THE MINUTES OF THE ANNUAL MEETING OF THE BOARD OF COMMISIONERS OF THE EVERETT HOUSING AUTHORITY

Tuesday March 30, 2021 AT 5:00 PM 393 FERRY STREET, EVERETT, MASSACHUSETTS

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

Present: Philip Colameta, John Barrett, Robert Norton, Dominic Puleo

Absent:

Others: Stephen Kergo, Executive Director, Roberta Correale, Assistant Director,

Francis J. LaRovere III, Legal Counsel, Michelle Gouveia, Public Housing,

Nicole DiPierro, Administrative Assistant, Chris Giarratana Maintenance Director

II. <u>Minutes:</u> Motion made by Mr. Barrett and second by Mr. Colameta to accept the minutes of the regular meeting of Tuesday Febuary 23, 2021. Voice approved.

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

Mr. Puleo asked Mr. Kergo if he will be providing the Board with a draft of the Capital Improvement Plan. Mr. Kergo mentioned the Capital Improvement Plan will be provided with the State Annual Plan which will be discussed during a public hearing sometime in June of 2021. Mr. Puleo also encourage any Board Members who may have questions regarding the Capital Improvement to reach out to Mr. Kergo.

Motion made by Mr. Colameta and Second by Mr. Barrett to accept the Executive Directors Report, Voice Approved.

IV. Old Business:

A, Resolution 2021-06: To approve and authorize the Executive Director to implement the Remote Work and Telecommuting Policy effective (March 1, 2021) April 15, 2021.

Motion made by Mr. Colameta and Second by Mr. Barrett to table **Resolution 2021-06**: To approve and authorize the Executive Director to implement the Remote Work and Telecommuting Policy effective (March 1, 2021) April 15, 2021. Until the May 2021 Board Meeting, Voice Approved,

V. New Business:

A. Election of officers:

I. Motion made by Mr. Colameta and Second Mr. Norton to renew the current Officers as they currently sit:

Dominic Puleo Chairman
Phil Colameta Vice Chairman
John Barrett Treasurer

Executive Director reads Names and Titles of the Officers as follows:

Dominic Puleo as Chairman Accepted
John Barrett as Treasurer Accepted
Phil Colameta as Vice Chairman Accepted

The Chairman asked the Secretary to call the roll:

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

4 yeas, 0 nays

II. Motion Made by Mr. Colameta and Second by Mr. Barrett to nominate Mr. Norton as the Vice Treasurer, accepted by Mr. Norton.

The Chairman asked the Secretary to call the roll:

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

4 yeas, 0 nays

B. Resolution 2021-10: To approve and authorized the Executive Director to execute a Three (3) year Service Contract with the lowest responsible bidder for the office cleaning bid, DBS Building Solutions for a total amount of Twenty Five Thousand Two Hundred Dollars (\$25,200.00).

Motion made by Mr. Barrett and Second by Mr. Norton to accept **Resolution 2021-10:** To approve and authorized the Executive Director to execute a Three (3) year Service Contract with the lowest responsible bidder for the office cleaning bid, <u>DBS Building Solutions</u> for a total amount of Twenty Five Thousand Two Hundred Dollars (\$25,200.00).

The Chairman asked the Secretary to call the roll:

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

4 yeas, 0 nays

C. <u>Resolution 2021-11:</u> To accept the Executive Director's recommendation for the filling of the Maintenance Aide position.

Motion made by Mr. Colameta and Second by Mr. Norton to accept <u>Resolution 2021-11:</u> To accept the Executive Director's recommendation for the filling of the Maintenance Aide position.

The Chairman asked the Secretary to call the roll:

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

4 yeas, 0 nays

D. Resolution 2021-12: To authorize the Executive Director to sign an A/E contract with a firm of his choosing, for an amount not exceed Ten Thousand Dollars (\$10,000.00) for the purpose of locating an appropriate site to construct a new maintenance facility on EHA property.

Motion made by Mr. Colameta and Second by Mr. Barrett to accept <u>Resolution 2021-12</u>: To authorize the Executive Director to sign an A/E contract with a firm of his choosing, for an amount not exceed Ten Thousand Dollars (\$10,000.00) for the purpose of locating an appropriate site to construct a new maintenance facility on EHA property.

The Chairman asked the Secretary to call the roll:

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

4 yeas, 0 nays

E. <u>Resolution 2021-13:</u> To accept the Executive Director's recommendation for the filling of the Maintenance Directors positions.

Motion made by Barrett and Second by Mr. Norton to accept **Resolution 2021-13:** To accept the Executive Director's recommendation for the filling of the Maintenance Directors positions with Chris Giarratana.

The Chairman asked the Secretary to call the roll:

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

4 yeas, 0 nays

VI. Discussion:

Before ending the meeting Mr. Puleo asked if there was any new business anyone would like to discuss. Mr. Norton had a question regarding the Conflict of Interest Law form that was included in the Board Meeting Packet. Mr. Norton asked Mr. Kergo if any other board members have completed and returned back the form to Mr. Kergo. Mr.Kergo replied he had received some forms back from a some of the Board members however was not sure if he had received any additional completed forms at the current moment. Mr. Kergo also mentioned he will check and will reach out via email to those who have not completed the forms and to those who have not completed the online certification. Mr. Puleo also asked Mr. Kergo if he had received any notification regarding the speed bumps replacements over by Whitter Drive. Mr. Norton also mentioned he had noticed a notification posting regarding the missing speed bumps but there was no confirmation on when or if the speed bumps will be replaced.

Mr. Kergo responded he had not received any new updates on the speed bumps but will reach out to the City again and will keep the Board members updated once he hears back.

Mr. Puleo asked about the 4 new lease-ups for the month of March. He asked if the 4 new leases-ups were all emergency and if anyone had been removed from the standard waiting list. Mr. Kergo confirmed that the 4 recent leases-ups were all on the emergency list.

Mr. Puleo also asked about the loss in rental income. Mr. Kergo explained when there is a vacant unit available it should normally take 25 days to rent, the lost in rental income will occur when the housing authority is unable to occupy the unit within 60 days.

Next Meeting is scheduled for **Tuesday April 20, 2021** at 5:00 pm.

Adjournment

Motion made Mr. Barrett Seconded by Mr. Norton to adjourn the meeting at 5:40 p.m., Voice approved.