

The Minutes of the Regular Meeting of the Somerville Housing Authority (SHA) duly called and held on November 20, 2025.

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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, November 20, 2025, at 4:30 PM.

The Executive Director Diane L. Cohen called the roll at 4:33 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: Arnaldo Velazquez, Director of Finance & Administration; Brian Langton, Director of Modernization; Shannon Bennett, Director of Resident Services; Lisa Taylor, Director of Admissions, Occupancy & Compliance; Charlie Femino, Public Safety Consultant; Joe Whalen, Maintenance Director; Joe Macaluso, Development Consultant; Billy Rymill, Public Safety Officer; Andrew Rocha, Director of Operations; Adam Garvey, Deputy Director; Emily Eschmann, Executive Secretary.

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**1. APPROVAL OF MINUTES**

**(a) Executive Session – June 20, 2024**

Commissioner Mannion made a motion to approve the minutes of the Executive Session held on June 20, 2024. Commissioner Lemard seconded the motion.

All in favor: 5-0

**(b) Regular Board Meeting – October 16, 2025**

Commissioner Zamer made a motion to approve the minutes of the Regular Board Meeting on October 16, 2025. Commissioner Mannion seconded the motion.

All in favor: 5-0

**2. COMMUNITY INPUT/RESIDENT COUNCILS**

None this month.

### 3. COMMUNICATIONS

- (a) Massachusetts Department of Labor Standards (“DLS”) Opinion letter regarding the Applicability of Massachusetts’ Prevailing Wage Laws to the Clarendon Hill Project in Somerville, MA.

### 4. EXECUTIVE DIRECTOR’S REPORT

D. Cohen offered to respond to any questions from the Board. She reported that the Wi-Fi access project continues to move quickly, with Director of Resident Services Shannon Bennett and Director of Finance and Administration Arnaldo Velazquez leading implementation and coordination efforts.

She noted that the Resident Services Report includes updates on new participants in the first-time homebuyer program and highlights recent achievements of Family Self-Sufficiency (FSS) participants.

D. Cohen informed the Board that Director of Leased Housing Matt Lincoln is working with the US Office of Housing and Urban Development (HUD) Shortfall Prevention Team regarding the agency’s shortfall funding request. SHA is still awaiting a response to the application submitted prior to the federal government shutdown. She added that additional voucher commitments for new developments are contributing to increased program costs.

D. Cohen further reported that more detailed Public Safety reports are being generated through the department’s current software, with reporting capabilities expected to continue improving as the department grows. She also noted that A. Velazquez is continuing to update and refine Finance Department reports to improve clarity and accuracy.

### 5. DEVELOPMENT UPDATE (IF NECESSARY)

Development Consultant Joe Macaluso reported that the Department of Labor Standards (DLS) received a protest from unions asserting that prevailing wages should have been paid both at the modular factory and on-site for the Clarendon Hill Redevelopment. The unions argue that because the factory’s exclusive purpose during that period was producing the units for this project, prevailing wage laws should apply, despite the factory being located offsite and staffed by technicians from the Netherlands who are based in Massachusetts and actively bidding on other projects. J. Macaluso noted that SHA’s use of modular construction is expressly permitted by law and has been an important cost-saving strategy. He emphasized the broader

importance of continuing to create affordable housing.

J. Macaluso stated that the recent ribbon-cutting event went very well at Clarendon Hill. He stated the building looks beautiful and residents are already moving in. All 168 units are expected to be fully occupied by December. Planning for Phase 2 is underway in coordination with MassHousing, with the goal of advancing the next stage of the project next year. In the interim, SHA is preparing for demolition of buildings that will be removed as part of Phase 2. Phase 3 is expected to consist entirely of market-rate units.

Joe reported that occupancy at Waterworks II has been delayed due to air-quality concerns. Initial testing identified petroleum contamination originating from the grounds, but further analysis showed that some of the materials used in construction, such as glues and other building products, were off-gassing. Engineers have developed a mitigation plan, and SHA is working toward obtaining a Certificate of Occupancy. The goal is to have the building occupied by the end of December.

