

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

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

The Chairman instructed the Secretary to call the roll at 4:02 PM and upon roll call those present and absent was as follows:

PRESENT

Eleanor Rances

James Zamer

Dennis Lemard

Joe Capuano

ABSENT

Adeleine Mannion

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 Tuesday, November 28, 2023 at 4:00 PM.

CERTIFICATE AS TO SERVICE OF NOTICE
OF MEETING
(Sec. 23B, Chapter 39, General Laws)

I, Diane L. Cohen, the duly appointed qualified Secretary of the Somerville Housing Authority, do hereby certify that on November 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 October 25, 2023.

Diane L. Cohen

Diane L. Cohen
Executive Director

2. APPROVAL OF MINUTES OF PREVIOUS MEETING

(a) Monthly Board Meeting held October 24, 2023 **(Roll Call Vote Required)**

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

Dennis Lemard

SO VOTED

3. COMMUNICATIONS

None this month.

4. RESIDENT CONCERNS

Maintenance Director Joe Whalen stated that the left elevator is not working and will be out of service for four (4) to six (6) weeks at Properzi Manor. He stated that the right elevator will be serviced monthly to ensure it continues to work. Executive Director Diane Cohen stated that she is coordinating with Resident Services, elder services, and SHA staff to address ongoing concerns and plans to setup a meeting with the residents to update them on the status of the elevators once all information is gathered. Commissioner Rances requested that any notices going to the residents be translated into multiple languages.

5. REPORT OF THE EXECUTIVE DIRECTOR

Executive Director Diane Cohen stated that there are no budgetary changes to report to the Board. She detailed the reports provided to the Board.

Update on Real Estate Development: Development Consultant Joe Macaluso stated that 2 Request For Proposal(s) were received for Phase 2 of the Clarendon Redevelopment and are currently under review. He also discussed the closing of the Waterworks II Project and is hopeful that demolition will begin in the next 10 days.

Motion made by Commissioner Zamer, 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:

Ayes

Nays

Absent

Eleanor Rances

Adeleine Mannion

James Zamer

Dennis Lemard

Joe Capuano

SO VOTED

6. NEW BUSINESS

- (a) Consideration of request by the Executive Director to approve Amendment #17 to the Contract for Waterworks II Financial Assistance (CFA) in the amount of \$607,000.00 from EOHL. **(Roll Call Vote Required)**

Diane discussed the Amendment to fully fund the Waterworks II project.

Motion made by Commissioner Lemard, 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		
Dennis Lemard		
Joe Capuano		

SO VOTED

- (b) Consideration of request by the Executive Director to approve the acceptance of a \$10,000 increase in EOHL State Resident Service Coordinator funding. **(Roll Call Vote Required)**

Motion made by Commissioner Lemard, 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		
Dennis Lemard		
Joe Capuano		

SO VOTED

- (c) Consideration of request by the Executive Director to approve the SHA Rent Collection Policy. **(Roll Call Vote Required)**

Diane summarized the changes to the Policy, including giving residents additional time when receiving a Notice to Quit and more time before receiving a writ of execution.

Motion made by 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		
Dennis Lemard		
Joe Capuano		

SO VOTED

- (d) Consideration of request by the Executive Director to approve the SHA Section 8 Payment Standards effect January 1, 2024. **(Roll Call Vote Required)**
Diane stated that Director of Leased Housing Matt Lincoln worked with a consultant to expand the areas using payment standards based on Small Area Fair Market Rents. This will help reduce rent burden for more families.

Motion made by Commissioner Lemard, seconded by Commissioner Zamer.

Upon roll call the ayes and nays is as follows:

Ayes

Nays

Absent

Eleanor Rances

Adeleine Mannion

James Zamer

Dennis Lemard

Joe Capuano

SO VOTED

- (e) Consideration of request by the Executive Director to approve a five (5) year contract with Bulletproof Solutions in the amount of \$470,859.48. **(Roll Call Vote Required)**
Diane stated that Procurement Manager Tony Crespo negotiated for many months to get an acceptable contract to put before the Board. She stated using Bulletproof will help ensure cyber security.

Motion made by Commissioner Zamer, seconded by Commissioner Lemard.

