

**EXECUTIVE DIRECTORS MONTHLY REPORT**

TO: All Commissioners

FROM: Joseph R. Macaluso, Executive Director

DATE: December 22, 2022

**SOMERVILLE HOUSING AUTHORITY**  
**AGENCY SUMMARY COMPARATIVES**  
**PERIOD APRIL 1, 2022 TO OCTOBER 31, 2022**

| BUDGET<br>LINE ITEMS             | TOTAL<br>BUDGET   | BUDGET<br>TO DATE | ACTUAL<br>TO DATE | VARIANCE<br>(BAD)  | BALANCE TO<br>YEAR END |
|----------------------------------|-------------------|-------------------|-------------------|--------------------|------------------------|
| <b>INCOME</b>                    |                   |                   |                   |                    |                        |
| RENTAL INCOME                    | 6,627,692         | 3,866,154         | 4,383,940         | 517,787            | 2,243,752              |
| FEDERAL SECTION 8 RENTS          | 3,446,892         | 2,010,687         | 1,642,021         | (368,666)          | 1,804,871              |
| MOBILITY FEE + FRAUD RECOVERY    | 25,500            | 14,875            | 15,108            | 233                | 10,392                 |
| INTEREST INCOME                  | 15,670            | 9,141             | 10,488            | 1,347              | 5,182                  |
| ANTENNA / MISC INCOME            | 440,200           | 256,783           | 374,490           | (22,877)           | 206,710                |
| ADMINISTRATIVE FEE INCOME        | 2,118,216         | 1,235,626         | 1,189,791         | (100,324)          | 1,038,914              |
| CAPITAL FUND/GRANTS              | 615,099           | 358,300           | 582,099           | 223,799            | 33,000                 |
| DHCD RSC GRANT                   | 40,000            | 23,333            | 60,000            | 36,667             | (20,000)               |
| DHCD SSP GRANT                   | 70,000            | 40,833            | -                 | (40,833)           | 70,000                 |
| FSS GRANT INCOME                 | -                 | -                 | -                 | -                  | -                      |
| OPERATING FUND SUBSIDY           | 5,861,657         | 3,184,951         | 2,622,734         | -                  | 836,510                |
| <b>TOTAL INCOME</b>              | <b>19,260,926</b> | <b>11,000,684</b> | <b>10,880,672</b> | <b>247,132</b>     | <b>6,229,330</b>       |
| <b>EXPENSES</b>                  |                   |                   |                   |                    |                        |
| <b>ADMINISTRATIVE</b>            |                   |                   |                   |                    |                        |
| SALARIES                         | 3,034,679         | 1,753,028         | 1,483,765         | 269,262            | 1,550,914              |
| LEGAL                            | 80,000            | 46,667            | -                 | 46,667             | 80,000                 |
| MEMBERS COMPENSATION             | 45,000            | 26,250            | 14,078            | 12,172             | 30,922                 |
| STAFF TRAINING                   | -                 | -                 | 10,681            | (10,681)           | (10,681)               |
| TRAVEL                           | 32,504            | 18,961            | 2,860             | 16,100             | 29,644                 |
| ACCOUNTING + AUDIT FEE           | 79,600            | 46,433            | 39,453            | 6,980              | 40,147                 |
| SUNDRY ADMIN COSTS               | 925,606           | 539,937           | 383,483           | 88,295             | 473,964                |
| SSP & RSC EXPENSES               | -                 | -                 | 75,360            | (75,360)           | (75,360)               |
| <b>TENANT SERVICES</b>           |                   |                   |                   |                    |                        |
| FSS COSTS                        | -                 | -                 | -                 | -                  | -                      |
| CONTRACT COSTS                   | 47,500            | 27,708            | 5,900             | 21,808             | 41,600                 |
| <b>UTILITIES</b>                 |                   |                   |                   |                    |                        |
| WATER & SEWER                    | 1,948,864         | 1,136,837         | -                 | 418,845            | 1,230,872              |
| ELECTRIC                         | 951,678           | 555,146           | 452,995           | 102,151            | 498,683                |
| GAS                              | 963,128           | 561,825           | 263,584           | 298,241            | 699,544                |
| LABOR                            | -                 | -                 | -                 | -                  | -                      |
| ENERGY CONSERVATION              | -                 | -                 | -                 | -                  | -                      |
| OTHER                            | -                 | -                 | -                 | -                  | -                      |
| <b>MAINTENANCE</b>               |                   |                   |                   |                    |                        |
| LABOR                            | 3,437,193         | 1,982,996         | 1,951,784         | 31,212             | 1,485,409              |
| MATERIALS                        | 950,257           | 554,317           | 377,470           | 176,847            | 572,787                |
| CONTRACT COSTS                   | 1,887,500         | 1,101,042         | 903,682           | 197,359            | 983,818                |
| PUBLIC SAFETY DETAILS            | -                 | -                 | 8,940             | (8,940)            | (8,940)                |
| <b>GENERAL EXPENSES</b>          |                   |                   |                   |                    |                        |
| INSURANCE                        | 731,188           | 426,526           | 344,863           | 81,664             | 386,325                |
| P.I.L.O.T.                       | 183,089           | 106,802           | 169,821           | (63,019)           | 13,268                 |
| EMPLOYEE BENEFITS                | 2,743,628         | 1,600,450         | 1,390,106         | 210,343            | 1,353,522              |
| COLLECTION LOSSES                | 36,000            | 21,000            | -                 | 21,000             | 36,000                 |
| MGMT FEES/INTEREST EXP / MOB FEE | 291,242           | 168,153           | 248,212           | (10,059)           | 113,030                |
| INTEREST EXPENSE                 | -                 | -                 | -                 | -                  | -                      |
| <b>NONROUTINE EXPENSES</b>       |                   |                   |                   |                    |                        |
| COVID 19 EXPENSE                 | -                 | -                 | -                 | -                  | -                      |
| EXTRAORDINARY NOT CAPITAL        | 471,800           | 275,217           | 173,830           | 101,387            | 297,970                |
| EQUIPMENT NOT CAPITAL            | 163,700           | 95,492            | 55,846            | 39,646             | 107,854                |
| EQUIPMENT CAPITALIZED            | 147,045           | 85,776            | 12,945            | 72,832             | 134,101                |
| BETTERMENTS CAPITALIZED          | 1,034,480         | 603,447           | 353,686           | 249,761            | 680,794                |
| OPERATING TRANSFER OUT           | -                 | -                 | -                 | -                  | -                      |
| <b>TOTAL EXPENSES</b>            | <b>20,185,681</b> | <b>11,734,007</b> | <b>8,723,342</b>  | <b>2,294,513</b>   |                        |
| <b>SURPLUS (DEFICIT)</b>         | <b>(924,755)</b>  |                   | <b>2,157,329</b>  | <b>(2,047,381)</b> |                        |
| <b>SUBSIDY ESTIMATE</b>          |                   |                   |                   |                    |                        |
| <b>NET SURPLUS (DEFICIT) *</b>   | <b>(924,755)</b>  |                   | <b>2,157,329</b>  | <b>(2,047,381)</b> |                        |

\* Please note that the subsidy has not been all earned at this time; as a consequence the surplus (deficit) may be over(under) stated at this ti

**Somerville Housing Authority  
Certificate of Deposit (CD) Information**

| <u>Bank Name</u>          | <u>Contact</u>                 | <u>Date Opened</u> | <u>Date Expired</u> | <u>Account #</u> | <u>Amount</u> | <u>Terms</u> | <u>Program</u> | <u>Interest Rate</u> |  |
|---------------------------|--------------------------------|--------------------|---------------------|------------------|---------------|--------------|----------------|----------------------|--|
| Eastern Bank              | Krystal Koch                   | 5/2/2022           | 5/2/2023            | 10225281         | \$ 100,015.62 | 1 yr         | 667-4          | 0.50%                | <i>base of \$100K plus interest earned</i> |
| Winter Hill Bank          | Peter Majane                   | 10/1/2022          | 6/1/2023            | 220004618        | \$ 100,000.00 | 9 mths       | 400-C          | 2.00%                | <i>base of \$100K plus interest earned</i> |
| Naveo Credit Union        | Charlene Malcolm/ Rui Doninges | 3/25/2022          | 4/2/2023            | 622802115        | \$ 104,558.84 | 14 mths      | AMP 2          | 0.35%                | <i>base of \$100K plus interest earned</i> |
| Middlesex Federal Savings | Taneisha Capita                | 7/8/2022           | 7/8/2023            | 98415336         | \$ 110,442.31 | 1 yr         | AMP 1          | 0.40%                | <i>base of \$100K plus interest earned</i> |
| Middlesex Federal Savings | Taneisha Capita                | 3/28/2022          | 3/28/2023           | 98517108         | \$ 112,330.74 | 1 yr         | 689-2          | 0.45%                | <i>base of \$100K plus interest earned</i> |
| Eastern Bank              | Krystal Koch                   | 6/30/2022          | 6/30/2023           | 10226442         | \$ 100,000.00 | 1 yr         | 667-4          | 0.10%                | <i>base of \$100K plus interest earned</i> |
| Winter Hill Bank          | Peter Majane                   | 5/14/2022          | 5/14/2023           | 220004758        | \$ 100,000.00 | 1 yr         | 667-4          | 0.50%                | <i>base of \$100K plus interest earned</i> |

