

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

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

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

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

Others in Attendance: Diane Cohen, Executive Director; Adam Garvey, Deputy Director; Lisa Taylor, Director of Admissions Occupancy & Compliance; Arnaldo Velazquez, Director of Finance & Administration; Matt Lincoln, Director of Leased Housing; Shannon Bennett, Director of Resident Services; Dan Meade, Director of Public Safety; Ryan Cumiskey, Modernization Coordinator; Charlie O’Leary, Maintenance Supervisor; Emily Eschmann, Executive Secretary.

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1. APPROVAL OF MINUTES

- (a) Regular Board Meeting of Somerville Housing Authority (SHA) – August 15, 2024  
Commissioner Lemard made a motion to approve the minutes of the Regular Board Meeting held August 15, 2024. Commissioner Mannion seconded the motion.  
All in favor: 3-0

2. COMMUNITY INPUT/RESIDENT COUNCILS

None this month.

3. COMMUNICATIONS

- (a) Executive Office of Housing & Livable Communities (EOHLC) Annual Performance Management Review (PMR) Designation and Results.  
Director of Admissions, Occupancy & Compliance Lisa Taylor stated that EOHLC performs PMR’s biennially. However, the current PMR covering Fiscal Year ending in 2024 failed to meet the scoring threshold, therefore requiring Somerville Housing Authority (SHA) to receive an additional performance review the following year. L. Taylor stated corrective

action has already been implemented, improving the preventative maintenance plan and work order system.

Executive Director Diane Cohen stated that because new leadership is in place, who were not employed with SHA during the audit period, another audit will occur rather than SHA receiving a strike.

- (b) Executive Office of Housing & Livable Communities (EOHLC) press release: Healy-Driscoll Administration Awards \$31.4 Million to Three Innovative Public Housing Projects. D. Cohen stated this is the official press release detailing SHA's receipt of funding from EOHLC for Phase 2 of the Clarendon Hill Redevelopment Project.

#### 4. EXECUTIVE DIRECTOR'S REPORT

D. Cohen offered to respond to any questions regarding the monthly department reports. She updated the Board on the scheduling of the National Standards for the Physical Inspection of Real Estate (NSPIRE) Federal Public Housing inspections beginning October 9<sup>th</sup>. She stated that due to changes in scoring criteria, staff have been working overtime to prepare since she began her employment with SHA. D. Cohen stated she believes this year's scoring will be advisory, as other housing authorities across the country have been scoring poorly based on the new requirements.

Additionally, she informed the Board about the progress of the Wi-Fi Access Program and Retrofit Program. She stated that Harvard Networks performed wireless signal surveys at eight (8) properties to determine the most viable options for these programs. As a result of the surveys, it was determined that Mystic View, Mystic River, Capen Court, and Waterworks have been selected for the Retrofit Program. Director of Finance and Administration Arnaldo Velazquez stated that the Program involves installing fiber lines in every unit, allowing residents to choose enhanced internet speed for a much cheaper cost. D. Cohen stated that Properzi Manor and Weston Manor will participate in the Wi-Fi Access Program allowing residents to access free Wi-Fi, with costs covered for the first year. SHA will take on costs the following year. An update regarding procurement for internet service providers will be provided at the next board meeting. D. Cohen stated the hope is for all programs to be in place by Spring 2025.

#### 5. DEVELOPMENT UPDATE

D. Cohen updated the Board on the Clarendon Redevelopment projects, stating that stacking of the modular boxes has picked up quickly, with previous supply chain issues being resolved. She stated there have been some issues with insulation products, but the team is trying to find suitable alternatives to address the concerns. D. Cohen stated residents have viewed some of the new units and are very pleased with the result. She encouraged the Board and senior staff to take a tour as well.

She updated the Board on Clarendon Hill Phase 2, stating the Phase has received funding from the City of Somerville, EOHLC and hoping to receive additional funds from a Section 108 loan through the Department of Housing and Urban Development (HUD). She stated there may be a delay in receiving tax credits that are committed until the first quarter of 2026, which is a bit of delay for the second Phase. She stated that Preservation of Affordable Housing (POAH) was able to close a \$6,000,000 funding gap.

D. Cohen updated the Board on the Waterworks II Project, stating that modulars are stacked. She stated that there was concern about the possible relocation of a telephone poll, which has been resolved. Certificates of Occupancy for both Clarendon Hill and Waterworks are expected to be received by February 2025.

## 6. NEW BUSINESS

- (a) Approval of Certificate of Substantial Completion to The Hatch Group, INC for the Mystic River Site Work and Administration Building HP Ramp.

Commissioner Mannion made a motion to approve the Certificate of Substantial Completion to The Hatch Group, INC. Commissioner Lemard seconded the motion.

Modernization Coordinator Ryan Cummiskey stated that improvements made to the Administrative Office and in the Courtyard of the Mystic River development are more than 95% complete.

All in favor: 3-0

- (b) Approval of Section 8 Administrative Plan Revision.

Commissioner Mannion made a motion to approve the Section 8 Administrative Plan Revision. Commissioner Lemard seconded the motion.

