr. Allen -Yes, Mr. Barrett -Yes**  
**4 yeas, 0 nays**

- L. Resolution 2025-58:** To approve and authorize the Executive Director to enter into a two (2) year service contract with the lowest responsive bidder to the September Tub Cut-outs bid.

Motion made by Mr. Alen and seconded by Mr. Barrett to approve **Resolution 2025-58**: To approve and authorize the Executive Director to enter into a two (2) year service contract with the lowest responsive bidder to the September Tub Cut-outs bid.

**Mr. Puleo -Yes, Mr. Colameta -Yes, Mr. Allen -Yes, Mr. Barrett -Yes**  
**4 yeas, 0 nays**

- M. Resolution 2025-59:** To approve and authorize the Executive Director to promote Chris Gienepra to Maintenance Mechanic Grade II.

N. Motion made by Mr. Barrett and seconded by Mr. Colameta to approve **Resolution 2025-59**: To approve and authorize the Executive Director to promote Chris Gienepa to Maintenance Mechanic Grade II.

**Mr. Puleo -Yes, Mr. Colameta -Yes, Mr. Allen -Yes, Mr. Barrett -Yes**  
**4 yeas, 0 nays**

O. **Resolution 2025-60**: To approve and authorize Change Order No. 4 Rot Repair at additional buildings for the Ceiling and Roof Replacement Project FISH No. 093097 for the total amount of Three Thousand, Three Hundred Four Dollars and Ninety-Four Cents (\$3,304.94).

Motion made by Mr. Colameta and seconded by Mr. Barrett to approve **Resolution 2025-60**: To approve and authorize Change Order No. 4 Rot Repair at additional buildings for the Ceiling and Roof Replacement Project FISH No. 093097 for the total amount of Three Thousand, Three Hundred Four Dollars and Ninety-Four Cents (\$3,304.94).

**Mr. Puleo -Yes, Mr. Colameta -Yes, Mr. Allen -Yes, Mr. Barrett -Yes**  
**4 yeas, 0 nays**

P. **Resolution 2025-61**: To approve and authorize Change Order No. 5 Construct Fire Separation Wall at additional building A3 (31 Whitter / 255 Shute) for the Ceiling and Roof Replacement Project FISH No. 093097.

Motion made by Mr. Colameta and seconded by Mr. Allen to approve **Resolution 2025-61**: To approve and authorize Change Order No. 5 Construct Fire Separation Wall at additional building A3 (31 Whitter / 255 Shute) for the Ceiling and Roof Replacement Project FISH No. 093097.

**Mr. Puleo -Yes, Mr. Colameta -Yes, Mr. Allen -Yes, Mr. Barrett -Yes**  
**4 yeas, 0 nays**

Q. **Resolution 2025-62**: 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. Colameta and seconded by Mr. Barrett to approve **Resolution 2025-62**: To approve and adopt the 2025 Affirmative Action Goal for the Family Program at 61% and Elderly Housing Program at 35%.

**Mr. Puleo -Yes, Mr. Colameta -Yes, Mr. Allen -Yes, Mr. Barrett -Yes**  
**4 yeas, 0 nays**

Next meeting **October 28, 2025**, at **5:00 pm**.

**Adjournment**. Motion made by Mr. Colameta and seconded by Mr. Barrett to adjourn the meeting at 5:40pm. **Voice Approved.**

Respectfully Submitted,

*Stephen Kergo*

Stephen Kergo  
Executive Director