**\*\*The banking subcommittee consists of: J.Macaluso, R.Bonney, and L. Ferrara\*\***

## OVERTIME REPORT

### Administrative Department

| MONTH                | 2010         | 2011         | 2012         | 2013         | 2014         | 2015         | 2016         | 2017         | 2018         | 2019         | 2020         | 2021         | 2022         |
|----------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| JANUARY              | 58.00        | 19.00        | 14.00        | 15.50        | 13.50        | 5.00         | 16.50        | 16.50        | 82.00        | 10.50        | 147.00       | 32.00        | 43.00        |
| FEBRUARY             | 58.50        | 9.50         | 15.50        | 8.50         | 10.00        | 0.00         | 10.00        | 21.50        | 56.50        | 16.50        | 111.50       | 28.00        | 35.00        |
| MARCH                | 188.32       | 20.00        | 33.50        | 18.00        | 9.00         | 11.00        | 18.00        | 61.45        | 55.50        | 19.50        | 49.50        | 0.00         | 5.00         |
| APRIL                | 237.54       | 47.00        | 23.50        | 19.60        | 58.00        | 13.00        | 14.00        | 16.25        | 24.50        | 23.50        | 0.00         | 0.00         | 10.34        |
| MAY                  | 110.90       | 37.00        | 20.00        | 15.00        | 22.00        | 20.25        | 18.00        | 23.00        | 38.50        | 34.83        | 0.00         | 23.00        | 26.50        |
| JUNE                 | 66.50        | 21.50        | 18.50        | 13.00        | 24.00        | 18.00        | 13.50        | 38.50        | 12.00        | 23.33        | 0.00         | 77.00        | 14.50        |
| JULY                 | 56.00        | 12.50        | 12.00        | 7.00         | 7.50         | 16.50        | 41.50        | 49.00        | 7.00         | 57.25        | 0.00         | 131.75       | 31.00        |
| AUGUST               | 31.00        | 29.00        | 14.50        | 19.50        | 15.00        | 11.00        | 45.00        | 11.50        | 15.00        | 114.42       | 3.00         | 36.75        | 33.50        |
| SEPTEMBER            | 24.00        | 20.00        | 35.50        | 18.00        | 37.25        | 15.00        | 56.00        | 10.50        | 12.50        | 38.00        | 0.00         | 25.25        | 20.83        |
| OCTOBER              | 20.50        | 22.00        | 13.50        | 15.00        | 22.50        | 15.50        | 43.50        | 57.00        | 13.00        | 61.00        | 25.00        | 35.00        | 18.08        |
| NOVEMBER             | 16.00        | 28.50        | 11.00        | 18.50        | 10.00        | 14.00        | 24.50        | 71.00        | 10.50        | 114.00       | 110.50       | 45.00        | 33.50        |
| DECEMBER             | 27.00        | 28.00        | 17.50        | 25.00        | 7.00         | 14.25        | 15.50        | 98.50        | 19.50        | 120.50       | 36.00        | 39.46        |              |
| <b>Total Average</b> | <b>74.52</b> | <b>24.50</b> | <b>19.08</b> | <b>16.05</b> | <b>19.65</b> | <b>12.79</b> | <b>26.33</b> | <b>41.65</b> | <b>28.88</b> | <b>52.78</b> | <b>40.21</b> | <b>39.43</b> | <b>24.66</b> |

### Maintenance Department

| MONTH                | 2010          | 2011          | 2012          | 2013          | 2014          | 2015          | 2016          | 2017          | 2018          | 2019          | 2020          | 2021          | 2022          |
|----------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| JANUARY              | 550.25        | 555.00        | 147.50        | 274.50        | 813.00        | 412.00        | 312.50        | 354.50        | 664.59        | 174.00        | 363.00        | 340.00        | 378.50        |
| FEBRUARY             | 153.00        | 290.50        | 215.50        | 1077.00       | 590.00        | 1,616.50      | 341.75        | 469.25        | 235.50        | 765.00        | 304.25        | 1454.50       | 2181.00       |
| MARCH                | 139.00        | 253.00        | 129.00        | 305.50        | 165.00        | 306.00        | 220.00        | 333.50        | 476.00        | 625.00        | 569.75        | 511.00        | 1205.00       |
| APRIL                | 131.00        | 136.00        | 98.00         | 92.00         | 78.00         | 144.50        | 467.50        | 240.50        | 183.50        | 228.50        | 580.00        | 390.25        | 1356.00       |
| MAY                  | 91.00         | 137.00        | 80.00         | 118.00        | 537.00        | 156.00        | 252.75        | 304.25        | 119.00        | 153.00        | 1023.00       | 186.00        | 1010.00       |
| JUNE                 | 131.50        | 128.50        | 122.00        | 111.00        | 353.25        | 142.25        | 91.50         | 261.75        | 348.50        | 237.00        | 729.00        | 218.00        | 1266.50       |
| JULY                 | 165.50        | 123.00        | 131.50        | 105.00        | 286.75        | 343.25        | 192.00        | 497.00        | 127.50        | 645.50        | 291.50        | 215.50        | 365.50        |
| AUGUST               | 96.00         | 242.00        | 139.50        | 111.00        | 161.00        | 138.50        | 141.00        | 215.00        | 175.00        | 672.50        | 128.00        | 196.00        | 1724.25       |
| SEPTEMBER            | 142.00        | 368.00        | 95.50         | 92.00         | 114.00        | 112.50        | 145.00        | 137.50        | 107.00        | 177.50        | 145.00        | 621.50        | 809.50        |
| OCTOBER              | 139.00        | 119.00        | 97.00         | 120.50        | 132.00        | 127.50        | 128.85        | 213.25        | 141.00        | 153.50        | 217.50        | 1573.00       | 161.00        |
| NOVEMBER             | 110.00        | 117.50        | 205.00        | 147.00        | 122.00        | 109.00        | 145.00        | 152.00        | 225.17        | 261.50        | 292.00        | 160.50        | 148.00        |
| DECEMBER             | 162.00        | 131.00        | 97.00         | 325.00        | 206.50        | 131.00        | 310.25        | 362.25        | 111.50        | 548.00        | 762.00        | 715.00        |               |
| <b>Total Average</b> | <b>167.52</b> | <b>216.71</b> | <b>129.79</b> | <b>239.88</b> | <b>296.54</b> | <b>311.58</b> | <b>229.01</b> | <b>295.06</b> | <b>242.86</b> | <b>386.75</b> | <b>450.42</b> | <b>548.44</b> | <b>964.11</b> |

### Public Safety Department

| MONTH                | 2010         | 2011         | 2012          | 2013          | 2014         | 2015          | 2016         | 2017         | 2018         | 2019         | 2020          | 2021          | 2022         |
|----------------------|--------------|--------------|---------------|---------------|--------------|---------------|--------------|--------------|--------------|--------------|---------------|---------------|--------------|
| JANUARY              | 93.33        | 108.33       | 98.00         | 82.00         | 165.00       | 132.00        | 100.00       | 105.00       | 84.00        | 76.00        | 92.00         | 210.00        | 85.00        |
| FEBRUARY             | 36.00        | 83.00        | 76.00         | 167.00        | 108.00       | 207.00        | 103.00       | 21.50        | 47.00        | 129.00       | 93.00         | 248.50        | 58.33        |
| MARCH                | 98.00        | 112.00       | 160.00        | 120.00        | 125.00       | 106.00        | 48.00        | 100.00       | 97.00        | 92.00        | 50.00         | 192.00        | 130.33       |
| APRIL                | 93.00        | 60.00        | 116.00        | 136.00        | 85.00        | 84.00         | 92.00        | 64.00        | 68.00        | 69.00        | 103.00        | 224.50        | 100.50       |
| MAY                  | 49.00        | 105.00       | 100.00        | 74.00         | 89.00        | 114.00        | 92.00        | 64.00        | 40.00        | 67.00        | 194.00        | 60.00         | 42.25        |
| JUNE                 | 139.00       | 123.00       | 157.00        | 113.50        | 92.00        | 104.00        | 82.00        | 111.00       | 107.00       | 68.00        | 157.00        | 124.50        | 32.50        |
| JULY                 | 113.00       | 110.00       | 121.00        | 94.33         | 65.33        | 80.00         | 89.00        | 40.00        | 48.00        | 71.00        | 203.00        | 123.83        | 65.00        |
| AUGUST               | 52.00        | 62.00        | 74.00         | 125.00        | 65.00        | 45.00         | 76.00        | 81.00        | 58.00        | 76.00        | 167.50        | 102.00        | 76.50        |
| SEPTEMBER            | 101.00       | 105.00       | 122.00        | 65.00         | 72.00        | 96.00         | 89.00        | 44.00        | 48.00        | 34.00        | 165.00        | 82.00         | 90.00        |
| OCTOBER              | 131.00       | 81.00        | 89.00         | 126.00        | 100.00       | 112.50        | 114.00       | 86.00        | 56.00        | 95.00        | 178.50        | 136.00        | 67.50        |
| NOVEMBER             | 153.83       | 128.33       | 110.99        | 114.00        | 96.00        | 75.00         | 73.00        | 92.00        | 92.00        | 78.00        | 127.00        | 114.75        | 44.00        |
| DECEMBER             | 84.66        | 111.33       | 78.00         | 86.00         | 68.00        | 78.00         | 130.00       | 44.00        | 67.00        | 45.00        | 211.00        | 185.50        |              |
| <b>Total Average</b> | <b>95.32</b> | <b>99.08</b> | <b>108.50</b> | <b>108.57</b> | <b>94.19</b> | <b>102.79</b> | <b>90.67</b> | <b>71.04</b> | <b>67.67</b> | <b>75.00</b> | <b>145.08</b> | <b>150.30</b> | <b>71.99</b> |

