

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

**November 18, 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:**

**Others:** Stephen Kergo, Executive Director, Francis J. LaRovere, III Esq., Legal Counsel, Roberta Correale, Assistant Director, and Nicole Dipierro, Public Housing Supervisor

**II. Minutes:** Motion made by Mr. Barrett and seconded by Mr. Colameta to accept the minutes of the Regular Meeting of October 28, 2025. **Voice approved.**

**III. Director's Report:**

Mr. Kergo asked that all members remain after the end of the meeting to sign the annual certifications.

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

**IV. Old Business:** None

**V. New Business:**

**A. Discussion:** To discuss with James Griffin, Fee Account, the EHA proposed FY2026 Operating Budget and the FY25 Year-End Financials.

Chairman Puleo invited Mr. Griffin to join the meeting.

Mr. Griffin first discussed the Year-End Financials. He noted that the Board will need to approve the Top 5 Compensation Form. He mentioned that we earned approximately 500,000 dollars but lost 4.5 million in subsidy because our Budget Reserves are 100% of the allowable limit. He explained the loss of reserves is mainly due to the failure to get the maintenance garage project into construction. Our reserves are currently at 2.9 million, up from 2.4 million dollars at the end of FY24. A discussion on ways to use reserves so that in the future we do not lose subsidy took place. A discussion on Capital funding spending was discussed. Chairman Puleo added a few options and thoughts on using the reserves by possibly spending more funds on trimming trees. Based on his discussions with residents that is a large concern. Chairman Puleo also brought up the idea of purchasing a house and asked that the Director obtain information from EOHLIC on restrictions and process to possibly using reserves to do so. Mr. Colameta asked about any overspending in any line-item.

The discussion then turned to the FY26 Budget. EOHLIC gave an increase of 5% on ANUAL, \$4.7 million up to \$4.95 million in FY25. Also allows for a \$3 increase in Administrative and Maintenance Salaries. Section 8 program was discussed; it is thought that the funding for Admin fee will be about \$50,000 less in FY26. A discussion on using reserves for HAP and that those funds will never be reimbursed by HUD. Mr. Griffin noted that all decisions are up to the board to make regarding these issues. HUD funds are based on the previous year's numbers, so as we receive less funds, as HAP continues to rise, year after year we utilize fewer vouchers. Again, the discussion turned to using reserves such as updating expense allocations of current employees.

The Director noted that in this budget there is a 3% increase in his salary that is not provided for in his contract but is allowable so long as the board approves it.

Mr. Griffin state that "he has 39 agencies, and this is one of his best run agencies". He further stated the Board and the management staff do an excellent job. He stated that we are a well-run agency.

- B. Resolution 2025-67:** To approve and authorize the FY26 Housing Choice Voucher, Section 8 program Operating Budget.

Motion made by Mr. Colameta and seconded by Mr. Barrett to approve **Resolution 2025-67**: To approve and authorize the FY26 Housing Choice Voucher, Section 8 program Operating Budget.

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

- C. Resolution 2025-68:** To approve and authorize the FY26 Chapter 400-1 Operating Budget; to include the Executive Director Salary as listed; and subject to review and approval of the Executive Office of Housing and Livable Communities.

Motion made by Mr. Colameta and seconded by Mr. Barrett to approve **Resolution 2025-68**: To approve and authorize the FY26 Chapter 400-1 Operating Budget; to include the Executive Director Salary as listed; and subject to 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**

- D. Resolution 2025-69:** To approve and authorize the FY26 Mass Rental Voucher Program Operating Budget; and subject to review and approval of the Executive Office of Housing and Livable Communities.

Motion made by Mr. Colameta and seconded by Mr. Barrett to approve **Resolution 2025-69**: To approve and authorize the FY26 Mass Rental Voucher Program Operating Budget; and subject to 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**

- E. Resolution 2025-70:** To approve and authorize the Executive Director to execute the Certificate of Substantial Completion with a completion date of December 12, 2022, for the Family Development Stove Replacement Project (FISH No. 093085); 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 2025-70**: To approve and authorize the Executive Director to execute the Certificate of Substantial Completion with a completion date of December 12, 2022, for the Family Development Stove Replacement Project (FISH No. 093085); 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**

- F. Resolution 2025-71:** To approve and authorize the Executive Director to execute the Certificate of Final Completion with a final payment of Nine Thousand, Seven Hundred Ninety-Three Dollars and Six Cents (\$9,793.06) for the Family Development Stove Replacement Project (FISH No. 093085); 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 2025-71**: To approve and authorize the Executive Director to execute the Certificate of Final Completion with a final payment of Nine Thousand, Seven Hundred Ninety-Three Dollars and Six Cents (\$9,793.06) for the Family Development Stove Replacement Project (FISH No. 093085); 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 2025-72:** To approve and authorize the Board of Commissioners to certify the Certification for Year-End Processing for Fiscal Year 2025 to include the following:

- i. Certification of Compliance with notification procedures for Federal and State Lead Paint Laws.
- ii. Certification of the Top 5 Compensation Form.
- iii. Certification of the Year- End Financial Statements, and
- iv. Certification of the Executive Office of Housing and Livable Communities Annual Wage Match procedures.

Motion made by Mr. Allen and seconded by Mr. Colameta to approve **Resolution 2025-72:** To approve and authorize the Board of Commissioners to certify the Certification for Year-End Processing for Fiscal Year 2025 to include the following:

- v. Certification of Compliance with notification procedures for Federal and State Lead Paint Laws.
- vi. Certification of the Top 5 Compensation Form.
- vii. Certification of the Year- End Financial Statements, and
- viii. Certification of the Executive Office of Housing and Livable Communities Annual Wage Match procedures.

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

**H. Resolution 2025-73:** To approve and authorize the Four-Factor Self-Assessment Analysis (Attachment A) for the Language Access Plan.

Motion made by Mr. Barrett and seconded by Mr. Colameta to approve **Resolution 2025-73:** To approve and authorize the Four-Factor Self-Assessment Analysis (Attachment A) for the Language Access Plan.

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

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

Adjournment.

Next meeting **December 16, 2025**, at **5pm.**

**Adjournment.** Motion made by Mr. Barrett and seconded by Mr. Colameta to adjourn the meeting at 6:04pm. **Voice Approved.**

Respectfully Submitted,

*Stephen Kergo*

Stephen Kergo  
Executive Director