

The Minutes of the Regular Meeting of the Somerville Housing Authority duly called and held on September 28, 2023.

The Regular Meeting of the Somerville Housing Authority held virtually via GoToMeeting on Thursday, September 28, 2023 at 4:00 PM.

The Chairman instructed the Secretary to call the roll at 4:08 PM and upon roll call those present and absent was as follows:

PRESENT

Eleanor Rances
Adeleine Mannion
James Zamer
Joe Capuano

ABSENT

The Chairman read Notice of Meeting dated September 21, 2023, given in accordance with Section 23B, Chapter 39 of the General Laws with certificate as to Service of Meeting attached which was ordered spread upon the minutes.

NOTICE OF MEETING

Notice is hereby given in accordance with Section 23B, Chapter 39 of the General Laws that a meeting of the Somerville Housing Authority will be held virtually on Thursday, September 28, 2023 at 4:00 PM.

CERTIFICATE AS TO SERVICE OF NOTICE
OF MEETING

(Sec. 23B, Chapter 39, General Laws)

I, Joseph R. Macaluso, the duly appointed qualified Secretary of the Somerville Housing Authority, do hereby certify that on September 21, 2023, I filed, in the manner provided by Sec. 23B, Chapter 39 of the General Laws with the Clerk of the City of Somerville, a Notice of Meeting of which the following is a true and correct copy.

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal of the said Authority this September 29, 2023.

Joseph Macaluso

Joseph R. Macaluso
Executive Director

2. APPROVAL OF MINUTES OF PREVIOUS MEETING

(a) Monthly Board Meeting held June 22, 2023 **(Roll Call Vote Required)**

(b) Monthly Board Meeting held August 24, 2023 **(Roll Call Vote Required)**

Motion made by Commissioner Mannion, seconded by Commissioner Rances.

Upon roll call the ayes and nays is as follows:

Ayes

Nays

Absent

Eleanor Rances

Adeleine Mannion

James Zamer

Joe Capuano

SO VOTED

3. COMMUNICATIONS

None this month.

4. RESIDENT CONCERNS

Pat Wilber from Properzi Manor thanked the Maintenance Department for resolving an issue in the boiler room involving roach infestation and for repainting the front entryway of the building. Maintenance Director Joe Whalen updated the Board on the roach issue and stated the situation is being monitored daily and Terminix is treating as needed. Additionally, Pat requested black paint on the outside of the building be painted white to match the building. Maintenance Director Joe Whalen stated he would send a painter to the building to complete the request.

5. REPORT OF THE EXECUTIVE DIRECTOR

Executive Director Joe Macaluso stated that there are no significant budgetary changes to report on. He updated the Board on the closing for the Waterworks II Project. He stated he's hoping the Closing will occur on Tuesday, October 3, 2023, with construction to follow shortly after. Joe updated the Board about a recent visit from the new Executive Office of Housing and Livable Communities (EOHLC) Secretary Ed Augustus, along with SHA staff, the POAH group, Mayor Ballantyne, and State Representative Christine Barber. They viewed Capen Court, Waterworks I and the Waterworks II developments. They also went to the Clarendon Development to see the progress of the ongoing work. He stated Secretary Augustus discussed updates to the new Housing Bill that will benefit housing authorities hoping to develop additional affordable housing. Joe stated that a Request for Proposal has been drafted for the Clarendon Redevelopment and will be circulated by October encouraging new developers to apply for Phase 2 of the Project.

Motion made my Commissioner Mannion, seconded by Commissioner Rances.

Upon roll call it was voted to accept the Executive Director's report as written.

The ayes and nays is as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Eleanor Rances		
Adeleine Mannion		
James Zamer		
Joe Capuano		
SO VOTED		

6. NEW BUSINESS

- (a) Consideration of a request by the Executive Director to enter into a contract with Rector, Reeder & Lofton PC for a single audit in the amount of \$161,700.00. **(Roll Call Vote Required)**

Joe stated that SHA's current auditor Marcum is acquiring SHA's Fee Accountant firm, therefore there is a conflict of interest. SHA is required to have a yearly audit, therefore this contract went out to bid.

Motion made my Commissioner Zamer, seconded by Commissioner Mannion.

Upon roll call the ayes and nays is as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Eleanor Rances		
Adeleine Mannion		
James Zamer		
Joe Capuano		
SO VOTED		

- (b) Consideration of request by the Executive Director to approve Certificate of Substantial Completion to Corolla Contracting Inc for the Mystic River Roof Replacement Phase 5 project. **(Roll Call Vote Required)**

Director of Modernization Brian Langton stated this is the 5th of 8 phases. Additional phases were added including the administrative building roof.

Motion made my Commissioner Rances, seconded by Commissioner Mannion.

Upon roll call the ayes and nays is as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Eleanor Rances		
Adeleine Mannion		
James Zamer		
Joe Capuano		
SO VOTED		

- (c) Consideration of request by the Executive Director to enter into a contract with Laracy Electrical Contractions Inc from Walpole, MA. to complete SHA Job #2317 Bryant Manor Intercom Replacement for the sum of \$218,300. **(Roll Call Vote Required)**
Brian stated this is for 134 units to update the system from the 1980s. He stated the new system will have video of the lobby. He stated this was the lowest of 4 bids.

Motion made my Commissioner Rances, seconded by Commissioner Mannion.

Upon roll call the ayes and nays is as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Eleanor Rances		
Adeleine Mannion		
James Zamer		
Joe Capuano		

SO VOTED

- (d) Consideration of request by the Executive Director to enter into a design contract with Reverse Architecture for the Bryant Manor Mailroom Renovation for the sum of \$20,000.00. **(Roll Call Vote Required)**
Brian stated that the mailboxes are original to the building and are falling apart. He stated this is a good time to redesign the space to update heating and electrical as well as add a package drop to the mailroom.