OVERTIME PAID / COMP. TIME EARNED: NOVEMBER 2022

| PR DISC            | EMPLOYEE     | HOURS                 | COMP TIME | REASON   |
|--------------------|--------------|-----------------------|-----------|--|
| <b>MAINTENANCE</b> |              |                       |           |  |
| 11/04/2022         | DELLANNO, J  | 10/29/2022-10/30/2022 | 10.00     | CONTRACTUAL 10 HOURS                                       |
|                    | DELLANNO, J  | 10/29/2022-10/30/2022 | 6.00      | REMOVED TRASH ON SATURDAY & SUNDAY                         |
|                    | DELLANNO, J  | 10/29/2022            | 4.00      | CIAMPA MANOR LAUNDRY ROOM 'S SINK CLOGGED                  |
|                    | KEBREAU, S   | 10/27/2022            | 2.00      | STAFF MEETING AT CLARENDON HILL                            |
|                    | MECHDOUD, F  | 10/29/2022            | 6.00      | SET UP TABLES, CHAIRS & CLEAN UP AT MYSTIC LEARNING CENTER |
| 11/10/2022         | WATSON, C    | 11/05/2022-11/06/2022 | 10.00     | CONTRACTUAL 10 HOURS                                       |
|                    | WATSON, C    | 11/05/2022-11/06/2022 | 6.00      | REMOVED TRASH ON SATURDAY & SUNDAY                         |
|                    | WATSON, C    | 11/04/2022            | 2.00      | COVERED NIGHT SHIFT  |
|                    | WATSON, C    | 11/04/2022            | 2.00      | TOILET BROKEN AT 500 MYSTIC AVE., #18C                     |
|                    | WATSON, C    | 11/06/2022            | 2.00      | NO ELECTRIC POWER AT 30 RIVER RD., #3006                   |
|                    | WATSON, C    | 11/06/2022            | 2.00      | TOILET CLOGGED AT CAPEN CT #218                            |
|                    | KEBREAU, S   | 11/03/2022            | 2.00      | STAFF MEETING AT CLARENDON HILL                            |
|                    | O'MEARA, M   | 11/05/2022            | 7.00      | MISC PLUMBING AT STATE BIUKER ROOMS                        |
| 11/18/2022         | MACDONALD, G | 11/12/2022-11/13/2022 | 10.00     | CONTRACTUAL 10 HOURS                                       |
|                    | MACDONALD, G | 11/12/2022-11/13/2022 | 6.00      | REMOVED TRASH ON SATURDAY & SUNDAY                         |
|                    | MACDONALD, G | 11/11/2022            | 7.00      | HOLIDAY COVERAGE   |
|                    | MACDONALD, G | 11/11/2022            | 2.00      | GAS STOVE REPAIR AT 153 ALEWIFE BRK PKY #35B               |
|                    | MACDONALD, G | 11/11/2022            | 1.00      | CLOSED WINDOWS BEFORE RAIN AT HIGHLAND GARDENS             |
|                    | MACDONALD, G | 10/10/2022            | 7.00      | COVERED HOLIDAY  |
|                    | AGUILAR, B   | 11/08/2022            | 2.00      | SET UP FOR ELECTION AT MYSTIC ACTIVITY CENTER              |
|                    | AGUILAR, B   | 11/11/2022            | 4.00      | TRASH REMOVAL AT STATE BUILDINGS                           |
|                    | AVERY, P     | 11/11/2022            | 4.00      | TRASH REMOVAL AT STATE BUILDINGS                           |
|                    | HERNANDEZ, K | 11/11/2022            | 4.00      | TRASH REMOVAL AT STATE BUILDINGS                           |
|                    | KEBREAU, S   | 11/10/2022            | 2.00      | STAFF MEETING AT CLARENDON HILL                            |
|                    | MECHDOUD, F  | 11/08/2022            | 2.00      | SET UP FOR ELECTION AT MYSTIC ACTIVITY CENTER              |
|                    | MECHDOUD, F  | 11/11/2022            | 4.00      | TRASH REMOVAL AT STATE BUILDINGS                           |
|                    | O'MEARA, M   | 11/11/2022            | 6.00      | REPLACED MISC PUMP AT 268 POWDER HSE BLVD                  |
| 11/23/2022         | SHINE, J     | 11/19/2022-11/20/2022 | 10.00     | CONTRACTUAL 10 HOURS                                       |
|                    | SHINE, J     | 11/19/2022-11/20/2023 | 6.00      | REMOVED TRASH ON SATURDAY & SUNDAY                         |
|                    | SHINE, J     | 11/18/2022            | 2.00      | COVERED NIGHT SHIFT  |
|                    | FERREIRA, J  | 11/15/2022            | 3.00      | REPAIRED LIGHT POLES AT MYSTIC RIVER                       |
|                    | KEBREAU, S   | 11/17/2022            | 2.00      | STAFF MEETING  |
|                    | RIBERIO, R   | 11/15/2022            | 3.00      | REPAIRED LIGHT POLES AT MYSTIC RIVER                       |

**Total Maintenance Dept. 148.00 0.00**

**PUBLIC SAFETY**

|            |                   |            |      |                 |
|------------|-------------------|------------|------|-----------------|
| 11/04/2022 | BROWNE, S         | 10/23/2022 | 6.00 | ONLINE TRAINING |
|            | RYMILL, A         | 10/25/2022 | 7.00 | COVERED SHIFT   |
|            | DE BETHENCOURT, M | 10/24/2022 | 7.00 | COVERED SHIFT   |
|            | DE BETHENCOURT, M | 10/29/2022 | 8.00 | EXTRA SHIFT     |
| 11/10/2022 | DE BETHENCOURT, M | 11/03/2022 | 4.00 | COURT           |
| 11/18/2022 | DE BETHENCOURT, M | 11/10/2022 | 4.00 | COURT           |
|            | DE BETHENCOURT, M | 11/11/2022 | 8.00 | WORK ON HOLIDAY |
| 11/23/2022 | NO OVERTIME       |            |      |                 |

**Total Public Safety 44.00 0.00**

**ADMINISTRATION**

|            |              |                       |      |  |
|------------|--------------|-----------------------|------|--|
| 11/04/2022 | CROWLEY, L   | 10/24/2022-10/25/2022 | 2.00 | FRONT DESK COVERAGE & SECT 8 REVIEW MANUAL ADJUSTMENTS |
|            | GALLAGHER, L | 10/24/2022-10/28/2022 | 3.50 | ANNUAL MYSTIC VIEW RECERT                              |
| 11/10/2022 | GALLAGHER, L | 10/31/2022-11/02/2022 | 4.00 | MYSTIC VIEW RECERT                                     |
| 11/18/2022 | CROWLEY, L   | 11/06/2022            | 3.00 | SECTION 8 PACKETS FOR SHORT STAFFING                   |
|            | CRUZ, W      | 11/07/2022            | 4.00 | CLARENDON HILL RECERTIFICATION PACKETS                 |
|            | GALLAGHER, L | 11/07/2022-11/10/2022 | 6.50 | MYSTIC VIEW RECERT                                     |
|            | JENKINS, D   | 11/08/2022            | 1.50 | ELECTION DAY AT MYSTIC ACTIVITY CENTER                 |
|            | OSBORNE, R   | 11/06/2022            | 2.00 | WORKED SECTION 8 FILES                                 |

## OVERTIME PAID / COMP. TIME EARNED: NOVEMBER 2022

| PR DISC                     | EMPLOYEE        | HOURS                 | COMP         |             | REASON                             |
|-----------------------------|-----------------|-----------------------|--------------|-------------|------------------------------------|
|                             |                 |                       |              | TIME        |                                    |
| 11/23/2022                  | ATTANASIO, K    | 11/19/2022            | 2.50         |             | PROCESS PAYROLL DUE COMING HOLIDAY |
|                             | BONILLA CRUZ, B | 11/18/2022            | 2.00         |             | ANNUAL RECERT FOR STATE PROGRAMS   |
|                             | GALLAGHER, L    | 11/21/2022-11/23/2022 | 2.50         |             | MYSTIC VIEW RECERT                 |
| <b>Total Administration</b> |                 |                       | <b>33.50</b> | <b>0.00</b> |                                    |



