

The Minutes of the Regular Meeting of the Somerville Housing Authority (SHA) duly called and held on April 17, 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, April 17, 2025, at 4:30 PM.

The Executive Director Diane L. Cohen called the roll at 4:33. Upon roll call Commissioners present and absent were as follows:

PRESENT

Joseph Capuano

Eleanor Rances

James Zamer

Dennis Lemard

ABSENT

Adeleine Mannion

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; Shannon Bennett, Director of Resident Services; Lisa Taylor, Director of Admissions, Occupancy and Compliance; Charlie Femino, Public Safety Consultant; Resident members of Mystic Tenant Association.

1. ELECTION OF OFFICERS

Commissioner Lemard made a motion to nominate Commissioner Capuano as Chairman. Commissioner Rances seconded the motion.

All in favor: 3-0-1

Commissioner Capuano made a motion to nominate Commissioner Zamer as Vice-Chairman. Commissioner Rances seconded the motion.

All in favor: 3-0-1

Commissioner Capuano made a motion to nominate Commissioner Rances as Treasurer. Commissioner Zamer seconded the motion.

All in favor: 3-0-1

Commissioner Capuano made a motion to nominate Commissioner Lemard as Vice-Treasurer. Commissioner Rances seconded the motion.

All in favor: 3-0-1

Commissioner Lemard made a motion to approve the 2025 Slate of Officers for the Somerville Housing Authority (SHA). Commissioner Rances seconded the motion.
All in favor: 4-0

2. APPROVAL OF MINUTES

(a) Regular Board Meeting – March 27, 2025

Commissioner Lemard made a motion to approve the minutes of the Regular Board Meeting on March 27, 2025. Commissioner Zamer seconded the motion.
All in favor: 4-0

3. COMMUNITY INPUT/RESIDENT COUNCILS

None this month.

4. COMMUNICATIONS

None this month.

5. EXECUTIVE DIRECTOR'S REPORT

D. Cohen offered to respond to any of the Board's questions regarding the monthly department reports. She explained the current Section 8 shortfall position with severe stress on current Housing Assistance Payment (HAP) budgets. An explanation of how the U.S. Department of Housing and Urban Development (HUD) funds shortfall was given, but stated the current shortfall is well above normal. D. Cohen stated SHA is actively working on shortfall protections and will work with HUD's shortfall prevention team and potentially our local congressional delegation to seek support for additional funding and voucher protection. A memo from Director of Leased Housing Matt Lincoln is in the Board packet that explains the current situation.

6. DEVELOPMENT UPDATE (IF NECESSARY)

D. Cohen explained that Waterworks II construction is near ending. She stated that SHA is currently screening applicants for a May 1, 2025, lease up of the 21 units.

D. Cohen gave an update on the Clarendon Hill Redevelopment project with an expected September move-in for the first households.

7. PUBLIC SAFETY UPDATE (IF NECESSARY)

Public Safety Consultant Charlie Femino updated the Board on a recent Public Safety survey sent to residents of the Mystic Development. He stated that current responses appear higher than in the past. C. Femino explained that significant changes can result from these surveys, therefore it is important that residents respond. He stated he is in the process of updating current Public Safety and policing policies to ensure accordance and compliance. He recommended that SHA policies closely mirror Somerville Police Department policy. Additionally, C. Femino discussed updating SHA's website to include Public Safety information, which will also allow for more resident feedback.

D. Cohen stated SHA intends to expand communication means and establish a SHA Facebook page as an example.

Mystic Tenant Association President Denise Lauers asked if additional questions and areas can be added to the survey. Lauers explained that some residents are hesitant to use a QR code to access the Public Safety survey in fear of tracking.

8. NEW BUSINESS

(a) Permanent status of George Lally, Maintenance Mechanic II.

Director of Maintenance Joe Whalen stated George is an excellent employee who was recently added to the vacancy turnover team.

Commissioner Lemard made a motion to approve the permanent status of George Lally, Maintenance Mechanic II. Commissioner Zamer seconded the motion.

All in favor: 4-0

(b) Permanent status of Paul Federico, Mechanic.

Joe Whalen stated that Paul is a certified Ford mechanic who has done a tremendous job in reorganizing the garage. Paul's skillset will help SHA save on auto repair costs.

