

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

**TUESDAY, NOVEMBER 19, 2019 AT 5:30 PM  
393 FERRY STREET, EVERETT, MASSACHUSETTS**

**I. Roll Call**

The Chairman asked the Secretary to call the Roll:

**Present:** Mr. Puleo, Mr. Colameta, Mr. Ragucci and Mr. Barrett

**Absent:** Mr. Norton

**Others:** Stephen Kergo, Executive Director, Francis J. LaRovere, III, Legal Counsel and Joseph Dorney, Maintenance Supervisor, Roberta Correale, Assistant Director, Michelle Gouveia, Public Housing Supervisor and Michele Senibaldi, Administrative Assistant.

**II. Minutes:** Motion made by Mr. Barrett and seconded by Mr. Colameta to accept the minutes of the Regular Meeting on October 22, 2019, Voice approved.

**III. Director's Report**

In addition to the previously submitted written Executive Director's Report the following information was provided.

- Mr. Kergo informed the Board that the lease for the rooftop antennas expires June 2020 and is now out to bid. Also, DHCD has a new Health and Safety initiative for Capital Improvements. Projects must be completed by June 2020. Mr. Kergo also added that DHCD has hired a consulting firm to do a complete inventory of all housing authorities' buildings and components. They will be visiting our housing authority in late January.

**IV. Old Business:**

**V. New Business:**

- A. **Resolution No. 2019-44:** To approve Certification for Year-End Processing for Fiscal Year 2019 to include the following:
1. Certification of Compliance with Notification procedures for Federal and State Lead paint-laws.
  2. Certification of the Top 5 Compensation Form, and
  3. Certification of the Year-End Financial Statements.

Motion made by Mr. Ragucci and seconded by Mr. Colameta to approve **Resolution No. 2019-44:** Certification for Year-End Processing for Fiscal Year 2019 to include the following:

1. Certification of Compliance with Notification procedures for Federal and State Lead paint-laws.
2. Certification of the Top 5 Compensation Form, and
3. Certification of the Year-End Financial Statements.

The Chairman asked the Secretary to call the roll:

*-Mr. Colameta, Yes*

*-Mr. Barrett, Yes*

*-Mr. Ragucci, Yes*

*-Mr. Puleo, Yes*

**4 years, 0 nays**

- B. **Resolution No. 2019-45:** To approve and authorize the Chairman to execute the FY2020 Chapter 400-1 Operating Budget; and subject to the review and approval of the Department of Housing and Community Development.

Motion made by Mr. Ragucci and seconded by Mr. Colameta to approve and authorize **Resolution No. 2019-45:** the Chairman to execute the FY2020 Chapter 400-1 Operating Budget; and subject to the review and approval of the Department of Housing and Community Development.

The Chairman asked the Secretary to call the roll:

*-Mr. Colameta, Yes*  
*-Mr. Ragucci, Yes*

*-Mr. Barrett, Yes*  
*-Mr. Puleo, Yes*

*4 years, 0 nays*

- C. **Resolution No. 2019-46:** To approve and authorize the Chairman to execute the FY2020 Mass Rental Voucher Program Operating Budget; and subject to the review and approval of the Department of Housing and Community Development.

Motion made by Mr. Ragucci and seconded by Mr. Barrett to approve and authorize **Resolution No. 2019-46:** the Chairman to execute the FY2020 Mass Rental Voucher Program Operating Budget; and subject to the review and approval of the Department of Housing and community Development.

The Chairman asked the Secretary to call the roll:

*-Mr. Colameta, Yes*  
*-Mr. Ragucci, Yes*

*-Mr. Barrett, Yes*  
*-Mr. Puleo, Yes*

*4 years, 0 nays*

- D. **Resolution No. 2019-47:** To approve and authorize the FY2020 Housing Choice Voucher Section 8 Program Operating Budget.

Motion made by Mr. Colameta and seconded by Mr. Ragucci to approve and authorize **Resolution No. 2019-47:** the FY2020 Housing Choice Voucher Section 8 Program Operating

The Chairman asked the Secretary to call the roll:

*-Mr. Colameta, Yes*  
*-Mr. Ragucci, Yes*

*-Mr. Barrett, Yes*  
*-Mr. Puleo, Yes*

*4 years, 0 nays*

- E. **Resolution No. 2019-48:** To approve and authorize the Executive Director to sign a Pest Control Service Contract with the lowest responsible bidder of the November 14, 2019 bid, with Pest-End Exterminators from Methuen, MA.

Motion made by Mr. Ragucci and seconded by Mr. Ragucci to approve and authorize **Resolution No. 2019-48:** the Executive Director to sign a Pest Control Service Contract with the lowest responsible bidder of the November 14, 2019 bid with Pest-End Exterminators from Methuen, MA.

The Chairman asked the Secretary to call the roll:

*-Mr. Colameta, Yes*  
*-Mr. Ragucci, Yes*

*-Mr. Barrett, Yes*  
*-Mr. Puleo, Yes*

*4 years, 0 nays*

- F. **Resolution No. 2019-49:** To approve and authorize the Executive Director to sign a Contract with Mass Lock for the installation of HP Automatic Door Operators at North Everett Community Room for the amount of Eleven Thousand Four Hundred Ten Dollars and Zero Cents (\$11,410.00).

Motion made by Mr. Colameta and seconded by Mr. Barrett to approve and authorize **Resolution No. 2019-49:** the Executive Director to sign a Contract with Mass Lock for the installation of HP Automatic Door Operators at North Everett Community Room for the amount of Eleven Thousand Four Hundred Ten Dollars and Zero Cents (\$11,410.00).

The Chairman asked the Secretary to call the roll:

*-Mr. Colameta, Yes*  
*-Mr. Ragucci, Yes*

*-Mr. Barrett, Yes*  
*-Mr. Puleo, Yes*

4 yeas, 0 nays

**To consider any other business the Board of Commissioners might introduce.**

Next meeting is tentatively scheduled for **December 17, 2019 at 5:30 P.M.**

**VI. Adjournment**

Motion made by Mr. Colameta and seconded by Mr. Barrett to adjourn the meeting at 5:58 p.m., Voice approved.

Respectfully submitted,  
Steven Kergo  
Executive Director