MANAGEMENT MONTHLY REPORT

Date: November 2022

TOTAL UNITS: 1358

Vacancy Report

| Development Name                 | Brady | Bryant | Ciampa | Clarendon Hill | Clarendon Hill Towers | Hagan | Highland | Jaques | Mystic River | Mystic View | Properzi | Scatter Site (Elderly) | Sycamore (Family) | Weston |
|----------------------------------|-------|--------|--------|----------------|-----------------------|-------|----------|--------|--------------|-------------|----------|------------------------|-------------------|--------|
| Total Units                      | 84    | 134    | 53     | 216            | 41                    | 24    | 42       | 100    | 240          | 215         | 110      | 16                     | 3                 | 80     |
| # of Service Providers/Offices   | 0     | 0      | 0      | 4              | 0                     | 0     | 0        | 0      | 6            | 0           | 1        | 0                      | 0                 | 0      |
| # of units Occupied by Residents | 84    | 121    | 52     | 138            | 41                    | 24    | 42       | 98     | 229          | 211         | 108      | 16                     | 3                 | 72     |
| Total MOD Vacancies              | 0     | 7      | 0      | 78             | 0                     | 0     | 0        | 0      | 0            | 0           | 0        | 0                      | 0                 | 8      |
| Total Non-MOD Vacancies          | 0     | 6      | 1      | 0              | 0                     | 0     | 0        | 2      | 5            | 4           | 1        | 0                      | 0                 | 0      |
| Total Vacancies                  | 0     | 13     | 1      | 78             | 0                     | 0     | 0        | 2      | 5            | 4           | 1        | 0                      | 0                 | 8      |
| TOTAL *                          | 84    | 134    | 53     | 216            | 41                    | 24    | 42       | 100    | 240          | 215         | 110      | 16                     | 3                 | 80     |
| Vacancy Percentage               | 0%    | 10%    | 2%     | 36%            | 0%                    | 0%    | 0%       | 2%     | 2%           | 2%          | 1%       | 0%                     | 0%                | 10%    |

Statistic Report

| Development          | Brady | Bryant | Ciampa | Clarendon Hill | Clarendon Hill Towers | Hagan | Highland | Jaques | Mystic River | Mystic View | Properzi | Scatter Site (Elderly) | Sycamore (Family) | Weston |
|----------------------|-------|--------|--------|----------------|-----------------------|-------|----------|--------|--------------|-------------|----------|------------------------|-------------------|--------|
|                      | 84    | 134    | 53     | 216            | 0                     | 24    | 42       | 100    | 240          | 215         | 110      | 16                     | 3                 | 80     |
| Occupied Units       | 84    | 121    | 52     | 138            | 0                     | 24    | 42       | 98     | 229          | 211         | 109      |                        | 3                 | 72     |
| Caucasians           | 65    | 100    | 39     | 91             | 0                     | 15    | 28       | 31     | 45           | 124         | 76       |                        | 1                 | 53     |
| Minorities           | 19    | 52     | 13     | 109            | 0                     | 14    | 14       | 65     | 184          | 162         | 39       |                        | 2                 | 19     |
| Minorities Breakdown | 19    | 52     | 13     | 109            | 0                     | 14    | 14       | 65     | 184          | 162         | 39       |                        | 2                 | 19     |
| African American     | 12    | 21     | 6      | 39             | 0                     | 4     | 8        | 28     | 54           | 73          | 23       |                        | 2                 | 10     |
| Asian                | 4     | 6      | 1      | 12             | 0                     | 4     | 2        | 11     | 17           | 15          | 8        |                        | 0                 | 2      |
| Hispanic             | 3     | 24     | 6      | 55             | 0                     | 5     | 4        | 26     | 113          | 74          | 7        |                        | 0                 | 7      |
| Native American      | 0     | 0      | 0      | 3              | 0                     | 1     | 0        | 0      | 0            | 0           | 1        |                        | 0                 | 0      |
| # of Veterans        | 4     | 2      | 8      | 3              | 0                     | 0     | 2        | 3      | 9            | 0           | 10       |                        | 0                 | 13     |

Activity Report

|                         | Brady | Bryant | Ciampa | Clarendon Hill | Clarendon Hill Towers | Hagan | Highland | Jaques | Mystic River | Mystic View | Properzi |  | Sycamore (Family) | Weston |
|-------------------------|-------|--------|--------|----------------|-----------------------|-------|----------|--------|--------------|-------------|----------|--|-------------------|--------|
| Total Units             | 84    | 134    | 53     | 216            | 0                     | 24    | 42       | 100    | 240          | 215         | 110      |  | 3                 | 80     |
| P.C. Rent               | 0     | 18     | 0      | 25             | 0                     | 4     | 0        | 0      | 0            | 67          | 19       |  | 0                 | 3      |
| 14Day NTQ               | 0     | 0      | 0      | 0              | 0                     | 0     | 0        | 0      | 2            | 0           | 0        |  | 0                 | 0      |
| P.C.                    | 0     | 0      | 0      | 0              | 0                     | 0     | 0        | 0      | 0            | 0           | 0        |  | 0                 | 0      |
| Int. to Terminate       | 0     | 0      | 0      | 0              | 0                     | 0     | 0        | 0      | 0            | 0           | 0        |  | 0                 | 0      |
| Grievance Hearing       | 0     | 0      | 0      | 0              | 0                     | 0     | 0        | 0      | 0            | 0           | 0        |  | 0                 | 0      |
| 30 Day NTQ              | 0     | 0      | 0      | 0              | 0                     | 0     | 0        | 0      | 0            | 0           | 0        |  | 0                 | 0      |
| Annual Inspections      | 0     | 0      | 0      | 0              | 0                     | 0     | 0        | 0      | 0            | 0           | 0        |  | 0                 | 0      |
| Other Inspections       | 9     | 0      | 0      | 0              | 0                     | 0     | 0        | 0      | 0            | 0           | 0        |  | 0                 | 0      |
| Annual Recertifications | 0     | 0      | 0      | 0              | 0                     | 0     | 0        | 0      | 16           | 96          | 0        |  | 0                 | 0      |
| Interim Adjustment      | 1     | 4      | 2      | 8              | 0                     | 0     | 0        | 1      | 16           | 20          | 1        |  | 0                 | 2      |

|                               |                            |                             |                            |                             |                                   |                              |                               |                                     |                                     |                                     |                              |                                |
|-------------------------------|----------------------------|-----------------------------|----------------------------|-----------------------------|-----------------------------------|------------------------------|-------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|------------------------------|--------------------------------|
| <b>TOTAL PH UNITS</b><br>1358 | <b>Total Family</b><br>674 | <b>Total Elderly</b><br>684 | <b>State Family</b><br>459 | <b>State Elderly</b><br>274 | <b>Total Units (State)</b><br>774 | <b>Federal Family</b><br>215 | <b>Federal Elderly</b><br>369 | <b>Total Units (Federal)</b><br>584 | <b>Service Provider Units</b><br>11 | <b>Total Units Occupied</b><br>1259 | <b>Total Vacancies</b><br>49 | <b>% Overall Vacancy</b><br>4% |
|-------------------------------|----------------------------|-----------------------------|----------------------------|-----------------------------|-----------------------------------|------------------------------|-------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|------------------------------|--------------------------------|

