

The Minutes of the Annual Meeting of the Somerville Housing Authority duly called and held on April 18, 2024.

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The Annual Meeting of the Somerville Housing Authority held at the Mystic Activity Center Thursday, April 18, 2024, at 4:00 PM.

The Executive Director called the roll at 4:05 PM. Upon roll call those present and absent was as follows:

PRESENT

Comm. Capuano

Comm. Mannion

Comm. Rances

Comm. Lemard

ABSENT

Comm. Zamer

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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 at the Mystic Activity Center Thursday, April 18, 2024, at 4:00 PM.

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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 April 11, 2024, 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 April 18, 2024.

*Diane L. Cohen*

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Diane L. Cohen

1. ELECTION OF OFFICERS

**Motion to nominate Chairperson:** Commissioner Mannion moves to nominate Joseph Capuano. Commissioner Rances seconded the motion. No other nominations were presented.

Roll Call Vote: Comm. Capuano	Present
Comm. Mannion	Yes
Comm. Rances	Yes
Comm. Lemard	Yes
Comm. Zamer	Absent

**Motion to nominate Vice-Chairperson:** Commissioner Mannion moves to nominate James Zamer. Commissioner Rances seconded the motion. No other nominations were presented.

Roll Call Vote: Comm. Capuano	Yes
Comm. Mannion	Yes
Comm. Rances	Yes
Comm. Lemard	Yes
Comm. Zamer	Absent

**Motion to nominate Treasurer:** Commissioner Mannion moves to nominate Eleanor Rances. Commissioner Lemard seconded the motion. No other nominations were presented.

Roll Call Vote: Comm. Capuano	Yes
Comm. Mannion	Yes
Comm. Rances	Present
Comm. Lemard	Yes
Comm. Zamer	Absent

**Motion to nominate Assistant Treasurer:** Commissioner Mannion moves to nominate Dennis Lemard. Commissioner Capuano seconded the motion. No other nominations were presented.

Roll Call Vote: Comm. Capuano	Yes
Comm. Mannion	Yes
Comm. Rances	Yes
Comm. Lemard	Present
Comm. Zamer	Absent

**Motion to accept Slate of Officers 2024:**

Chairperson: Joseph Capuano  
Vice-Chairperson: James Zamer  
Treasurer: Eleanor Rances  
Assitant Treasurer: Dennis Lemard

Commissioner Lemard moves to accept slate. Commissioner Mannion seconded the motion.

Roll Call Vote: Comm. Capuano	Yes
Comm. Mannion	Yes
Comm. Rances	Yes
Comm. Lemard	Yes
Comm. Zamer	Absent

2. APPROVAL OF MINUTES

(a) Regular Board Meeting - March 21, 2024

Motion made by Commissioner Mannion, seconded by Commissioner Lemard.  
All in favor: 4-0

3. COMMUNITY INPUT/RESIDENT COUNCILS

None Presented.

4. DEPARTMENT UPDATES/COMMUNICATIONS

• Executive

- EOHLC FY 2024 SHA Revision 1 Budget Approval letter
- HUD 2023 Independent Public Audit Close letter

Executive Director Diane Cohen informed the Board of communications received including EOHLC Budget Approval letter and the Audit Close letter, resulting in 1 finding closed by HUD. D. Cohen informed the Board of changes to reports provided during the meeting.

• Finance

Director of Finance and Administration Arnaldo Valezquez detailed financial reports for all SHA programs.

• Modernization

Director of Modernization Brian Langton detailed ongoing projects and informed the Board that SHA is currently in negotiation with 6 different energy suppliers for 2 upcoming Electricity contracts that will expire in December. D. Cohen recommended having a Special Meeting when SHA locks in a rate for Board Approval.

- Admissions, Occupancy and Compliance
- Resident Services
- Public Safety
- Maintenance

- Development

Development Consultant Joe Macaluso updated the Board on its development projects, stating Waterworks II is on time and going well. He stated that SHA has secured a location to store modulars for construction to be completed by the end of the year. He stated there was a temporary delay because of water infiltration that required increased elevation of the slab. This will result in access money being spent but is within the budget. He stated that SHA's Admissions Department will begin preparing to screen applicants to fill the units.

J. Macaluso updated the Board on the Clarendon Redevelopment, stating 168 units are under construction and will be occupied at the end of the year. He stated a proposal is pending with the State requesting tax credits and public housing funds to complete the remaining units. He hopes to update the Board by May if funding is received, allowing SHA to fulfill its main obligation to recreate all public housing units.