D. Cohen stated that the ribbon-cutting event for the Clarendon Hill building named after former SHA resident Stephenson Aman, and the dedication of the community room to developer Greg Bialecki, were very beautiful and well-received.

## 6. PUBLIC SAFETY UPDATE (IF NECESSARY)

Public Safety Consultant Charlie Femino reported that the State Police executed a search warrant at 15 River Road related to suspected drug distribution. Two juveniles and one adult were arrested, and charges are currently pending. C. Femino noted that the police tactical team had been provided a key to access the unit. The property was placed on lockdown for approximately two hours, during which there was a heavy police presence. Once the property was secured, additional officers cleared the scene.

In response to a question from Commissioner Zamer regarding the household involved in the incident, D. Cohen explained that the individual would be conferenced in, emphasizing that the SHA's priority is maintaining safety on the property. She acknowledged that the incident was upsetting for residents.

C. Femino also noted that package thefts typically increase during the holiday season. He recommended posting notices in building lobbies reminding residents to be mindful of package deliveries and who is retrieving them.

## 7. NEW BUSINESS

- (a) Contract with Ace Restoration Co, Inc. for Mystic River Concrete Repairs Phase 3. Director of Modernization Brian Langton stated that he recommends awarding the contract to the lowest bidder to address chipping and peeling paint, as well as the additional necessary repairs.

Commissioner Lemard made a motion to enter a contract with Ace Restoration Co., Inc. to complete the Mystic River Concrete Repairs Phase 3 for the amount of \$407,907.50. Commissioner Mannion seconded the motion.

All in favor: 5-0

- (b) Design contract with C.A. Crowley Engineering, Inc. for the Capen Court HVAC Controls Replacement Phase 2.

B. Langton stated that the thermostat and actuator replacement project is being completed in two phases due to cost considerations. The first phase went smoothly, and residents have expressed satisfaction with the new, user-friendly thermostats. With Phase 2 beginning, B. Langton recommended hiring the same engineer who completed the first phase.

Commissioner Lemard made a motion to enter a design contract with C.A. Crowley Engineering, Inc. for the Capen Court HVAC Controls Replacement Phase 2 Project for the amount of \$12,100.00. Commissioner Mannion seconded the motion.

All in favor: 5-0

- (c) Certificate of Substantial Completion to Jupiter Electric Inc. for the Bryant Manor Panelboard and Transformer Replacement project.

B. Langton stated that replacement panelboards were no longer available, requiring a full new installation. He also noted that the loud transformers needed replacement as well.

Commissioner Mannion made a motion to approve the Certificate of Substantial Completion to Jupiter Electric Inc. for the Bryant Manor Panelboard and Transformer Replacement project. Commissioner Rances seconded the motion.

All in favor: 5-0

- (d) Design contract with Nangle Engineering, Inc. for the Bryant Manor Panelboard and Transformer Replacement Phase 2.

B. Langton stated that half of the building was completed in 2024. The first phase was delayed due to supply-chain issues, but the goal is to bring the entire building fully up to date.

Commissioner Lemard made a motion to enter a design contract with Nangle Engineering, Inc. for the Bryant Manor Panelboard and Transformer Replacement Phase 2 Project for the amount of \$9,810.00. Commissioner Mannion seconded the motion.

All in favor: 5-0

- (e) Contract with TM Construction Management to complete Bryant Manor Unit Modernization.

B. Langton stated that the Modernization Department has attempted to rehabilitate all apartments using force account labor over the last four to five years, but the approach has not been effective. As a result, the work was bid out, and he recommends awarding the contract to the lowest of the six bidders. He noted that this contractor was previously used for the pressure washing project at Bryant Manor.

Commissioner Rances made a motion to enter into a contract with TM Construction Management to complete the Bryant Manor Unit Modernization for the amount of \$275,000.00. Commissioner Mannion seconded the motion.

