

The Minutes of the Regular Meeting of the Somerville Housing Authority duly called and held on October 24, 2023.

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The Regular Meeting of the Somerville Housing Authority held virtually via GoToMeeting on Thursday, October 24, 2023 at 4:00 PM.

The Chairman instructed the Secretary to call the roll at 4:03 PM and upon roll call those present and absent was as follows:

PRESENT

Eleanor Rances  
Adeleine Mannion  
James Zamer  
Dennis Lemard  
Joe Capuano

ABSENT

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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, October 24, 2023 at 4:00 PM.

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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 October 19, 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 October 25, 2023.

*Joseph Macaluso*

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Joseph R. Macaluso  
Executive Director

2. APPROVAL OF MINUTES OF PREVIOUS MEETING

(a) Monthly Board Meeting held August 30, 2023 **(Roll Call Vote Required)**

(b) Monthly Board Meeting held September 28, 2023 **(Roll Call Vote Required)**

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		

Dennis Lemard did not attend previous meetings.

3. COMMUNICATIONS

None this month.

4. RESIDENT CONCERNS

Pat Wilber from Properzi Manor thanked Maintenance Director Joe Whalen for washing the community room windows and mowing the lawn. Pat requested an update on her previous request to paint over white paint on the building. Joe W. stated that painting will likely not be completed until after the winter. Pat also mentioned that a package was taken from the lobby, but the camera was not working at the time. Director of Admissions, Occupancy & Compliance Diane Cohen stated that there was an outage at the time, but the issue has since been resolved. Public Safety met with the resident whose package was stolen. Additionally, Public safety is testing all the cameras and SHA is investigating if there is a notification system that could be utilized if there are service outages of the cameras.

5. REPORT OF THE EXECUTIVE DIRECTOR

Executive Director Joe Macaluso stated that there are no budgetary changes to report to the Board. He stated that there is a link he can email to the Board if they would like to view the ongoing construction progress at the Clarendon Redevelopment online. He also discussed the hopes of closing on the Waterworks II project by the end of this week, early next week. He stated that a permit has also been granted to begin demolition.

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		

Dennis Lemard  
Joe Capuano  
SO VOTED

6. NEW BUSINESS

- (a) Consideration of request to approve the Executive Director Contract with Diane Cohen to be SHA's full-time Executive Director for a three (3) year and six (6) month term from the effective date ending March 31, 2027, paid at \$222,661 per annual, as presented, subject to EOHLC approval. **(Roll Call Vote Required)** Joe Macaluso stated that the Executive Office of Housing and Livable Communities (EOHLC) returned Diane's previous contract due to an adjustment required regarding her contract term.

Motion made my Commissioner Mannion, seconded by Commissioner Lemard.

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		
Dennis Lemard		
Joe Capuano		
SO VOTED		

- (b) Consideration of request by the Executive Director to enter into a 1-year contract with P.C. Richard & Son for the purchase and delivery of stoves in the amount of \$56,675. **(Roll Call Vote Required)** Joe stated that this is routine procurement to ensure SHA has inventory when needed.

Motion made my Commissioner Mannion, seconded by Commissioner Lemard.

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		
Dennis Lemard		
Joe Capuano		
SO VOTED		

- (c) Consideration of request by the Executive Director to enter into a 3-year contract with FM Generator, Inc for generator maintenance in the amount of \$128,137.50. **(Roll Call Vote Required)** Joe stated that this contract is to ensure SHA's generators are kept in good shape.

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		

Dennis Lemard  
Joe Capuano  
SO VOTED

- (d) Consideration of request by the Executive Director to appoint Christopher Houghton, Maintenance Mechanic, permanent. **(Roll Call Vote Required)**

Joe stated that Chris has been working with SHA for several years and has been promoted to Maintenance Mechanic. He has done a good job in his new role.

Motion made by Commissioner Mannion, seconded by Commissioner Lemard.

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		
Dennis Lemard		
Joe Capuano		

SO VOTED

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

- (a) Scheduling for next Regular Board Meeting: TBD

Joe welcomed the newest Commissioner Dennis Lemard to the Board.

8. ADJOURNMENT

Motion made by Commissioner Lemard, seconded by Commissioner Mannion.

Upon Roll Call it was voted to adjourn at 4:19 p.m.

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		
Dennis Lemard		
Joe Capuano		

SO VOTED

*Joseph Macaluso*

Joseph R. Macaluso  
Executive Director

ATTEST  
A True Copy