5. NEW BUSINESS

(a) Hagan Manor Tenant Selection Plan.

Director of Admission, Occupancy and Compliance Lisa Taylor discussed the creation of the Tenant Selection Plan for screening applicants for the 24-unit building including congregate units. The Tenant Selection Plan was created after the building was converted from a State property to a Section 8/New Construction property monitored by Mass Housing.

Motion made by Commissioner Rances, seconded by Commissioner Lemard.

All in favor: 4-0

(b) Compliance Certification for Section 8 New Construction/Substantial Rehabilitation properties Bryant Manor and Hagan Manor.

L. Taylor explained the annual certification for Bryant and Hagan Manor that must be submitted by EOHLC.

Motion made by Commissioner Lemard, seconded by Commissioner Rances.

All in favor: 4-0

(c) Affirmative Action Goal for State-Aided Public Housing.

L. Taylor stated this is a goal that must be reached annually and is based on the State CHAMP waitlist.

Motion made by Commissioner Mannion, seconded by Commissioner Lemard.

All in favor: 4-0

- (d) EOHLC Wage Match Certification.  
L. Taylor explained the use of the Wage Match system for State Public Housing residents and the requirement of the annual certification.  
Motion made by Commissioner Mannion, seconded by Commissioner Lemard.  
All in favor: 4-0
- (e) Permanent status of Kayla O'Regan, Housing Manager.  
D. Cohen stated Kayla was promoted to Housing Manager and has performed highly.  
Motion made by Commissioner Mannion, seconded by Commissioner Rances.  
All in favor: 4-0
- (f) KB Aruda Construction Inc. Contract for Highland Garden Domestic Water and Fire Service.  
B. Langton stated that the waterline and sprinkler system are original to the building and need to be brought up to code. Because of its age the sprinkler system may not keep up the water pressure during a fire. He recommends this local company, who is the lowest bidder and previously used by SHA.  
Motion made by Commissioner Mannion, seconded by Commissioner Lemard.  
All in favor: 4-0
- (g) Northeast Construction Inc. Contract for Bryant Manor Mailbox Renovation.  
B. Langton stated the mailboxes are original to the building and are in disrepair. He stated this is the lowest bidder out of 4.  
Motion made by Commissioner Mannion, seconded by Commissioner Rances.  
All in favor: 4-0
- (h) Reverse Architecture Design Contract for the Bryant Manor Vestibule Renovation Project.  
B. Langton stated that the entrance is cramped, making it difficult for residents and first responders to enter the building. He highly recommends Reverse Architecture, who has worked with SHA numerous times.  
Motion made by Commissioner Mannion, seconded by Commissioner Lemard.  
All in favor: 4-0
- (i) Reverse Architecture Design Contract for the Bryant Manor Guardrail Project.  
B. Langton stated the handrails are out of code and require replacement.  
Motion made by Commissioner Mannion, seconded by Commissioner Rances.  
All in favor: 4-0
- (j) Metropolitan Area Planning Council (MAPC) Apartment Wi-Fi Partnerships Contract.  
A. Velazquez detailed the plan to provide free Wi-Fi for 500 units in SHA family developments. He stated that MAPC will install Wi-Fi utilities in each hallway and an extender in each apartment. All fees will be covered for the first year. Additionally, SHA is working with the City for additional funding to cover fees, offer services including a digital navigator to support families, and provide a computer to every household. SHA plans to expand this program to the elderly developments in the future.

D. Cohen stated she and A. Velazquez have experience with implementing these services.

Motion made by Commissioner Mannion, seconded by Commissioner Rances.

All in favor: 4-0

(k) Approval of updated SHA Section 8 Administrative Plan.

Leased Housing Director Matt Lincoln detailed 2 changes to the Plan including the inclusion of the Foster Youth Initiative (FYI) voucher program which provides vouchers to foster youth for a period of 3-5 years. A preference will be given to FYI voucher holders to receive a standard voucher if needed when their FYI voucher term expires. Additionally, language was added to the Plan for VASH vouchers for veterans receiving supportive services through the VA.

Motion made by Commissioner Mannion, seconded by Commissioner Lemard.

All in favor: 4-0

6. OPEN SESSION for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting.

None Presented.

7. ADJOURNMENT

Motion made by Commissioner Mannion, seconded by Commissioner Lemard to adjourn at 4:40 PM.

All in favor: 4-0

*Diane L. Cohen*

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Diane L. Cohen  
Executive Director

ATTEST

A True Copy