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

TUESDAY, DECEMBER 17, 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. Barrett and Mr. Norton

Absent: Mr. Colameta

Others: Stephen Kergo, Executive Director, Francis J. LaRovere, III, Legal Counsel and

Michele Senibaldi, Administrative Assistant.

II. Motion made by Mr. Barrett and seconded by Mr. Norton to accept the minutes

of the regular meeting on November 19, 2019. Voice approved.

III. <u>Director's Report</u>

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

Mr. Kergo informed the Board that HUD reported back to us on the results of their audit of our 2018 SEMAP review and that they found our reporting to be accurate and proper. Therefore, there is no change to our ranking for that year, which was "High Performer". Mr. Kergo also added that there are 2 policies for the Board to review and hopes to have discussions on them at the next Board meeting. Also, Roberta and I met with Joseph Cochran Developers to discuss a new plan to combine private market units with public housing developments. The meeting was very informative and the program seems directed more towards authorities with aging deteriorating developments apartments, however not sure if this is a good plan for us since all three (3) of our family sites are in good shape, but all in all it was a good meeting.

Motion made by Mr. Barrett and seconded by Mr. Norton to accept the Executive Director's report, Voice approved.

IV. Old Business:

V. New Business:

A. <u>Resolution No. 2019-50</u>: To review and approve the Certificate of Substantial Completion with Nationwide Construction with a completion date of November 26, 2019 on the Golden Age Circle Concrete Stair Replacement project #093069.

Motion made by Mr. Barrett and seconded by Mr. Norton to review and approve **Resolution No. 2019-50:** the Certificate of Substantial Completion with Nationwide Construction with a completion date of November 26, 2019 on the Golden Age Circle Concrete Stair Replacement project #093069.

The Chairman asked the Secretary to call the roll:

-Mr. Barrett, Yes

-Mr. Norton, Yes

-Mr. Puleo, Yes

3 yeas, 0 nays

B. <u>Resolution No. 2019-51</u>: To approve and authorize the Certificate of Final Completion with Nationwide Construction for the Golden Age Circle Concrete Stair Replacement Project #093069 with a final payment of One Thousand Two Hundred Forty Dollars and Zero Cents(\$1,240.00).

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Mr. Kergo informed the Board that this final payment is the retainage which is 95% of the total.

Motion made by Mr. Barrett and seconded by Mr. Norton to approve and authorize **Resolution No. 2019-51:** the Certificate of Final Completion with Nationwide Construction for the Golden Age Circle Concrete Stair Replacement Project #093069 with a final payment of One Thousand Two Hundred Forty Dollars and Zero Cents (\$1,240.00).

The Chairman asked the Secretary to call the roll:

-Mr. Barrett, Yes

-Mr. Norton, Yes

-Mr. Puleo, Yes

3 yeas, 0 nays

C. <u>Resolution No. 2019-52</u>: To approve and authorize the Executive Director to sign the Annual Engagement letter with Gordon/Griffin, LLC for fee account services.

Motion made by Mr. Barrett and seconded Mr. Norton to approve and authorize **Resolution No. 2019-52**: the Executive Director to sign the Annual Engagement letter with Gordon/Griffin, LLC for fee account services.

The Chairman asked the Secretary to call the roll:

-Mr. Barrett, Yes

-Mr. Norton, Yes

-Mr. Puleo, Yes

3 yeas, 0 nays

D. <u>Resolution No. 2019-53:</u> To affirm and authorize the Executive Director to execute a Work Order Scope of Service and Payment Service Contract with Winslow Architects for the 200-3 Cherry St. Roof/Chimney Replacement FISH NO. 093074 for the total amount of Twenty Two Thousand Five Hundred Dollars and Zero Cents (\$22,500.00); and subject to the review and approval of the Department of Housing and Community Development.

Motion made by Mr. Barrett and seconded by Mr. Norton to affirm and authorize **Resolution No. 2019-53**: the Executive Director to execute a Work Order Scope of Service and payment Service Contract with Winslow Architects for the 200-3 Cherry St. Roof/Chimney Replacement FISH NO. 093074 for the total amount of Twenty Two Thousand Five Hundred Dollars and Zero Cents (\$22,500.00); 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. Barrett, Yes

-Mr. Norton, Yes

-Mr. Puleo, Yes

3 yeas, 0 nays

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

Annual meeting is tentatively scheduled for **January 28, 2020** at **5:30 P.M.**

VI. Adjournment

Motion made by Mr. Barrett and seconded by Mr. Norton to adjourn the meeting at 5:45 p.m. Voice approved.

Respectfully submitted, Stephen Kergo Executive Director