



## 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 Wednesday September 24, 2025, 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 Special Meeting of August 14, 2025

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

IV. **Old Business:**

A. **Resolution 2025-30:** To approve and authorize the Executive Director's recommendation for the filling of the Leased Housing Clerk/ Executive Assistant position.

V. **New Business:**

A. **Resolution 2025-47:** To approve Change Order No. 1 for the Family Stove Replacement Project FISH No. 093085 for the total amount of Three Thousand, Five Hundred Sixty-Two Dollars and Fourteen Cents (\$3,562.14)

B. **Resolution 2025-48:** To approve Change Order No. 2 for the Family Stove Replacement Project FISH No. 093085 for the total amount of Ten Thousand, Eight Hundred Sixty Dollars and One Cent (\$10,860.01)

C. **Resolution 2025-49:** To approve Change Order No. 4 for the Family Stove Replacement Project FISH No. 093085 for the total amount of Two Thousand, Five Hundred Eighty-Eight Dollars and Fifty-Four Cents (\$2,588.54)

D. **Resolution 2025-50:** To approve and authorize the Executive Director to enter into a three (3) year Elevator Preventive Maintenance service contract with 3 Phase Elevator, Canton MA, the lowest responsive bidder to the July bid, for a total cost of Twenty-Three Thousand Four Hundred Dollars and Zero Cents (\$23,400.00).



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- E. **Resolution 2025-51:** *Motion to Amend Resolution 2025-40:* To approve and authorize the writing-off of Ch. 200-C Tenant Accounts Receivables, effective as of June 15, 2025, in the total amount of Thirty-Three Thousand, Two Hundred Sixty Dollars and Forty-Five Cents (\$33,310.45).
- F. **Resolution 2025-52:** *Motion to Amend Resolution 2025-38:* To approve and authorize the Executive Director to execute a Contract for Construction Services for the Concrete Stair Replacement Project FISH No. 093098 to the lowest responsive bidder, MJS Construction, Inc., for a total cost of Five Hundred Fifty-Six Thousand, Three Hundred Five Dollars and Zero cents (\$556,305.00); subject to the review and approval of the Executive Office of Housing and Livable Communities.
- G. **Resolution 2025-53:** To approve and authorize the writing-off of Ch. 667-C Tenant Accounts Receivables, effective September 15, 2025, in the total amount of Six Thousand, Thirty-Nine Dollars and Zero Cent (\$6,039.00).
- H. **Resolution 2025-54:** To approve and authorize the writing-off of Ch. 200-C Tenant Accounts Receivables, effective as of September 15, 2025, in the total amount of One Thousand, One Hundred Eighteen Dollars and Sixty-Four Cents (\$1,118.64).
- I. **Resolution 2025-55:** To approve and authorize the Executive Director to approve construction change orders with a cost of \$20,000 or less for Project 093097 without prior Board approval.
- J. **Resolution 2025-56:** To approve and authorize the Section 8 Utility Allowance Schedule effective October 1, 2025.
- K. **Resolution 2025-57:** To revise and update the Section 8 Administrative Plan to reflect the implementation of EHA's Reinstatement policy of Section 8 vouchers terminated due to Insufficient Funding.
- L. **Resolution 2025-58:** To approve and authorize the Executive Director to enter into a two (2) year service contract with the lowest responsive bidder to the September Tub Cut-outs bid.
- M. **Resolution 2025-59:** To approve and authorize the Executive Director to promote Chris Gienepra to Maintenance Mechanic Grade II.



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- N. **Resolution 2025-60**: To approve and authorize Change Order No. 4 Rot Repair at additional buildings for the Ceiling and Roof Replacement Project FISH No. 093097 for the total amount of Three Thousand, Three Hundred Four Dollars and Ninety-Four Cents (\$3,304.94).
- O. **Resolution 2025-61**: To approve and authorize Change Order No. 5 Construct Fire Separation Wall at additional building A3 (31 Whitter / 255 Shute) for the Ceiling and Roof Replacement Project FISH No. 093097.
- P. **Resolution 2025-62**: To approve and adopt the 2025 Affirmative Action Goal for the Family Program at 61% and Elderly Housing Program at 35%.

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

Adjournment.

Posted in accordance with the  
provisions of Mass. General Laws  
Chapter 30A- Sections 18-25

on September 18, 2025 at 10:14 a.m.  
Attest: [Signature]  
Sergio Cornelio City Clerk

EVERETT CITY CLERK'S OFFICE  
REC'D 2025 SEP 18 AM 10:14

Everett Housing Authority  
By: [Signature]  
Secretary & Executive Director  
9/18/2025  
Date



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