Motion made my Commissioner Zamer, seconded by Commissioner Mannion.

Upon roll call the ayes and nays is as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Eleanor Rances		
Adeleine Mannion		
James Zamer		
Joe Capuano		

SO VOTED

- (e) Consideration of request by the Executive Director to approve Certificate of Substantial Completion to WPI Construction INC for the Mystic View Roof Replacement Phase 2 project. **(Roll Call Vote Required)**
Briand stated this is phase 2 of 4 phases with one building complete.

Motion made my Commissioner Zamer, seconded by Commissioner Rances.

Upon roll call the ayes and nays is as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Eleanor Rances		
Adeleine Mannion		
James Zamer		
Joe Capuano		

SO VOTED

- (f) Consideration of request by the Executive Director to approve a three-year contract for Refrigerators and Stoves with Haier US Appliance Solutions, Inc dba/ GE Appliance. This is a one-year contract totaling \$78,440.00. **(Roll Call Vote Required)**
 Joe stated that this is for routine replacement of equipment when products reach the end of their life.

Motion made my Commissioner Mannion, seconded by Commissioner Rances.

Upon roll call the ayes and nays is as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Eleanor Rances		
Adeleine Mannion		
James Zamer		
Joe Capuano		
SO VOTED		

- (g) Consideration of a request by the Executive Director to approve and enter into a contract with McCright & Associates for Section 8 Housing Choice Home Inspection Services in the amount of \$56,022.00. **(Roll Call Vote Required)**

Joe stated that this service is in addition to our in-house Inspector. This company will cover properties located further distances from Somerville. Chairman Capuano asked how many of SHA's Section 8 Participants live outside of Somerville? Director of Leased Housing Matt Lincoln stated about 1/3 of Participants live in further locations. Director of Admissions, Occupancy and Compliance Diane Cohen stated that small area fair market rents were recently adopted to try and entice landlords to rent to Somerville residents and keep more families in Somerville.

Motion made my Commissioner Zamer, seconded by Commissioner Mannion.

Upon roll call the ayes and nays is as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Eleanor Rances		
Adeleine Mannion		
James Zamer		
Joe Capuano		
SO VOTED		

- (h) Consideration of request by the Executive Director to approve the following nominees for the Grievance Panel Pool for State-Aided and Federal-Aided Public Housing. **(Roll Call Vote Required)**

The members are as follows:

Development	Resident
Family Public Housing Grievance Panel Pool	
Mystic Tenant Association (Inactive)	
Mystic Tenant Association (Inactive)	
Clarendon Hill Tenant Association	Sonia Osorio Rosa
Clarendon Hill Tenant Association	Magalie Joseph

Elderly Public Housing Grievance Panel Pool	
Brady Towers Tenant Association	Charlie Snyder
Bryant Manor Tenant Association	Carmen Baez
Highland Garden Tenant Association	Donna Peyser
Capen Court Tenant Association	Rose Balog
Independent Member	
Century 21 Commonwealth	Jacqueline Veri
Mystic Learning Center	Jessica Ruggiero

SHA Employee Pool Members	
Executive Secretary	Emily Eschmann
Resident Services Coordinator	Janine Lotti
Resident Services Coordinator	Miguelina Cabrera
Section 8 Tenant Selector	Kezia Baxter

Joe stated that SHA residents have the right to appeal certain actions taken by SHA. When they do appeal, a Grievance Panel hears the matter. The Panel includes a resident member, staff member and independent member. Joe stated he is thankful for those who volunteer since it is often difficult to maintain a full pool of members willing to serve.

Motion made by Commissioner Rances, seconded by Commissioner Zamer.

Upon roll call the ayes and nays is as follows:

Ayes

Nays

Absent

Eleanor Rances

Adeleine Mannion

James Zamer

Joe Capuano

SO VOTED

7. ANY OTHER MATTERS THAT MAY PROPERLY COME BEFORE THE BOARD

(a) The Board may elect to enter into Executive Session for Contract Negotiations. **(Roll Call Vote)**

Chairman Capuano requested to enter into executive session for Contract Negotiations.

Motion made my Commissioner Mannion, seconded by Commissioner Zamer.

Upon roll call the ayes and nays is as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Eleanor Rances		
Adeleine Mannion		
James Zamer		
Joe Capuano		
SO VOTED		

At 4:40 PM a motion was made by Commissioner Zamer and seconded by Commissioner Rances to reopen the Board Meeting.

Upon roll call the ayes and nays is as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Eleanor Rances		
Adeleine Mannion		
James Zamer		
Joe Capuano		
SO VOTED		

Following Executive Session, the Board added additional item:

6(i) Consideration of Request to approve the Executive Director Contract with Diane Cohen to be SHA's full-time Executive Director, paid at \$222,661 per annual, as presented, subject to EOHLC approval.

Motion made my Commissioner Mannion, seconded by Commissioner Zamer.

Upon roll call the ayes and nays is as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Eleanor Rances		
Adeleine Mannion		
James Zamer		
Joe Capuano		
SO VOTED		

(b) Scheduling for next Regular Board Meeting: TBD

Joe discussed the approval by the Mayor of the newest Commissioner Dennis Lemard. He will hopefully be attending the next meeting after he completes mandatory trainings with the City.

8. ADJOURNMENT

Motion made by Commissioner Mannion, seconded by Commissioner Rances.

Upon Roll Call it was voted to adjourn at 4:43 p.m.

Upon roll call the ayes and nays is as follows:

Ayes

Nays

Absent

Eleanor Rances

Adeleine Mannion

James Zamer

Joe Capuano

SO VOTED

Joseph Macaluso

Joseph R. Macaluso
Executive Director

ATTEST

A True Copy