**SOMERVILLE HOUSING AUTHORITY**

April 1, 2022 - March 31, 2023

**TENANT SELECTION REPORT - December 2022**  
Public Housing and Section 8 Programs

| APPLICATIONS PROCESSED                   | AVG.<br>6 Months         | AVG.<br>FY         | Dec.                 | Jan.                 | Feb.                 | Mar.                 | Apr.                 | May                 | June                 | July                 | Aug.                 | Sept.                 | Oct.                 | Nov.                 | Somerville Residents<br>Nov.         |
|--|--------------------------|--------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------|----------------------|----------------------|----------------------|-----------------------|----------------------|----------------------|--------------------------------------|
|  |                          |                    | 2021                 | 2022                 | 2022                 | 2022                 | 2022                 | 2022                | 2022                 | 2022                 | 2022                 | 2022                  | 2022                 | 2022                 | 2022                                 |
| Family - DHCD                            | 19                       | 20                 | 7                    | 14                   | 11                   | 7                    | 17                   | 28                  | 18                   | 12                   | 21                   | 17                    | 27                   | 20                   | 8                                    |
| Family HUD                               | 56                       | 48                 | 21                   | 33                   | 36                   | 25                   | 26                   | 26                  | 29                   | 21                   | 27                   | 71                    | 104                  | 83                   | 16                                   |
| Elderly- DHCD                            | 8                        | 8                  | 7                    | 4                    | 7                    | 7                    | 7                    | 6                   | 9                    | 6                    | 6                    | 8                     | 9                    | 9                    | 7                                    |
| Elderly - HUD                            | 25                       | 23                 | 18                   | 16                   | 11                   | 18                   | 27                   | 13                  | 17                   | 11                   | 24                   | 19                    | 41                   | 35                   | 15                                   |
| Hagan                                    | 7                        | 7                  | 7                    | 4                    | 7                    | 7                    | 7                    | 6                   | 9                    | 4                    | 10                   | 5                     | 9                    | 6                    | 2                                    |
| Bryant                                   | 7                        | 7                  | 7                    | 4                    | 7                    | 7                    | 7                    | 6                   | 9                    | 4                    | 9                    | 6                     | 9                    | 6                    | 3                                    |
| <b>Total Public Housing</b>              | <b>122</b>               | <b>113</b>         | <b>67</b>            | <b>75</b>            | <b>79</b>            | <b>71</b>            | <b>91</b>            | <b>31</b>           | <b>44</b>            | <b>25</b>            | <b>97</b>            | <b>126</b>            | <b>199</b>           | <b>159</b>           | <b>27</b>                            |
| Section 8                                | 17                       | 15                 | 12                   | 13                   | 10                   | 12                   | 10                   | 11                  | 17                   | 16                   | 12                   | 15                    | 37                   | 4                    | 2                                    |
| SRO                                      | 3                        | 3                  | 5                    | 2                    | 2                    | 2                    | 2                    | 3                   | 1                    | 1                    | 1                    | 4                     | 7                    | 3                    | 0                                    |
| DHAP                                     | 7                        | 7                  | 11                   | 17                   | 2                    | 5                    | 8                    | 4                   | 8                    | 6                    | 6                    | 3                     | 5                    | 15                   | 2                                    |
| Walnut                                   | 0                        | 0                  | 0                    | 0                    | 0                    | 0                    | 0                    | 0                   | 0                    | 0                    | 0                    | 0                     | 0                    | 0                    | 0                                    |
| Linden Street                            | 6                        | 5                  | 2                    | 6                    | 8                    | 7                    | 1                    | 4                   | 6                    | 2                    | 9                    | 9                     | 4                    | 4                    | 3                                    |
| Merriam                                  | 0                        | 0                  | 0                    | 0                    | 0                    | 0                    | 0                    | 0                   | 0                    | 0                    | 0                    | 0                     | 0                    | 0                    | 0                                    |
| North Charles                            | 0                        | 0                  | 0                    | 0                    | 0                    | 0                    | 0                    | 0                   | 0                    | 0                    | 0                    | 0                     | 0                    | 0                    | 0                                    |
| Just At Start                            | 0                        | 0                  | 0                    | 0                    | 0                    | 0                    | 0                    | 0                   | 0                    | 0                    | 0                    | 0                     | 0                    | 0                    | 0                                    |
| YMCA                                     | 0                        | 0                  | 0                    | 0                    | 0                    | 0                    | 2                    | 0                   | 0                    | 0                    | 0                    | 0                     | 0                    | 1                    | 0                                    |
| Mainstream                               | 6                        | 6                  | 2                    | 2                    | 1                    | 2                    | 5                    | 4                   | 8                    | 6                    | 0                    | 3                     | 5                    | 16                   | 1                                    |
| Waterworks                               | 9                        | 8                  | 7                    | 6                    | 6                    | 7                    | 14                   | 1                   | 6                    | 6                    | 9                    | 12                    | 9                    | 9                    | 7                                    |
| Capen Court                              | 14                       | 15                 | 10                   | 18                   | 8                    | 14                   | 21                   | 13                  | 13                   | 12                   | 11                   | 19                    | 20                   | 9                    | 7                                    |
| <b>Total Leased Housing</b>              | <b>62</b>                | <b>59</b>          | <b>49</b>            | <b>64</b>            | <b>37</b>            | <b>49</b>            | <b>63</b>            | <b>40</b>           | <b>59</b>            | <b>49</b>            | <b>48</b>            | <b>65</b>             | <b>87</b>            | <b>61</b>            | <b>22</b>                            |
| <b>Total</b>                             | <b>183</b>               | <b>172</b>         | <b>116</b>           | <b>139</b>           | <b>116</b>           | <b>120</b>           | <b>154</b>           | <b>71</b>           | <b>103</b>           | <b>74</b>            | <b>145</b>           | <b>191</b>            | <b>286</b>           | <b>220</b>           | <b>49</b>                            |
| <b>WAITING LISTS<br/># OF APPLICANTS</b> | <b>AVG.<br/>6 Months</b> | <b>AVG.<br/>FY</b> | <b>Dec.<br/>2021</b> | <b>Jan.<br/>2022</b> | <b>Feb.<br/>2021</b> | <b>Mar.<br/>2022</b> | <b>Apr.<br/>2022</b> | <b>May<br/>2022</b> | <b>June<br/>2022</b> | <b>July<br/>2022</b> | <b>Aug.<br/>2022</b> | <b>Sept.<br/>2022</b> | <b>Oct.<br/>2022</b> | <b>Nov.<br/>2022</b> | <b>Somerville Residents<br/>Nov.</b> |
| Family - DHCD                            | 27351                    | 26703              | 22077                | 22523                | 22987                | 23861                | 24635                | 24887               | 25355                | 26068                | 27091                | 27774                 | 28440                | 29375                | 1055                                 |
| Family HUD                               | 786                      | 751                | 1604                 | 1608                 | 1483                 | 914                  | 636                  | 656                 | 675                  | 690                  | 739                  | 784                   | 869                  | 957                  | 192                                  |
| Elderly- DHCD                            | 8380                     | 8222               | 7171                 | 7332                 | 7473                 | 7716                 | 7907                 | 7588                | 7818                 | 7988                 | 8256                 | 8527                  | 8723                 | 8966                 | 439                                  |
| Elderly - HUD                            | 537                      | 689                | 2840                 | 2832                 | 2756                 | 2558                 | 1653                 | 639                 | 489                  | 502                  | 524                  | 532                   | 569                  | 603                  | 253                                  |
| Hagan                                    | 2457                     | 2617               | 3232                 | 3086                 | 3089                 | 3087                 | 3094                 | 3098                | 3097                 | 3103                 | 3099                 | 2007                  | 1740                 | 1696                 | 319                                  |
| Bryant                                   | 2056                     | 2085               | 2626                 | 2476                 | 2371                 | 2174                 | 2172                 | 2173                | 2168                 | 2168                 | 2163                 | 2167                  | 2162                 | 1509                 | 246                                  |
| <b>Total Public Housing</b>              | <b>41566</b>             | <b>41066</b>       | <b>39550</b>         | <b>39857</b>         | <b>40159</b>         | <b>40310</b>         | <b>40097</b>         | <b>39041</b>        | <b>39602</b>         | <b>0</b>             | <b>0</b>             | <b>41791</b>          | <b>42503</b>         | <b>43106</b>         | <b>2504</b>                          |
| Section 8                                | 1717                     | 1680               | 1446                 | 1503                 | 1482                 | 1534                 | 1543                 | 1592                | 1621                 | 1640                 | 1680                 | 1752                  | 1784                 | 1824                 | 1824                                 |
| SRO                                      | 524                      | 560                | 659                  | 660                  | 662                  | 664                  | 666                  | 673                 | 673                  | 9                    | 660                  | 664                   | 617                  | 520                  | 1                                    |
| DHAP                                     | 674                      | 704                | 878                  | 867                  | 797                  | 797                  | 791                  | 797                 | 804                  | 35                   | 815                  | 820                   | 729                  | 839                  | 49                                   |
| Walnut                                   | 0                        | 0                  | 0                    | 0                    | 0                    | 0                    | 0                    | 0                   | 0                    | 0                    | 0                    | 0                     | 0                    | 0                    | 0                                    |
| Linden Street                            | 1228                     | 1269               | 1366                 | 1368                 | 1375                 | 1381                 | 1382                 | 1398                | 1404                 | 312                  | 1411                 | 1410                  | 1414                 | 1418                 | 185                                  |
| Merriman                                 | 0                        | 0                  | 0                    | 0                    | 0                    | 0                    | 0                    | 0                   | 0                    | 0                    | 0                    | 0                     | 0                    | 1                    | 0                                    |
| North Charles                            | 0                        | 1                  | 3                    | 0                    | 2                    | 2                    | 2                    | 0                   | 0                    | 0                    | 0                    | 0                     | 0                    | 2                    | 2                                    |
| Just At Start                            | 0                        | 0                  | 0                    | 0                    | 0                    | 0                    | 0                    | 0                   | 0                    | 0                    | 0                    | 0                     | 0                    | 1                    | 0                                    |
| YMCA                                     | 1                        | 2                  | 2                    | 0                    | 3                    | 3                    | 5                    | 0                   | 0                    | 0                    | 0                    | 0                     | 0                    | 8                    | 4                                    |
| Mainstream                               | 59                       | 51                 | 17                   | 15                   | 22                   | 24                   | 24                   | 29                  | 48                   | 48                   | 54                   | 59                    | 64                   | 80                   | 28                                   |
| Waterworks                               | 186                      | 320                | 719                  | 725                  | 731                  | 728                  | 736                  | 705                 | 161                  | 161                  | 178                  | 192                   | 204                  | 221                  | 91                                   |
| Capen Court                              | 692                      | 761                | 946                  | 958                  | 932                  | 952                  | 963                  | 973                 | 979                  | 979                  | 897                  | 480                   | 407                  | 412                  | 108                                  |
| <b>Total Leased Housing</b>              | <b>5082</b>              | <b>5346</b>        | <b>6036</b>          | <b>6096</b>          | <b>6006</b>          | <b>6085</b>          | <b>6112</b>          | <b>6167</b>         | <b>4069</b>          | <b>3184</b>          | <b>5695</b>          | <b>5377</b>           | <b>5219</b>          | <b>5326</b>          | <b>2292</b>                          |
| <b>Total</b>                             | <b>46647</b>             | <b>46413</b>       | <b>45586</b>         | <b>45953</b>         | <b>46165</b>         | <b>46395</b>         | <b>46209</b>         | <b>45208</b>        | <b>43671</b>         | <b>3184</b>          | <b>5695</b>          | <b>47168</b>          | <b>47722</b>         | <b>48432</b>         | <b>4796</b>                          |