Director of Leased Housing Matt Lincoln stated two minor changes to the Plan include requiring participants to provide one bank statement rather than six at the time of their annual reexamination. The other change cleans up language regarding utility allowances for participants living in areas outside of Somerville. A contractor completes a survey annually to determine the utility allowance for Somerville, but SHA uses other housing authorities established utility allowances for other locations.

All in favor: 3-0

- (c) Approval of permanent status of John DeFraia, Maintenance Mechanic.

Commissioner Mannion made a motion to approve the permanent status of John DeFraia, Maintenance Mechanic. Commissioner Lemard seconded the motion.

D. Cohen stated that John's six-month probation is up and has performed well in his position.

All in favor: 3-0

- (d) Approval of permanent status of Anthony Beaman, Leased Housing Coordinator.

Commissioner Mannion made a motion to approve the permanent status of Anthony Beaman, Leased Housing Coordinator. Commissioner Lemard seconded the motion.

M. Lincoln stated that Anthony has been with SHA since last February and has prior experience working at Metro Housing and another property management agency. He is doing well with his 350-person caseload.

All in favor: 3-0

- (e) Approval of the Collective Bargaining Agreement between the International Brotherhood of Teamsters, Local 25, and the Somerville Housing Authority for a three-year term effective April 1, 2024, to March 31, 2027.

Commissioner Mannion made a motion to approve the Collective Bargaining Agreement between the International Brotherhood of Teamsters, Local 25, and the Somerville Housing Authority for a three-year term. Commissioner Lemard seconded the motion.

Deputy Director Adam Garvey stated that SHA has completed negotiations with the Maintenance union. He stated this is the first contract negotiation with Teamsters, Local 25 representing the Maintenance Department. He stated the three-year contract was approved by the Union members on September 11, 2024. A memo is included in the Board documents detailing all negotiated items.

All in favor: 3-0

- (f) Approval of the Collective Bargaining Agreement between Chapter 3, National Conference of Firemen and Oilers, 32BJ/SEIU, and the Somerville Housing Authority for a three-year term effective April 1, 2024, to March 31, 2027.

Commissioner Mannion made a motion to approve the Collective Bargaining Agreement between Chapter 3, National Conference of Firemen and Oilers, 32BJ/SEIU, and the Somerville Housing Authority for a three-year term. Commissioner Lemard seconded the motion.

Adam stated that Clerical contract was completed in July 2024 following negotiations with new union stewards. He stated this contract was discussed at the July Board Meeting and a memo is included in the Board documents detailing all negotiated items.

All in favor: 3-0

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 4:24 p.m. Commissioner Mannion seconded the motion.

All in favor: 3-0

*Diane L. Cohen*

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Diane L. Cohen  
Executive Director

ATTEST

A True Copy

Documents presented during the Somerville Housing Authority Board Meeting on 9/19/2024.

- Agenda
- Copy of minutes from the SHA Regular Board Meeting held on 8/15/2024
- Communication 3(a): Executive Office of Housing Livable Communities (EOHLC) Annual Performance Management Review (PMR) Designation
- Communication 3(a): Executive Office of Housing Livable Communities (EOHLC) Annual Performance Management Review (PMR) Results
- Communication 3(b) Healey-Driscoll Administration Awards \$31.4 Million to Three Innovative Public Housing Projects
- Executive Director's Report
  - SHA Operating Statements for Month Ending 8/31/2024
  - Report: Tenant Selection Report – August 2024: Public Housing and Leased Housing Waitlists
  - Report: Vacancy Report August 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: August 2024
  - Report: SHA Modernization Contract Log – Active Jobs September 2024
- New Business 6(a) Memo: Mystic River Site Work and Administration Building HP Ramp
- Certification of Substantial Completion SHA Job # 2205
- New Business 6(a) CERTIFICATE OF SUBSTANTIAL COMPLETION
- New Business 6(b) Memo: Proposed Revisions to the SHA Section 8 Administrative Plan
- New Business 6(b) SHA Section 8 Administrative Plan pages 6-21 & 16-10
- New Business 6(c) Memo: John DeFraia – Recommendation for permanent status as Mechanic
- New Business 6(d) Memo: Anthony Beaman (Permanent Section 8 Leasing Coordinator Position)
- New Business 6(e) Memo: Collective Bargaining Agreement between Somerville Housing Authority and Teamsters Local 25 (Maintenance)
- New Business 6(e): Memorandum of Agreement between Somerville Housing Authority and Teamsters Local 25/International Brotherhood of Teamsters
- New Business 6(e): Collective Bargaining Agreement between Somerville Housing Authority and Teamsters Local 25/International Brotherhood of Teamsters
- New Business 6(f) Memo: Collective Bargaining Agreement between Somerville Housing Authority and Chapter 3, National Conference of Firemen and Oilers, 32BJ/SEIU (Clerical)
- New Business 6(f) Memo: SEIU Chapter 3 – COLA and Contract Amendments effective 4/1/2024
- New Business 6(f): Collective Bargaining Agreement between Somerville Housing Authority and Chapter 3, National Conference of Firemen and Oilers, 32BJ/SEIU (Clerical)