Commissioner Rances made a motion to approve the permanent status of Paul Federico, Mechanic. Commissioner Lemard seconded the motion.

All in favor: 4-0

(c) Change Order #5 to New England Builders and Contractors Inc.

Director of Modernization Brian Langton explained New England Builders worked on the Properzi elevator. He stated during a State inspection it was determined that the generator room required an additional louver to allow heat to escape. This change order is recommended to comply.

Commissioner Lemard made a motion to approve Change Order #05 to New England Builders and Contractors Inc for additional wiring in the wall motorized louvre for the cost of \$1,376.08. Commissioner Zamer seconded the motion.

All in favor: 4-0

(d) Properzi Manor Elevator Modernization Certificate of Final Completion for New England Builders and Contractors Inc.

B. Langton explained that both elevator replacements are complete and recommended final completion approval.

Commissioner Lemard made a motion to approve the Final Completion and Payment of \$102,132.00 to New England Builders and Contractors Inc. for SHA Job #2215, Properzi Manor Elevator Replacement. Commissioner Rances seconded the motion.

All in favor: 4-0

(e) Certificate of Final Completion for Bryant Manor Mailroom Renovation.

B. Langton explained that mailbox installation has been completed and looks great. He stated locks and sign off from the Post Office are pending.

Commissioner Lemard made a motion to approve the Final Completion and Payment of \$3,335.00 to Northeast Construction Inc. for SHA Job #2323, Bryant Manor Mailroom Renovation. Commissioner Zamer seconded the motion.

All in favor: 4-0

(f) Proposed SHA Federal Housing Program Flat Rents effective 6/1/2025.

Director of Admissions, Occupancy and Compliance Lisa Taylor explained that the current Flat Rents are calculated at 80% of the fair market rent.

Commissioner Zamer made a motion to approve the proposed SHA Federal Housing Program Flat Rents effective 6/1/2025. Commissioner Rances seconded the motion.

All in favor: 4-0

(g) Increase of Capen Court, LLC management fee receivable by 5%.

Director of Finance and Administration Arnaldo Velazquez explained that currently Capen Court pays 4% management fee, however the operating agreement allows for an increase to 5%. Therefore, he recommends the 5% management fee with the opportunity to yield an additional \$97,300 to SHA.

Commissioner Lemard made a motion to approve the increase of Capen Court, LLC management fee receivable to 5% in accordance with the Amended and Restated Operating Agreement dated April 1, 2010. Commissioner Zamer seconded the motion.

All in favor: 4-0

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

10. ADJOURNMENT

Commissioner Zamer made a motion to adjourn at 4:54 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 4/17/2025.

- Agenda
- 2(a) Copy of minutes from the Regular Board Meeting – March 27, 2025
- Executive Director’s Report
 - SHA Operating Statements for Month Ending – February 2025
 - Report: Tenant Selection Report – March 2025: Public Housing and Leased Housing Waitlists
 - Report: Vacancy Report March 2025
 - Memo: Section 8 Voucher Utilization & Spending Projection Reports as of April 2025
 - 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: March 2025
 - Report: SHA Modernization Contract Log – Active Jobs April 2025
- New Business 8(a): Memo: George Lally (Permanent Maintenance II recommendation)
- New Business 8(b) Memo: Paul Federico (Permanent Mechanic Recommendation)
- New Business 8(c) Memo: SHA #2215: Properzi Manor Elevator Modernization -Change Order #5
- New Business 8(c) Memo: Re: Somerville H.A., Elevator Modernization at Properzi Manor, 15 Warren Ave., Somerville, MA 02143- Change Order Proposal # 2407-102
- New Business 8(d): Memo: Certificate of Final Completion - Properzi Manor Elevator Modernization SHA Job #2215
- New Business 8(d): Certificate of Final Completion – NE Builders and Contractors Inc.
- New Business 8(e): Certificate of Final Completion - Bryant Manor Mailroom Renovation SHA Job #2323
- New Business 8(e): Certificate of Final Completion – Northeast Construction
- New Business 8(f): Memo: Proposed Flat Rents
- New Business 8(g): Memo: Request for increase to Management Fee receivable – Capen Court
- New Business 8(g): Management Agreement – Capen Court Senior Housing