**WORK ORDERS ISSUED FOR:**

Nov-22

**REQUESTED BY MANAGEMENT: 285**

**REQUESTED BY TENANTS: 1372**

**TOTAL WORK ORDERS ISSUED: 1657**

|              | ** **       |            | ****       |             |             |            |
|--------------|-------------|------------|------------|-------------|-------------|------------|
| DEV.         | COMPL ETED  |            | INCOMPLETE | ISSUED      | TENANT      | MANAGEMENT |
| 031-1        | 307         | 99         | 9          | 316         | 236         | 80         |
| 031-9        | 170         | 28         | 1          | 171         | 151         | 20         |
| 200-1        | 216         | 68         | 45         | 261         | 213         | 48         |
| 200-2        | 294         | 72         | 96         | 390         | 325         | 65         |
| 667-1        | 1           | 1          | 0          | 1           | 1           | 0          |
| 667-2        | 121         | 28         | 6          | 127         | 119         | 8          |
| 667-3        | 95          | 20         | 7          | 102         | 97          | 5          |
| 667-4        | 146         | 38         | 6          | 152         | 116         | 36         |
| 667-6        | 57          | 29         | 0          | 57          | 51          | 6          |
| 400-C        | 10          | 5          | 0          | 10          | 7           | 3          |
| 689-2        | 47          | 10         | 0          | 47          | 39          | 8          |
| 689-3        | 0           | 0          | 0          | 0           | 0           | 0          |
| 705-1        | 22          | 12         | 1          | 23          | 17          | 6          |
| <b>TOTAL</b> | <b>1486</b> | <b>410</b> | <b>171</b> | <b>1657</b> | <b>1372</b> | <b>285</b> |

\*\*\*The number of work orders may be revised upon future submittal of completed work orders during the rep during the completing month

**November 2022  
Resident Services Report**

| 1. Total number of new referrals: | SBennett  | SMontina  | GCordova  | Total      |
|-----------------------------------|-----------|-----------|-----------|------------|
| Elderly                           | 23        | 20        | 25        | 68         |
| Young Disabled                    | 7         | 0         | 5         | 12         |
| Family                            | 14        | 30        | 0         | 44         |
| Applicants                        | 0         | 11        | 0         | 11         |
| <b>Total referrals this month</b> | <b>44</b> | <b>41</b> | <b>30</b> | <b>115</b> |

**2. Referral Sources:**

| Resident outreach   | 89     |                    |                   |
|---|--------|--------------------|-------------------|
| Housing Managers referral   | 26     |                    |                   |
| Service Needed  | Number | Status (O) Ongoing | Status (C) Closed |
| Neighbor dispute/mediation needed   | 0      | -                  | 0                 |
| Health and safety threat/Nutrition referrals  | 2      | -                  | 2                 |
| Housekeeping assistance   | 8      | -                  | 8                 |
| Benefit assistance-assistance with applications for unemployment and Food Stamps/rent recertification | 54     | 3                  | 51                |
| Substance abuse   | -      | -                  | -                 |
| Legal assistance  | -      | -                  | -                 |
| Transportation problem  | 1      | -                  | 1                 |
| Domestic violence   | -      | -                  | -                 |
| Financial problems (including arrearage)  | 37     | 7                  | 30                |
| Reasonable Accommodation  | 1      | 1                  | -                 |
| Peaceful enjoyment issue  | -      | -                  | -                 |
| Employment/vocational service   | -      | -                  | -                 |
| Mental health issues  | 1      | -                  | 1                 |
| Medical issues (including insurance)  | 11     | -                  | 11                |
| Lease violation   | -      | -                  | -                 |
| Nursing home placement/assisted living  | -      | -                  | -                 |

**3. Major Activities:** Bi-weekly Food for Free 35 lb. boxed grocery distribution at eight properties. Coffee Hour at Properzi Manor. Covid Vaccine Clinics at Bryant and Properzi.

**4. Looking Ahead:** Gift Distribution in collaboration with the COA to all senior buildings. Coffee Hour at 32 & 125 Jaques Street. Holiday Drive for family portfolio. Continuation of Bi-weekly Food for Free 35 lb. boxed grocery distribution at eight properties.

