

The Minutes of the Regular Meeting of the Somerville Housing Authority (SHA) duly called and held on December 19, 2024.

The Regular Meeting of the Somerville Housing Authority was held in-person at the Mystic Activity Center at 530 Mystic Avenue, Somerville on Thursday, December 19, 2024, at 4:00 PM.

The Executive Director Diane L. Cohen called the roll at 4:14 PM. Upon roll call Commissioners present and absent were as follows:

PRESENT	ABSENT
Chairman Capuano	
Comm. Mannion	
Comm. Lemard	
	Comm. Rances
Vice-Chairman Zamer	

Others in Attendance: Adam Garvey, Deputy Director; Arnaldo Velazquez, Director of Finance & Administration; Matt Lincoln, Director of Leased Housing; Brian Langton, Director of Modernization; Joe Whalen, Maintenance Director; Emily Eschmann, Executive Secretary; Joe Macaluso, Development Consultant.

1. APPROVAL OF MINUTES

(a) Regular Board Meeting – November 21, 2024

Commissioner Mannion made a motion to approve the minutes of the Regular Board Meeting on November 21, 2024. Commissioner Lemard seconded the motion.

2. COMMUNITY INPUT/RESIDENT COUNCILS

None this month.

3. COMMUNICATIONS

None this month.

4. EXECUTIVE DIRECTOR'S REPORT

D. Cohen offered to respond to any of the Board's questions regarding the monthly Department reports. She stated that the Financial Reports will begin to reflect a more accurate picture of SHA budgets in the upcoming months.

5. DEVELOPMENT UPDATE (IF NECESSARY)

Development Consultant Joe Macaluso updated the Board on the ongoing Clarendon Hill Redevelopment (Phase 1) and Waterworks II projects. He stated that both projects are on time to meet occupancy deadlines (May 2025 for Clarendon Hill and February/March 2025 for Waterworks II). He explained that Phase 2 for Clarendon Hill is fully funded, however receiving tax credits may delay construction until 2026 since Massachusetts has already reached its volume capacity from the federal government for 2025. Additionally, he informed the Board that bidding for Phase 3 is on hold until market conditions improve. J. Macaluso explained how tax credits work and how they are crucial to funding development projects.

6. NEW BUSINESS

(a) Permanent status of Adam Garvey, Deputy Director.

D. Cohen stated that Adam has excelled in his role as Deputy Director and has utilized his knowledge from previous positions including Executive Director, Fee Accountant and Chief Financial Officer.

Commissioner Mannion made a motion to approve Adam Garvey permanent as Deputy Director. Commissioner Zamer seconded the motion.

All in favor: 4-0

(b) Permanent status of Julia Sapienza, Leased Housing Coordinator.

Director of Leased Housing Matt Lincoln stated Julia has performed well and learned her role quickly, managing a caseload of 250 Section 8 participants.

Commissioner Lemard made a motion to approve Julia Sapienza permanent as Leased Housing Coordinator. Commissioner Mannion seconded the motion.

All in favor: 4-0

(c) Rooftop lease with Cellco Partnership d/b/a Verizon Wireless.

Director of Modernization Brian Langton stated that Verizon Wireless contacted SHA to rent available space on Bryant Manor's rooftop.

Commissioner Zamer made a motion to approve the Rooftop lease with Cellco Partnership d/b/a Verizon Wireless at Bryant Manor. Commissioner Mannion seconded the motion.

All in favor: 4-0

(d) Change Order #02 to MJS Construction, Inc.

B. Langton stated this Change Order was necessary to complete Phase 2 of concrete replacement and painting of bump-outs.

Commissioner Lemard made a motion to approve Change Order #02 to MJS Construction, Inc. for additional concrete repairs totaling \$28,725.00. Commissioner Mannion seconded the motion.

All in favor: 4-0

- (e) Certificate of Final Completion and Payment to Young Developers, LLC.
B. Langton stated this Certificate, and payment is for the completion of Phase 3 of the Mystic View Roof Replacement with new asphalt shingles.
Commissioner Lemard made a motion to approve the Certificate of Final Completion and Payment of \$17,676.27 to Young Developers, LLC for Mystic View Roof Replacement Phase 3. Commissioner Zamer seconded the motion.
All in favor: 4-0
- (f) Certificate of Final Completion and Payment to MJS Construction, Inc.
Commissioner Lemard made a motion to approve the Certificate of Final Completion and Payment of \$13,515.21 to MJS Construction, Inc. Mystic River Concrete Bump-out Repairs Phase 2. Commissioner Mannion seconded the motion.
All in favor: 4-0
- (g) Design contract with Socotec AE Consulting LLC.
B. Langton stated this contract is to complete window replacement at Weston Manor.
Commissioner Zamer made a motion to approve the Design contract with Socotec AE Consulting LLC for the Weston Manor Windows Replacement Phase 2 Project for the sum of \$36,000.00. Commissioner Mannion seconded the motion.
All in favor: 4-0
- (h) Design contract with Reverse Architecture.
B. Langton stated this contract is for unit renovations at Bryant Manor. He stated Reverse Architecture has worked on the building previously and will create a full set of plans and oversee unit updates.
Commissioner Mannion made a motion to approve the Design contract with Reverse Architecture for the Bryant Manor Unit Renovation Project for the sum of \$42,500.
Commissioner Lemard seconded the motion.
All in favor: 4-0
7. OPEN SESSION for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting.
8. ADJOURNMENT
Commissioner Mannion made a motion to adjourn at 4:30 p.m. Commissioner Lemard seconded the motion.
All in favor: 4-0

Diane L. Cohen

Diane L. Cohen
Executive Director

ATTEST
A True Copy

Documents presented during the Somerville Housing Authority Board Meeting on 12/19/2024.

- Agenda
- Copy of minutes from the SHA Regular Board Meeting held on 11/21/2024
- Executive Director's Report
 - SHA Operating Statements for Month Ending 10/31/2024
 - Report: Tenant Selection Report – November 2024: Public Housing and Leased Housing Waitlists
 - Report: Vacancy Report November 2024
 - Report: SHA Voucher Utilization
 - Report: Resident Services
 - Report: Work Orders Issued: November 2024
 - Report: SHA Modernization Contract Log – Active Jobs December 2024
- New Business 6(a) Memo: Permanent Employment Status of Adam Garvey, Deputy Director
- New Business 6(b) Memo: Julia Sapienza (Permanent Section 8 Leasing Coordinator Position)
- New Business 6(c) Memo: Bryant Manor Rooftop Antenna Lease with Verizon
- New Business 6(c): Verizon Wireless Lease Proposal
- New Business 6(d) Memo: Mystic River Concrete Bump-out Repairs Phase 2 Change Order #2
- New Business 6(d): Change Order Breakdown
- New Business 6(e): Memo: Certificate of Final Completion Mystic River Roof Replacement Phase 3
- New Business 6(e): Certificate of Final Completion: Young Developers LLC
- New Business 6(f) Memo: Certificate of Final Completion Mystic River Concrete Bump-out Repairs Phase 2
- New Business 6(f): Certificate of Final Completion: MJS Construction, INC
- New Business 6(g): Memo: Design Contract Weston Manor Window Replacement Phase 2
- New Business 6(g): Socotec Proposal
- New Business 6(h): Memo: Design Contract Bryant Manor Unit Renovations
- New Business 6(h): Reverse Proposal