

The Minutes of the Regular Meeting of the Somerville Housing Authority (SHA) duly called and held on August 15, 2024.

The Regular Meeting of the Somerville Housing Authority held in-person at the Mystic Activity Center at 530 Mystic Avenue, Somerville on Thursday, August 15, 2024, at 4:00 PM.

The Executive Director called the roll at 4:02 PM. Upon roll call those present and absent was as follows:

PRESENT	ABSENT
Chairman Capuano	
Comm. Mannion (Arrived at 4:05 PM)	
Comm. Rances	
Comm. Lemard	
Vice-Chairman Zamer	

1. APPROVAL OF MINUTES

- (a) Regular Board Meeting of Somerville Housing Authority (SHA) – July 18, 2024
Commissioner Lemard made a motion to approve the minutes of the Regular Board Meeting held July 18, 2024. Commissioner Zamer seconded the motion.
All in favor: 5-0

2. COMMUNITY INPUT/RESIDENT COUNCILS

None this month.

3. COMMUNICATIONS

- (a) Section 8 Management Assessment Program (SEMAP) Designation Letter – High Performer & Individual Indicator Score for Fiscal Year Ending 3/31/24
Executive Director Diane Cohen stated SHA’s Section 8 Program management is graded on criteria including Section 8 Administrative Plan compliance, rent reasonableness, waitlist selection and a variety of other factors. SHA did very well and was designated as a High Performer.
- (b) Clarendon Hill Redevelopment Phase 2 – Public Housing Innovations Award
D. Cohen stated SHA received a \$11,254,000 grant for the Clarendon Hill Redevelopment Phase II. Director of Modernization Brian Langton stated this grant will cover demolition costs and put the project on an accelerated timeline.

4. EXECUTIVE DIRECTOR'S REPORT

D. Cohen updated the Board on the SHA financial reports for the first quarter of the year and offered to respond to any questions regarding the department reports provided.

5. DEVELOPMENT UPDATE

None this month.

6. NEW BUSINESS

(a) SHA CORI Policy.

Commissioner Mannion made a motion to approve the SHA Criminal Offender Record Information (CORI) Policy. Commissioner Lemard seconded the motion.

Director of Leased Housing Matt Lincoln informed the Board of four (4) changes made to the CORI policy including the update of two (2) employees permitted to view CORIs. Those employees are Matt Lincoln and Lisa Taylor, Director of Admissions, Occupancy & Compliance. Additional updates include specification of identifications accepted, what to do if applicants are unable to provide identification, notices regarding the appeal process, and how to properly dispose of CORI files after review is complete.

All in favor: 5-0

(b) SHA Credit Card Use Policy.

Commissioner Mannion made a motion to approve the SHA Credit Card Use Policy. Commissioner Zamer seconded the motion.

Deputy Director, Adam Garvey stated this policy is to implement the usage of business credit cards as a more affective purchasing process. Previous practice required employees to make business purchases with their personal funds and request reimbursement. The use of a business credit card will also be utilized as petty cash.

All in favor: 5-0

(c) Change Order #02 to New England Builders and Contractors, Inc. for electrical wiring modifications.

Commissioner Zamer made a motion to approve Change Order #02 to New England Builders and Contractors, Inc. Commissioner Mannion seconded the motion.

B. Langton stated this change order is for the ongoing Properzi elevator modernization project. He stated due to Code updates, the piping was too small and required a change.

All in favor: 5-0

(d) Change Order #03 to New England Builders and Contractors, Inc. to expedite completion of elevator replacement at Properzi Manor.

Commissioner Zamer made a motion to approve Change Order #03 to New England Builders and Contractors, Inc. Commissioner Mannion seconded the motion.

B. Langton stated this change order is to expedite the completion of the elevator being modernized at Properzi Manor by three (3) weeks. The cost of the change order is \$28,000 for labor. Due to technical issues with Properzi's 2nd elevator, SHA has prioritized the completion of the new elevator as quickly as possible. With limited elevator service at Properzi, SHA has taken action to assist residents with getting food, medication and any other services they may require. D. Cohen reiterated B. Langton's update stating SHA has been utilizing all its resources to get the elevators working and assist the residents. She stated the 2nd elevator is now working and will be monitored to make sure there are no continued issues.

All in favor: 5-0

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

8. ADJOURNMENT

Commissioner Lemard made a motion to adjourn at 4:15 p.m. Commissioner Zamer seconded the motion.

All in favor: 5-0

Diane L Cohen

Diane L. Cohen
Executive Director

ATTEST
A True Copy

Documents presented during the Somerville Housing Authority Board Meeting on 8/15/2024.

- Agenda
- Copy of minutes from the SHA Regular Board Meeting held on 7/18/2024
- Executive Director's Report
 - SHA Operating Statements for Month Ending 6/30/2024
 - Report: Tenant Selection Report – July 2024: Public Housing and Leased Housing Waitlists
 - Report: Vacancy Report July 2024
 - Report: SHA Voucher Utilization
 - Report: Resident Services
 - Report: Public Safety: Incidents Reported By Area
 - Report: Public Safety: Incidents Reported By Month
 - Report: Work Orders Issued: July 2024
 - Report: SHA Modernization Contract Log – Active Jobs August 2024
- New Business 6(a) Memo: Proposed Revisions to SHA CORI Policy
- New Business 6(a) SHA Criminal Offender Record Information (CORI) Policy
- New Business 6(b) Memo: Credit Card Policy
- New Business 6(b) SHA Credit Card Policy
- New Business 6(c) Memo: SHA #2215 – Properzi Manor Elevator Modernization Change Order #2
- New Business 6(c) Change Order #2 Breakdown
- New Business 6(d) Memo: SHA #2215 – Properzi Manor Elevator Modernization Change Order #3
- New Business 6(d) Change Order #3 Breakdown