**PUBLIC SAFETY**  
**INCIDENTS REPORTED BY DATE**

| Row Labels                   | Dec        | Jan        | Feb        | Mar        | Apr        | May        | Jun        | Jul        | Aug        | Sep        | Oct        | Nov        | Grand Total |
|------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| <b>CRIMES AGAINST PERSON</b> |            |            |            |            |            |            |            |            |            |            |            |            |             |
| ATTEMPTED MURDER             | 0          | 0          | 0          | 0          | 1          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 1           |
| ARMED ROBBERY                | 0          | 0          | 0          | 0          | 0          | 0          | 1          | 0          | 0          | 0          | 0          | 0          | 1           |
| THREATS                      | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 1          | 0          | 1           |
| HARASSING CALLS              | 0          | 0          | 0          | 0          | 1          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 1           |
| ASSAULT AND BATTERY          | 1          | 0          | 0          | 0          | 0          | 0          | 1          | 0          | 1          | 0          | 0          | 0          | 3           |
| <b>PROPERTY CRIMES</b>       |            |            |            |            |            |            |            |            |            |            |            |            |             |
| RECOVERED STOLEN PROP        | 0          | 1          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0           |
| VANDALISM                    | 1          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 1          | 0          | 0          | 1           |
| B&E (UNKNOWN TIME)           | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 1          | 0          | 0          | 0          | 1           |
| B&E DAY                      | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 1           |
| B&E NIGHT                    | 1          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 1          | 2           |
| LARCENY OVER \$250           | 1          | 1          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 2          | 1          | 0          | 5           |
| LARCENY UNDER \$250          | 0          | 0          | 1          | 1          | 0          | 1          | 2          | 0          | 0          | 0          | 0          | 0          | 6           |
| <b>PUBLIC ORDER</b>          |            |            |            |            |            |            |            |            |            |            |            |            |             |
| RESTRAINING ORDER VIOL       | 0          | 1          | 0          | 0          | 0          | 0          | 0          | 1          | 0          | 0          | 0          | 0          | 2           |
| DISTURBANCE APT/NOISE        | 5          | 2          | 2          | 2          | 2          | 4          | 3          | 1          | 6          | 2          | 1          | 2          | 32          |
| DISTURBANCE HALLWAY          | 5          | 5          | 3          | 3          | 2          | 4          | 3          | 2          | 1          | 2          | 2          | 2          | 34          |
| DISTURBANCE OUTSIDE          | 2          | 1          | 0          | 3          | 4          | 3          | 6          | 3          | 5          | 1          | 2          | 0          | 30          |
| firE ARMS OTHER              | 0          | 0          | 0          | 1          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 1           |
| SUSPICIOUS PERSON            | 1          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 1           |
| NARCOTICS POSSESSION         | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 1          | 1           |
| <b>ADMINISTRATION</b>        |            |            |            |            |            |            |            |            |            |            |            |            |             |
| INVESTIGATION                | 6          | 4          | 2          | 0          | 1          | 3          | 5          | 0          | 4          | 1          | 4          | 0          | 30          |
| SICK PERSON                  | 28         | 19         | 11         | 27         | 15         | 18         | 17         | 13         | 14         | 13         | 17         | 17         | 209         |
| SUDDEN DEATH                 | 0          | 0          | 0          | 0          | 0          | 1          | 0          | 0          | 0          | 0          | 0          | 0          | 1           |
| CHECK CONDITION              | 6          | 9          | 6          | 6          | 8          | 6          | 2          | 1          | 7          | 2          | 3          | 11         | 67          |
| CITIZEN CONTACT              | 7          | 5          | 2          | 6          | 2          | 9          | 8          | 3          | 6          | 8          | 1          | 24         | 81          |
| RESIDENT MEETING             | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 1          | 0          | 1           |
| SHA NOTICE SERVICE           | 0          | 0          | 1          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 1           |
| MEETING                      | 0          | 0          | 0          | 0          | 0          | 1          | 0          | 0          | 0          | 0          | 0          | 0          | 1           |
| LOCKOUT                      | 5          | 3          | 3          | 5          | 0          | 10         | 10         | 7          | 7          | 5          | 9          | 6          | 70          |
| MAINTENANCE PROBLEM          | 0          | 1          | 0          | 1          | 0          | 3          | 1          | 0          | 1          | 0          | 1          | 0          | 8           |
| E911 HANGUP                  | 1          | 1          | 2          | 1          | 0          | 0          | 0          | 3          | 3          | 5          | 1          | 2          | 19          |
| BURGLAR ALARM                | 0          | 0          | 0          | 0          | 1          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 1           |
| MV PROPERTY DAMAGE ACCIDENT  | 0          | 0          | 1          | 0          | 0          | 0          | 0          | 0          | 1          | 0          | 0          | 0          | 2           |
| ASSIST NO ARREST             | 6          | 3          | 2          | 3          | 2          | 5          | 6          | 2          | 7          | 5          | 0          | 0          | 41          |
| ASSIST ARREST                | 0          | 0          | 3          | 0          | 0          | 0          | 0          | 0          | 1          | 1          | 1          | 0          | 6           |
| SUMMONS/RO SERVICE           | 10         | 2          | 6          | 5          | 0          | 4          | 3          | 6          | 5          | 2          | 9          | 6          | 58          |
| OFFICER WANTED               | 27         | 20         | 20         | 22         | 33         | 19         | 27         | 11         | 25         | 13         | 20         | 7          | 244         |
| SUPPLEMENTAL                 | 0          | 0          | 0          | 0          | 0          | 1          | 0          | 0          | 0          | 0          | 0          | 0          | 1           |
| ANIMAL COMPLAINT             | 1          | 0          | 1          | 2          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 4           |
| LOST PROPERTY REPORTED       | 1          | 1          | 1          | 0          | 2          | 1          | 3          | 2          | 2          | 1          | 0          | 0          | 14          |
| MISSING PERSON               | 0          | 1          | 1          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 2           |
| MV VIOLATIONS                | 0          | 0          | 1          | 4          | 0          | 1          | 2          | 0          | 0          | 1          | 1          | 6          | 16          |
| PARKING VIOLATIONS           | 3          | 0          | 4          | 2          | 0          | 0          | 0          | 0          | 1          | 1          | 0          | 2          | 13          |
| FIRE INVESTIGATION           | 1          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 1          | 0          | 0          | 1          | 3           |
| CRUISER MAINTENANCE          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0           |
| FIELD INTERVIEW              | 1          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 1          | 0          | 0          | 2           |
| DIRECTED PATROL              | 412        | 464        | 396        | 446        | 402        | 380        | 375        | 445        | 492        | 449        | 455        | 429        | 5145        |
| <b>Grand Total</b>           | <b>532</b> | <b>545</b> | <b>470</b> | <b>540</b> | <b>476</b> | <b>474</b> | <b>475</b> | <b>500</b> | <b>594</b> | <b>515</b> | <b>530</b> | <b>519</b> | <b>6170</b> |

**PUBLIC SAFETY  
INCIDENTS REPORTED BY AREA**

|                              | BRYANT    | CAPEN     | CIAMPA    | CLARENDON | CORBETT   | HAGAN     | HIGHLAND  | MYSTIC-F  | MYSTIC-S  | PROPERZI  | WATER WORKS | WESTON    | SPD       | Grand Total |
|------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|-----------|-----------|-------------|
| <b>CRIMES AGAINST PERSON</b> | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0           | 0         | 0         | 0           |
| THREATS                      | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 1         | 0         | 0           | 0         | 0         | 1           |
| <b>PROPERTY CRIMES</b>       | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0           | 0         | 0         | 0           |
| VANDALISM                    | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 1         | 0         | 0         | 0           | 0         | 0         | 1           |
| B&E DAY                      | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 1         | 0         | 0         | 0           | 0         | 0         | 1           |
| LARCENY UNDER \$250          | 1         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0           | 0         | 0         | 1           |
| <b>PUBLIC ORDER</b>          | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0           | 0         | 0         | 0           |
| DISTURBANCE APT/NOISE        | 0         | 0         | 0         | 0         | 1         | 0         | 0         | 0         | 1         | 0         | 0           | 0         | 0         | 2           |
| DISTURBANCE HALLWAY          | 0         | 0         | 0         | 1         | 0         | 0         | 0         | 0         | 1         | 0         | 0           | 0         | 0         | 2           |
| <b>ADMINISTRATION</b>        | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0           | 0         | 0         | 0           |
| SICK PERSON                  | 2         | 0         | 2         | 0         | 4         | 0         | 0         | 1         | 2         | 3         | 0           | 0         | 0         | 17          |
| CHECK CONDITION              | 0         | 2         | 1         | 0         | 0         | 0         | 0         | 0         | 3         | 2         | 0           | 1         | 0         | 11          |
| CITIZEN CONTACT              | 0         | 7         | 1         | 3         | 0         | 0         | 1         | 0         | 7         | 3         | 0           | 0         | 12        | 36          |
| LOCKOUT                      | 0         | 0         | 0         | 1         | 1         | 0         | 0         | 1         | 2         | 0         | 0           | 0         | 0         | 6           |
| E911 HANGUP                  | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 1         | 1         | 0         | 0           | 0         | 0         | 2           |
| SUMMONS/RO SERVICE           | 0         | 0         | 0         | 1         | 0         | 0         | 0         | 0         | 4         | 0         | 0           | 0         | 0         | 6           |
| OFFICER WANTED               | 1         | 0         | 0         | 1         | 1         | 1         | 0         | 0         | 2         | 0         | 0           | 0         | 0         | 7           |
| MV VIOLATIONS                | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 2         | 3         | 1         | 0           | 0         | 2         | 8           |
| PARKING VIOLATIONS           | 0         | 0         | 0         | 0         | 0         | 1         | 0         | 0         | 1         | 0         | 0           | 0         | 0         | 2           |
| FIRE INVESTIGATION           | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 1         | 0         | 0         | 0           | 0         | 0         | 1           |
|                              | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0           | 0         | 0         | 0           |
| DIRECTED PATROL              | 25        | 20        | 24        | 61        | 51        | 24        | 31        | 37        | 50        | 27        | 24          | 28        | 35        | 463         |
| <b>Grand Total</b>           | <b>29</b> | <b>29</b> | <b>28</b> | <b>68</b> | <b>58</b> | <b>26</b> | <b>32</b> | <b>45</b> | <b>78</b> | <b>36</b> | <b>24</b>   | <b>29</b> | <b>49</b> | <b>567</b>  |



Somerville Housing Authority  
Modernization Contract Log  
Active Jobs November 2022

