#### THE MINUTES OF THE REGULARE MEETING OF THE BOARD OF COMMISIONERS OF THE EVERETT HOUSING AUTHORITY

## December 22, 2020 AT 5:00 PM 393 FERRY STREET, EVERETT, MASSACHUSETTS

I.	<u>Roll Call:</u>	The Chairman asked the Secretary to call the Roll:
	Present:	Philip Colameta, John Barrett, Robert Norton, Dominic Puleo
	<u>Absent:</u> <u>Others:</u>	Stephen Kergo, Executive Director, Francis J. LaRovere, III, Legal Counsel and Nicole DiPierro Administrative Assistant, Joe Dorney Maintenance Supervisor

**II.** <u>Minutes:</u> Motion made by Mr. Barrett and seconded by Mr. Colameta to accept the minutes of the regular meeting November 24, 2020 and the Special meeting November 10, 2020. 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 mentioned since Thanksgiving the office staff have been working remotely due to the increase of number of COVID cases. We thought it would be safer to have the majority of the office staff work from home during this time.

Mr. Colameta had a question regarding letter A of the Executive Directors Report. Mr. Colameta asked Mr. Kergo amount received from Formula Funding was expected and would this amount meet the capital Improvement goals for this upcoming year. Mr. Kergo responded, yes the amount was expected due to recent years and we will use the money to the best of our ability to get the most important matters resolved.

Mr. Colameta also asked Mr. Kergo about letter C the FEMA Grant. Mr. Colameta asked what will the FEMA grant of (\$10, 890.93) be used for and Mr. Kergo explained that the (\$10,890.93) dollars received from FEMA is a reburisement for the money we have already spent for cleaning, etc.

Mr. Colameta also asked about the new awning placed outside of the front office. He asked if the side panels were removable for when the nicer weather arrives. Mr.Kergo responded that the side panels are removal however right now the side panels of the awning are screwed in but he will look into it and will contact the contractor about removing the side panels during spring time before the warmer weather arrives this summer. The purpose of the awning was for the people waiting outside of the office during the cold winter weather. The awning is long enough to keep the people waiting outside office and the drop office box protected during bad weather.

Motion made by Mr.Barrett and seconded by Mr. Norton to accept the Executive Report, Voice approved

## IV. Old Business: None

## <u>New Business:</u>

A. <u>Resolution 2020-41</u>: To approve the new job description for the Maintenance Director's positions and to authorize the Executive Director to advertise for the filling of the position.

No action taken on **<u>Resolution 2020-41</u>**; Executive Director was asked to update the job description for the next meeting.

**B.** <u>Resolution 2020-42:</u> To approve and authorized payment for the State-Aided Insurance program to Hayes for Invoice number 1179657 in the amount of One Hundred Fourteen Thousand Seventy dollars, (\$114,070.00).

Motion made by Mr. Colameta and seconded by Mr. Barrett to accept <u>Resolution 2020-</u> <u>42:</u> To approve and authorized payment for the State-Aided Insurance program to Hayes for Invoice number 1179657 in the amount of One Hundred Fourteen Thousand Seventy dollars, (\$114,070.00).

The Chairman asked the Secretary to call the roll:

- Mr. Colameta, Yes	-Mr. Barrett, Yes
-Mr. Norton, Yes	- Mr. Puleo,
	<u>4 yeas, 0 nays</u>

C. <u>Resolution 2020-43</u>: To approve and authorized the Executive Director to execute a one year (1) extension to the Supportive Service Program at the North Everett and Golden Age Circle, 667 Development for the total cost of Forty Thousand Dollars (\$40,000.); and subject to the review and approve of the Dept. of Housing and Community Development.

Motion made by Mr. Barrett and seconded by Mr. Colameta to accept <u>Resolution 2020-</u> <u>43:</u> To approve and authorized the Executive Director to execute a one year (1) extension to the Supportive Service Program at the North Everett and Golden Age Circle, 667 Development for the total cost of Forty Thousand Dollars (\$40,000.); and subject to the review and approve of the Dept. of Housing and Community Development.

The Chairman asked the Secretary to call the roll:

- Mr. Colameta, Yes	-Mr. Barrett, Yes
-Mr. Norton, Yes	- Mr. Puleo, Yes
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**D.** <u>Resolution 2020-44</u>: To approve and authorized the Executive Director to issue hazard pay of Five Hundred Dollars (\$500.00) per Maintenance employee for their work during the COVID-19 funds.

Motion made by Mr. Colameta and seconded by Barrett to accept <u>Resolution 2020-44:</u> To approve and authorized the Executive Director to issue hazard pay of Five Hundred Dollars (\$500.00) per Maintenance employee for their work during the COVID-19 Pandemic using the COVID-19 funds.

The Chairman asked the Secretary to call the roll:

- Mr. Colameta, Yes -Mr. Norton, Yes <u>4 yeas, 0 nays</u> -Mr. Barrett, Yes - Mr. Puleo, Yes

E. <u>Resolution 2020-45</u>: To approve and authorize the Executive Director to use a total amount not to exceed Five Thousand Dollars (\$5000.00) of the Section 8 Housing Choice Voucher program pre-2004 Unrestricted Net Assets Reserves for the issuance of one-time pay compensation to the Administrative staff. This amount is not to be added to the employee's base annual salary for future years.

Motion made by Mr. Colameta and seconded by Mr. Norton to accept <u>Resolution 2020-</u> <u>45:</u> To approve and authorize the Executive Director to use a total amount not to exceed Five Thousand Dollars (\$5000.00) of the Section 8 Housing Choice Voucher program pre-2004 Unrestricted Net Assets Reserves for the issuance of one-time pay compensation to the Administrative staff. This amount is not to be added to the employee's base annual salary for future years. The Chairman asked the Secretary to call the roll:

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

#### <u>4 yeas, 0 nays</u>

## V. <u>Discussion:</u>

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Mr. Norton mentioned there has been several complaints regarding speeding happening around Shute Street and Whittier Drive. He also mentioned that the speed bumps on Whittier Street were removed during a street construction some time ago and have not been replaced since the construction was completed. He has requested that the speed bump be replaced to avoid an accident from happening. Mr. Kergo will reach out to the city regarding this issue.

Meeting scheduled for January 19, 2021 at 5:00 P.M.

#### **Adjournment**

Motion made by Mr. Barrett and seconded by Mr. Colameta to adjourn the meeting at 5:35 p.m., Voice approved.