Upon roll call the ayes and nays is as follows:

Ayes

Nays

Absent

Eleanor Rances

Adeleine Mannion

James Zamer

Dennis Lemard

Joe Capuano

SO VOTED

- (f) Consideration of request by the Executive Director to approve the Security System and Security Camera Policy and Lease Addendum. **(Roll Call Vote Required)**
Diane stated this is a new policy that many housing authorities are looking to adopt due to the recent increase in residents having doorbell cameras installed. This policy and addendum will help monitor and deter misuse of personal cameras.

Motion made by Commissioner Rances, seconded by Commissioner Lemard.

Upon roll call the ayes and nays is as follows:

Ayes

Nays

Absent

Eleanor Rances

Adeleine Mannion

James Zamer

Dennis Lemard

Joe Capuano

SO VOTED

(g) Consideration of request by the Executive Director to approve the SHA Four Factor Analysis and Language Access Plan. **(Roll Call Vote Required)**

Diane stated this is a state required plan that details language data in Somerville and lists goals of translation of vital documents.

Motion made by Commissioner Zamer, seconded by Commissioner Lemard.

Upon roll call the ayes and nays is as follows:

Ayes

Nays

Absent

Eleanor Rances

Adeleine Mannion

James Zamer

Dennis Lemard

Joe Capuano

SO VOTED

(h) Consideration of request by the Executive Director to appoint the following employees permanent:

1. William Yore, Carpenter
2. Daniel Caissie, Maintenance Mechanic II
3. John DiFraia, Maintenance Mechanic Aide

(Roll Call Vote Required)

Diane stated she met with all the employees about their professional experience and is happy to recommend all to be made permanent in their current positions.

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

Dennis Lemard

Joe Capuano

SO VOTED

(i) Consideration of request by the Executive Director to approve the proposed SHA Federal Housing Program Flat Rents effective January 1, 2024. **(Roll Call Vote Required)**

Diane stated that the Flat Rents are 80% of the Fair Market Rents and are an incentive for higher income households to remain in public housing.

Motion made by Commissioner Zamer, seconded by Commissioner Lemard.

Upon roll call the ayes and nays is as follows:

Ayes

Nays

Absent

Eleanor Rances

Adeleine Mannion

James Zamer

Dennis Lemard

Joe Capuano

SO VOTED

- (j) Consideration of request by the Executive Director to approve the Final Completion to WPI Construction Inc. for SHA Job #2211, Mystic View Roof Replacement Phase 2. **(Roll Call Vote Required)**
Director of Modernization Brian Langton stated that this is Phase 2 of 5 phases. He stated new shingles will have a 50-year life expectancy compared to the 25-year shingles currently on SHA roofs.

Motion made by Commissioner Lemard, seconded by Commissioner Rances.

Upon roll call the ayes and nays is as follows:

Ayes

Nays

Absent

Eleanor Rances

Adeleine Mannion

James Zamer

Dennis Lemard

Joe Capuano

SO VOTED

- (k) Consideration of request by the Executive Director to approve the Final Completion to Corolla Contracting Inc. for SHA Job #2203, Mystic River and Administration Building Roof Replacement Phase 5. **(Roll Call Vote Required)**

Brian stated that this is phase 5 of 8. The administrative building roof was added to the job due to leakage.

Motion made by Commissioner Zamer, seconded by Commissioner Lemard.

Upon roll call the ayes and nays is as follows:

Ayes

Nays

Absent

Eleanor Rances

Adeleine Mannion

James Zamer

Dennis Lemard

Joe Capuano

SO VOTED

- (l) Consideration of request by the Executive Director to approve the State Quarterly Reports, ending 9/30/2023. **(Roll Call Vote Required)**

Motion made by Commissioner Zamer, seconded by Commissioner Lemard.

Upon roll call the ayes and nays is as follows:

Ayes

Nays

Absent

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 and Public Hearing: December 21, 2023 at 4 PM

8. ADJOURNMENT

Motion made by Commissioner Rances, seconded by Commissioner Zamer.

Upon Roll Call it was voted to adjourn at 4:36 p.m.

Upon roll call the ayes and nays is as follows:

Ayes

Nays

Absent

Eleanor Rances

Adeleine Mannion

James Zamer

Dennis Lemard

Joe Capuano

SO VOTED

Diane L. Cohen

Diane L. Cohen
Executive Director

ATTEST
A True Copy