| SHA Job# | Development Description                                 | Status           | Funding Source             | Contract Type           | Budget Amount | Ad Date    | General Bids- date | Contract Award By Board/<br>Amount | Notice to Proceed | Date Substantial Complete | Contractor/A/E                |
|----------|---|------------------|----------------------------|-------------------------|---------------|------------|--------------------|------------------------------------|-------------------|---------------------------|-------------------------------|
| 1823     | Corbett Kitchens and Baths Phase 3 (Force Account)      | Construction     | State Capital Fund 2018    | Construction            | \$63,409.00   |            |                    |                                    |                   |                           | SHA Modernization Department  |
| 1827     | Bryant Kitchen and Baths (Force Account)                | Construction     | Bryant Reserves            | Construction            | \$500,000.00  |            |                    |                                    |                   |                           | SHA Modernization Department  |
| 1830     | Ciampa Kitchen and Baths (Force Account)                | Construction     | Federal Cap Fund 2018      | Construction            | \$70,000.00   |            |                    |                                    |                   |                           | SHA Modernization Department  |
| 1901     | Bryant Manor Loading Dock Modernization                 | Construction     | Bryant Reserves            | Design                  | \$100,000.00  |            |                    |                                    |                   |                           | Allen & Major Associates Inc. |
| 2017     | Federal Elderly E-calls, Intercoms, and Smoke Detectors | Construction     | Federal Cap Fund 2021      | Design                  | \$900,000.00  | 3/26/2020  | 4/9/2020           | \$ 29,358.00                       |                   |                           | Nangle Engineering Inc        |
| 2033     | Capen Court HVAC Controls Upgrade                       | Design           | Capen Ct Capital Fund      | Design                  | \$19,775.00   | 6/16/2021  | 7/2/2021           | \$19,775.00                        |                   |                           | CA Crowley Engineering, Inc.  |
| 2034     | 32 Jaques St Landscaping                                | Complete         | State Cap Fund 2018        | Design                  | \$18,726.50   |            |                    | \$18,726.50                        |                   |                           | CBA Landscape Architects, LLC |
| 2034     | 32 Jaques St Landscaping                                | Complete         | State Cap Fund 2018        | Construction            | \$122,500.00  | 8/19/2021  | 9/2/2021           | \$122,500.00                       | 9/24/2021         |                           | KB Aruda Construction Inc     |
| 2039     | Mystic Water Works II                                   | Design           | Mystic Water Works II      | Owner's Project Manager | \$286,483.00  | 12/17/2020 | 1/7/2021           | \$286,483.00                       | N/A               |                           | Anser Advisory, LLC           |
| 2039     | Mystic Water Works II                                   | Design           | Mystic Water Works II      | Design                  | \$717,187.00  | N/A        | N/A                | \$ 717,187.00                      | N/A               |                           | DiMella Shaffer Architects    |
| 2043 (2) | Electrical Service Contract 2                           | Construction     | Force Account              | Construction            | \$49,000.00   | 10/20/2021 | 11/11/2021         | \$ 45,000.00                       |                   |                           | Singh Electrical LLC          |
| 2043 (1) | Electrical Service Contract 1                           | Construction     | Force Account              | Construction            | \$50,000.00   | 9/7/2022   | 9/22/2022          |                                    |                   |                           | Adilson Electric              |
| 2044     | Plumbing Service Contract                               | Construction     | Force Account              | Construction            | \$50,000.00   | 9/7/2022   | 9/22/2022          |                                    |                   |                           | Byers and Sons Mechanical LLC |
| 2107     | Corbett Apartments Rear Entry Doors                     | Complete         | State Capital Fund 2021    | Design                  | \$20,000.00   |            |                    | \$20,000.00                        |                   |                           | Reverse Architecture          |
| 2107     | Corbett Apartments Rear Entry Doors                     | Complete         | State Capital Fund 2021    | Construction            | \$241,000.00  | 10/20/2021 | 11/12/2021         | \$241,000.00                       |                   |                           | NENA Construction, Inc        |
| 2110     | Countertop Replacements                                 | Construction     | Bryant Reserves/Operations | Construction            | \$50,000.00   | 11/10/2021 | 11/24/2021         | \$50,000.00                        |                   |                           | Bill Shea's Countertops       |
| 2206     | Federal Elderly Tub Reno                                | Construction     | Federal Elderly Bldgs      | Construction            | \$25,000.00   |            |                    | NTE \$ 25,000                      | 7/18/2022         |                           | Miracle Method                |
| 1827     | Bryant Kitchen and Baths (Force Account)                | Construction     | Bryant Reserves            | Construction            | \$3,000.00    | 9/7/2022   | 9/22/2022          |                                    |                   |                           | New England School Services   |
| 1827     | Bryant Kitchen and Baths (Force Account)                | Construction     | Bryant Reserves            | Construction            | \$37,310.00   | 9/7/2022   | 9/22/2022          |                                    |                   |                           | Northern Contracting          |
| 2204     | Brady Electrical Work                                   | Construction     | Federal Cap Fund 2021      | Construction            | \$497,000.00  | 3/23/2022  | 4/7/2022           | \$ 497,000.00                      |                   |                           | Megeo Electric                |
| 2203     | Mystic Rivers Roofs Phase 5                             | Pre-Construction | State Cap Fund 2021        | Pre-Construction        | \$335,000.00  | 9/7/2022   | 9/22/2022          | \$335,225.00                       |                   |                           | Corolla Roofing               |
| 2201     | Bryant Manor Panel Board Replacement                    | Design           | Bryant Reserve             | Design                  | ?             |            |                    | \$15,848.00                        |                   |                           | Nangle Engineering Inc        |

**Somerville Housing Authority**  
**Rooftop Antenna Leases**

As of 11/1/22

| Development               | Tenant/Job No.<br>Contract No. | Execution Date | Commence Date                | Annual Rent /<br>Annual Increase         | 5 YR<br>Term             | Expiration<br>Date | Status   |
|---------------------------|--------------------------------|----------------|------------------------------|--|--------------------------|--------------------|--|
| Brady Towers<br>AMP-2     | City of Somerville             | N/A            | N/A                          | None                                     | N/A                      | N/A                | Ongoing  |
| Weston Manor<br>AMP-2     | City of Somerville             | N/A            | N/A                          | None                                     | N/A                      | N/A                | On-going   |
| Weston Manor<br>AMP-2     | Sprint<br>#9815                | 12/14/1998     | 12/20/1998                   | \$ 55,426.36/ 3%<br>\$ 4,618.46/ mo      | Fourth<br>of five        | 12/19/2023         | On-going<br>(W-4 Amendments)                                 |
| Highland Gardens<br>AMP-2 | Sprint<br>#9814                | 12/14/1998     | 12/20/1998                   | \$50501.93/ 3%<br>\$4,208.49/mo          | Fourth<br>of five        | 12/19/2023         | On-going<br>(W- 4 Amendments)                                |
| Brady Towers<br>AMP-2     | AT&T<br>#2005                  | 5/05/2000      | 5/08/2000<br>Amend #1-1/1/06 | \$43,591.33/ 3%<br>\$3,632.61/mo         | Third of six             | 12/31/2025         | On-Going<br>(W-Third Amendment)                              |
| Brady Towers<br>AMP-2     | T-Mobile<br>#1523              | 12/01/2015     | 12/01/2015                   | ***<br>\$ 46,304.68/ 3%<br>\$3,858.72/mo | First<br>of four         | 11/30/2025         | On-Going<br>(W-First Amendment)<br>+ \$ 300/mo as of 1/01/17 |
| Ciampa Manor<br>AMP-2     | AT&T<br>#0104                  | 6/05/2002      | 6/05/2002<br>Amend #1-1/1/06 | \$ 23,509.65 /1.5%<br>\$ 1958.18/mo      | Third of six             | 12/31/2025         | On-Going<br>(W-First Amendment)                              |
| Weston Manor<br>AMP-2     | T-Mobile<br>#0408              | 12/21/2004     | 2/19/2005                    | \$40,343 / 3.5%<br>\$3361.92/mo          | second term **<br>5 year | 2/18/2025          | On-Going<br>(W-First Amendment)                              |
| Brady Towers<br>AMP-2     | Starry                         | 5/21/19        | 6/1/19                       | \$ 18,000.00/yr<br>\$ 1500.00/mo         | First term<br>5 Year     | 6/1/24             | Ongoing  |
| Ciampa Manor<br>AMP-2     | Metro PCS<br>#0804             | 7/29/2008      | 10/01/2008                   | \$42,070.63/ 3.5%<br>\$ 3505.89          | 10 Year * Term           | 9/30/2025          | Ongoing<br>(W-Amendment No. 1)                               |
| Bryant Manor<br>667-4     | T-Mobile USA<br>#1012          | 6/28/2010      | 4/16/2011                    | \$ 45,716.67/ 4%<br>\$ 3,809.72          | 10 Year **<br>Term       | 4/15/2021          | Ongoing<br>(Construction delayed)                            |
| Weston Manor<br>AMP-2     | Verizon<br>#1314               | 4/21/2014      | 11/01/2014                   | \$ 40,033.01/ 3%<br>\$3336.09/mo         | 5 Year**<br>Term         | 10/31/2024         | Ongoing  |
| Ciampa Manor<br>AMP-2     | Dish Wireless<br>BOBOS00979A   | 10/29/2022     | 10/29/2022                   | \$33,500.00/ 3%<br>\$2,800/mo            | 5 Year*<br>Term          | 5/29/2027          | Ongoing  |
| Weston Manor<br>AMP-2     | Dish Wireless<br>BOBOS009BOA   | 10/29/2022     | 10/29/2022                   | \$33,500.00/ 3%<br>\$2,800/mo            | 5 Year<br>Term           | 5/29/2027          | Ongoing  |

**SHA Job #1419 Shot Spotter Antennas**

\* Plus 4 Add'l 5-Year Terms  
\*\* Plus 2 Add'l 5-Year Terms.

**Gunshot Locater System July 11, 2014 on:**

AMP-2 Brady Towers  
AMP-2 Properzi Manor  
667-4 Bryant Manor  
200-2 Mystic River – 35C Memorial Rd

# Interoffice MEMORANDUM

**To:** Joseph Macaluso  
Executive Director

**From:** Brian Langton  
Director of Modernization

**Subject:** Report on Activities

**Date:** 12/1/22

**Antenna Report:**

Negotiations with DISH Network to lease roof space on Ciampa Manor and Weston Manor for antenna installations have been fully executed.

**Energy report:**

ABCD is conducting Energy Improvement at Capen Court on 11/17/22.