All in favor: 5-0

- (f) Contract with McCright & Associates, LLC for “as needed” Housing Inspection Services.

Director of Operations Andrew Rocha stated that this is a three-year contract. The bid closed in late October, with two proposals received. After reviewing qualifications, staff determined that Gilson did not meet the required criteria. While the recommended vendor is not the lowest bidder, they offer the best overall service for SHA.

Commissioner Lemard made a to enter into a contract with McCright & Associates, LLC for the amount of \$247,074. Commissioner Mannion seconded the motion.

All in favor: 5-0

- (g) Contract with United Elevators for elevator maintenance and repairs.

Deputy Director Adam Garvey reported that the current vendor, Embry Elevator, did not submit a bid. He stated that only one bid was received, and the associated costs are outlined in the memo. A. Garvey noted that SHA typically spends between \$130,000 and \$150,000 annually on elevator repairs and inspections. A price comparison was conducted, and the bidder is a reputable firm. He stated United Elevators completed the elevator replacements at Properzi Manor.

Commissioner Mannion made a motion to enter into a contract with United Elevators for elevator maintenance and repairs for the amount of \$838,860.00. Commissioner Zamer seconded the motion.

## 8. ADJOURNMENT

Commissioner Mannion made a motion to adjourn the regular meeting at 4:57 pm.

Commissioner Lemard seconded the motion.

All in favor: 5-0

*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 November 20, 2025.

- Agenda
- Copy of minutes from Executive Session– June 20, 2024
- Copy of minutes from the Regular Board Meeting – October 16, 2025
- Communication 3(a): Opinion letter regarding the Applicability of Massachusetts’ Prevailing Wage Laws to the Clarendon Hill Project in Somerville, MA
- Executive Director’s Report
  - Report: Financial Report – September 2025 & October 2025
  - Report: Tenant Selection Report – October 2025: Public Housing and Leased Housing Waitlists
  - Report: Vacancy Report October 2025
  - Report: Section 8 Voucher Utilization & Spending Projection Reports as of November 2025
  - Report: Resident Services October 2025
  - Report: Public Safety – Monthly and Yearly Report - October 2025
  - Report: Work Orders Issued: October 2025
  - Report: SHA Modernization Contract Log – Active Jobs November 2025
- New Business 7(a): Memo: Mystic River Concrete Repairs Phase 3 Contract FISH#274172
- New Business 7(a): SHA Mystic River Concrete Repairs Phase 3 Recommendation to Award – Ace Restoration Co., Inc
- New Business 7(a): GC E-Bid: List of bids received 10/23/25 04:00 PM EOHLC#274172 Mystic River Concrete Repairs Phase 3 871048
- New Business 7(b): Memo: Capen Court HVAC Controls Phase 2 Design Contract SHA Job #2518
- New Business 7(b): Somerville Housing Authority Capen Court – HVAC Controls Phase 2
- New Business 7(c) Memo: Bryant Manor Panelboard and Transformer Replacement Certification of Substantial Completion SHA Job #2420
- New Business 7(c): Punchlist for SHA Bryant Manor Panelboards and Transformers
- New Business 7(d): Memo: Bryant Manor Panelboard and Transformer Replacement Phase 2 Design Contract SHA Job #2526
- New Business 7(d): Proposal for Engineering Services - Bryant Manor Panelboard and Transformer Replacement, Phase II
- New Business 7(e): Bryant Manor Unit Modernization Contract SHA #2418
- New Business 7(e): Low Bid Recommendation
- New Business 7(e): General Bid Log
- New Business 7(f): Memo: RFP P-Inspect102025-As Needed Housing Inspection Services
- New Business 7(f): Request for Responses (RFP) “As Needed” Housing Inspection Services
- New Business 7(g): Memo: Elevator Maintenance and Repairs
- New Business 7(g): Form for General Bid