

The Minutes of the Regular Meeting of the Somerville Housing Authority (SHA) duly called and held on January 30, 2025.

The Regular Meeting of the Somerville Housing Authority was held in-person at the Mystic Activity Center at 530 Mystic Avenue, Somerville on Thursday, January 30, 2025, at 4:30 PM.

The Executive Director Diane L. Cohen called the roll at 4:44 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; Dan Meade, Director of Public Safety; Shannon Bennett, Director of Resident Services; Emily Eschmann, Executive Secretary; Russ Tanner, Development Consultant; Charlie Femino, Public Safety Consultant; Resident members of Mystic Tenant Association.

1. APPROVAL OF MINUTES

(a) Regular Board Meeting – December 19, 2024

Commissioner Lemard made a motion to approve the minutes of the Regular Board Meeting on December 19, 2024. Commissioner Mannion seconded the motion.

All in favor: 5-0

(b) Public Hearing – December 19, 2024

Commissioner Mannion made a motion to approve the minutes of the Public Hearing on December 19, 2024. Commissioner Lemard seconded the motion.

All in favor: 5-0

2. COMMUNITY INPUT/RESIDENT COUNCILS

None this month.

3. COMMUNICATIONS

- (a) Section 8 Audit Finding and Corrective Action Plan for Fiscal Year Ending 3/31/24. Executive Director Diane Cohen stated the Corrective Action Plan addresses a previous finding based on errors made by the Leased Housing Department in 2022. She stated since that timeframe all new staff have been hired and properly trained and the Leased Housing Department audits 40 files monthly to ensure there are no future findings.

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 Russ Tanner updated the Board on the Waterworks II project. He stated the development is projected to have a mid-March completion. Final power from Eversource is setup allowing all system testing. He stated the completion date is about a month behind but is hopeful the project will come in underbudget.

Director of Modernization Brian Langton stated that workers are focused on the final punch list and offered the Board to view the new units upon completion of all inspections.

Director of Leased Housing Matt Lincoln stated the Waterworks II waitlist has about 200 people with 80 applications currently being screened. He is confident that SHA will have residents ready to occupy the new units as soon as possible upon completion of the project.

6. NEW BUSINESS

- (a) Discussion and adoption of resolutions authorizing the exit of the Low-Income Housing Tax Credit Investor and a subsequent transfer of interest in One Capen Court, Somerville, MA to allow for continued operation of the project.

R. Tanner summarized the proposed transfer of interest in One Capen Court during the SHA Capen Court Corporation and SHA Support Corporation meetings held prior to this meeting on January 30, 2025 (refer to meeting minutes for further details).

Deputy Director Adam Garvey read the following resolution:

Be it resolved: In connection with the continued operation of the Project and the desire of the low-income housing tax credit investor to exit the Project, the Authority shall undertake the following:

(1) as the fee owner of the Project and as holder of the right to acquire the Project under the Purchase Option and Right of First Refusal referenced in the Operating Agreement, consent to the transfer of Boston Financial Investment Management's membership interest in the Company from the Investor Member to the Corporation and enter into such documents as may be reasonably necessary in connection with such Transfer, including, without limitation, one or more amendments to the Amended and Restated Operating Agreement of the Company, and an assignment and assumption agreement with Investor Member; and

(2) to the extent necessary, provide a loan or a donation up to the approximate amount of \$460,616 to the Corporation to use as payment for the Transfer;

(3) to undertake and enter into any and all transactions and documents, instruments, and agreements of whatever nature in addition to those specifically listed herein as are necessary or desirable to effectuate the Transfer; and

(4) to authorize the continued operation of the Project as currently operated, notwithstanding the exit of the Investor Member.

Commissioner Zamer made a motion to discuss and approve the adoption of resolutions authorizing the exit of the Low-Income Housing Tax Credit Investor and a subsequent transfer of interest in One Capen Court, Somerville, MA to allow for continued operation of the project. Commissioner Mannion seconded the motion.
All in favor: 5-0

- (b) Design contract with EHA Design, Inc. for the Mystic River/View Developments Window Replacement Project.

B. Langton stated EHA Design, Inc. has been selected to provide designer services for the installation of new windows at the Mystic River and View Developments bordering Interstate 93. He stated SHA has previously worked with this Architect and has been happy with their work.

Commissioner Lemard made a motion to approve SHA to enter a design contract with EHA Design, Inc. for the Mystic River/View Developments Window Replacement Project for the sum of \$94,132.50. Commissioner Mannion seconded the motion.
All in favor: 5-0

(c) Change Order #04 to New England Builders and Contractors, Inc. for Properzi Manor elevator troubleshooting.

B. Langton stated Change Order #04 is for costs accrued from additional work performed on the Properzi Manor elevators for repairs and to bring up to code.

Commissioner Mannion made a motion to approve Change Order #04 to New England Builders and Contractors, Inc. for troubleshooting and repairs to elevator Car 1 for the cost of \$52,100. Commissioner Zamer seconded the motion.

All in favor: 5-0

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

D. Cohen introduced Public Safety Consultant Charlie Femino to the Board. C. Femino stated he would be working on staffing and operations of the Public Safety Department and addressing emergency management over the next year. He offered to answer any questions following the Board Meeting.

8. ADJOURNMENT

Commissioner Mannion made a motion to adjourn at 5:00 p.m. Commissioner Lemard 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 1/30/2025.

- Agenda
- Copy of minutes from the SHA Regular Board Meeting held on 12/19/2024
- Copy of minutes from the SHA Public Hearing held on 12/19/2024
- Communication 3(a): Corrective Action Plan for Finding 2024-001 – Housing Choice Voucher Tenant Files – Eligibility – Rent Calculations Noncompliance & Significant Deficiency
- Executive Director’s Report
 - SHA Operating Statements for Month Ending November 2024
 - Report: Tenant Selection Report – December 2024: Public Housing and Leased Housing Waitlists
 - Report: Vacancy Report December 2024
 - Report: SHA Voucher Utilization
 - Report: Resident Services
 - Report: Public Safety – Incidents Reported by Area
 - Report: Public Safety - Incidents Reported by Date
 - Report: Work Orders Issued: December 2024
 - Report: SHA Modernization Contract Log – Active Jobs December 2024
- New Business 6(a): Somerville Housing Authority Resolutions – January 30, 2025
- New Business 6(b) Memo: Design Contract – Mystic River/View Developments Window Replacement – SHA Job #2417
- New Business 6(b): EHA Design, Inc – Cost of Services for Mystic View and Mystic River Apartments Window Replacement Project
- New Business 6(c) Memo: SHA #2215 – Properzi Manor Elevator Modernization Change Order #4
- New Business 6(c): United Elevator Invoice #852931
- New Business 6(c): United Elevator Invoice #852932
- New Business 6(c): United Elevator Invoice #852933
- New Business 6(c): United Elevator Invoice #852934