

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

**December 16, 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 Chris Giarratana, Maintenance Director

**II. Minutes:** Motion made by Mr. Barrett and seconded by Mr. Colameta to accept the minutes of the Regular Meeting of November 18, 2025. **Voice approved.**

**III. Director's Report:**

Mr. Kergo noted that Roberta Correale and Tracy Diperrri have been working with the IRS on withholding issues for several vendors and landlords. Apparently the W9's had been filled out incorrectly. The EHA had to obtain new documents. It is still not clear if the EHA will be fined or owe any penalties for these issues.

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

**IV. Old Business:** None

**V. New Business:**

**A. Resolution 2025-74:** To approve the Executive Director's recommendation for the filling of the Leased Housing Clerk/ Executive Assistant position.

Motion made by Mr. Barrett and seconded by Mr. Allen to approve **Resolution 2025-74:** To approve the Executive Director's recommendation for the filling of the Leased Housing Clerk/ Executive Assistant position with Glenda Pleytez.

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

**B. Resolution 2025-75:** To approve and authorize the Executive Director to enter into a Design Consultant Contract for the 667-2 Glendale Towers Parking Lot Paving Project FISH #093108 with Allen and Major Associates for a total amount of Thirty-Eight Thousand, Nine Hundred Dollars and Zero Cents (\$38,900.00); subject to the review and approval of the Executive Office of Housing and Livable Communities.

Motion made by Mr. Barrett and seconded by Mr. Allen to approve **Resolution 2025-75:** To approve and authorize the Executive Director to enter into a Design Consultant Contract for the 667-2 Glendale Towers Parking Lot Paving Project FISH #093108 with Allen and Major Associates for a total amount of Thirty-Eight Thousand, Nine Hundred Dollars and Zero Cents (\$38,900.00); 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**

**C. Resolution 2025-76:** To approve and authorize the Executive Director to execute a Contract for Construction Services for the Glendale Towers Front Patio Project FISH No. 093096 to the lowest responsive bidder, New Boston Landscaping and Construction, LLC, for a total cost of Eighty-Seven Thousand Dollars and Zero Cents (\$87,000); subject to the 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 2025-76:** To approve and authorize the Executive Director to execute a Contract for Construction Services for the Glendale Towers Front Patio Project FISH No. 093096 to the lowest

responsive bidder, New Boston Landscaping and Construction, LLC, for a total cost of Eighty-Seven Thousand Dollars and Zero Cents (\$87,000); 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**

- D. Resolution 2025-77:** To approve the Executive Director’s recommendation for the filling of the Maintenance Aide position.

Motion made by Mr. Colameta and seconded by Mr. Allen to approve **Resolution 2025-77:** To approve the Executive Director’s recommendation for the filling of the Maintenance Aide position with Scott DeSalvo.

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

- E. Resolution 2025-78:** To approve the Executive Director’s recommendation for the filling of the Maintenance Aide position.

Motion made by Mr. Allen and seconded by Mr. Colameta to approve **Resolution 2025-78:** To approve the Executive Director’s recommendation for the filling of the Maintenance Aide position with Christopher Ruiz.

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

- F. Resolution 2025-79:** To approve and authorize the Executive Director to sign an Engagement Letter for Fee Accountant services with Gordon/Griffin LLC FY26 for a cost of \$34,800.

Motion made by Mr. Colameta and seconded by Mr. Barrett to approve **Resolution 2025-79:** To approve and authorize the Executive Director to sign an Engagement Letter for Fee Accountant services with Gordon/Griffin LLC FY26 for a cost of \$34,800.

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

- G. Resolution 2025-80:** Authorize the Chairman and Executive Director to sign-off on the Participation Agreement for the Massachusetts State-Aided Property Insurance Program. Certifying that the EHA Board has reviewed and understand the requirements of the Program and agrees to abide by the terms.

Motion made by Mr. Colameta and seconded by Mr. Allen to approve **Resolution 2025-80:** Authorize the Chairman and Executive Director to sign-off on the Participation Agreement for the Massachusetts State-Aided Property Insurance Program. Certifying that the EHA Board has reviewed and understand the requirements of the Program and agrees to abide by the terms

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

- H. Resolution 2025-81:** To authorize the Executive Director to accept the low bidder for the Van Bid for the purchase of a 2026 Chevy Express 2500, McGovern MHQ, Inc. in the amount of Forty-Five Thousand, Eight Hundred Twenty Dollars and Twenty-Two Cents (\$45,820.22).

Motion made by Mr. Colameta and seconded by Mr. Allen to approve **Resolution 2025-81:** To authorize the Executive Director to accept the low bidder for the Van Bid for the purchase of a 2026 Chevy Express 2500, McGovern MHQ, Inc. in the amount of Forty-Five Thousand, Eight Hundred Twenty Dollars and Twenty-Two Cents (\$45,820.22).

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

**Resolution 2025-82**: To authorize the Executive Director to enter into a Task Order Agreement with the lowest bidder in the Tree Work Bid for an amount not to exceed \$25,000 in the upcoming 12 months.

Motion made by Mr. Allen and seconded by Mr. Barrett to approve **Resolution 2025-82**: To authorize the Executive Director to enter into a Task Order Agreement with the lowest bidder in the Tree Work Bid, Mayer Tree Service, for an amount not to exceed \$25,000 in the upcoming 12 months.

**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 **January 20, 2026**, at **5pm**.

**Adjournment**. Motion made by Mr. Colameta and seconded by Mr. Barrett to adjourn the meeting at 5:21pm. **Voice Approved.**

Respectfully Submitted,

*Stephen Kergo*

Stephen Kergo  
Executive Director