



EVERETT HOUSING AUTHORITY

393 FERRY STREET, EVERETT, MASSACHUSETTS 02149
PHONE (617) 387-6389 FAX (617) 389-4936

Board of Commissioners
Dominic Puleo
Chairperson
Damain Allen
John Barrett
Philip Colameta
Stephen Kergo
Executive Director

NOTICE OF THE REGULAR MEETING

Notice is hereby given by General Laws, Chapter 39, Section 23A, B and C, that a Regular Meeting of the Everett Housing Authority will be held at 5:00 PM on Monday, December 30, 2024, at the offices of the Authority, 393 Ferry Street, in the City of Everett, Massachusetts. The chairman reasonably anticipates the following items will be discussed:

I. **Roll Call:**

II. **Minutes:** To accept the minutes of the Regular Meeting of November 26, 2024.

III. **Executive Director's Report:** To accept the Executive Director's Report.

IV. **Old Business:**

- A. **Discussion:** Related to upgrading maintenance software to allow for a tenant portal
- B. **Discussion:** Related to a tenant communication plan.
- C. **Resolution 2024-56:** To approve the recommendation of the Executive Director for the filling of the Groundskeeper/Custodian position.

V. **New Business:**

- A. **Resolution 2024-57:** To approve and authorize the Executive Director to sign an Engagement Letter for Fee Accountant services with Gordon/Griffin LLC FY25 for a cost of \$33,300.
- B. **Resolution 2024-58** To approve and authorize the Section 8 Utility Allowance Schedule that was effective October 1, 2024.
- C. **Resolution 2024-59:** To approve the recommendation of the Executive Director for the filling of the Maintenance Aide position.
- D. **Resolution 2024 -60:** To approve and authorize the writing-off of Ch. 667-C Tenant Accounts Receivables, effective December 23, 2024, in the total amount of Four Thousand, Six Hundred Ninety-Three Dollars and Zero Cent (\$4,693.00).
- E. **Resolution 2024-61:** To approve and authorize the writing-off of Ch. 200-C Tenant Accounts Receivables, effective as of December 23, 2024, in the total amount of One Thousand, One Hundred Four Dollars and Zero Cents (\$1,104.00).
- F. **Resolution 2024-62:** To approve and authorize the Executive Director to execute the Certificate of Final Completion with a final payment of Four Thousand, Six Hundred Twenty-Nine Dollars and Forty Cents (\$4,629.40) for the 667/2 Glendale Towers Lateral Conductors Project.

EVERETT CITY CLERK'S OFFICE
REC'D 2024 DEC 26 PM 1:55

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

Done in accordance with the
provisions of Mass. General Laws
Chapter 30A - Sections 18-25
Dec. 26 at 24
Attest: *[Signature]*
City Clerk

Everett Housing Authority
By: *[Signature]*
Secretary & Executive Director
12/26/2024
Date



Equal Housing Opportunity

City Clerk