

**EXECUTIVE DIRECTOR'S MONTHLY REPORT**

TO: Board of Commissioners

FROM: Diane Cohen, Executive Director

DATE: November 28, 2023

**SOMERVILLE HOUSING AUTHORITY  
AGENCY SUMMARY COMPARATIVES  
PERIOD APRIL 1, 2023 TO SEPTEMBER 30, 2023**

<b>BUDGET LINE ITEMS</b>	<b>TOTAL BUDGET</b>	<b>BUDGET TO DATE</b>	<b>ACTUAL TO DATE</b>	<b>VARIANCE (BAD)</b>	<b>BALANCE TO YEAR END</b>
<b>INCOME</b>					
RENTAL INCOME	7,849,231	3,924,616	4,080,858	156,243	3,768,373
FEDERAL SECTION 8 RENTS	3,376,548	1,688,274	1,657,312	(30,962)	1,719,236
MOBILITY FEE + FRAUD RECOVERY	26,000	13,000	16,705	3,705	9,295
INTEREST INCOME	24,270	12,135	24,758	12,623	(488)
ANTENNA / MISC INCOME	545,469	272,735	376,059	(18,175)	292,410
ADMINISTRATIVE FEE INCOME	1,820,798	910,399	1,100,798	190,399	720,000
CAPITAL FUND/GRANTS	442,926	221,463	691,865	470,402	(248,939)
DHCD RSC GRANT	40,000	20,000	-	(20,000)	40,000
DHCD SSP GRANT	70,000	35,000	-	(35,000)	70,000
FSS GRANT INCOME	-	-	-	-	-
OPERATING FUND SUBSIDY	6,205,062	2,899,217	2,823,182	-	1,138,952
<b>TOTAL INCOME</b>	<b>20,400,304</b>	<b>9,996,838</b>	<b>10,771,537</b>	<b>729,234</b>	<b>7,508,839</b>
<b>EXPENSES</b>					
<b>ADMINISTRATIVE</b>					
SALARIES	3,193,277	1,596,639	1,404,788	191,851	1,788,489
LEGAL	112,580	56,290	31,903	24,388	80,678
MEMBERS COMPENSATION	51,000	25,500	10,968	14,532	40,032
STAFF TRAINING	-	-	2,707	(2,707)	(2,707)
TRAVEL	38,000	19,000	12,717	6,283	25,283
ACCOUNTING + AUDIT FEE	81,640	40,820	15,600	25,220	66,040
SUNDRY ADMIN COSTS	1,102,400	551,200	468,105	83,095	634,295
SSP & RSC EXPENSES	110,000	55,000	15,554	39,446	94,446
<b>TENANT SERVICES</b>					
FSS COSTS	-	-	-	-	-
CONTRACT COSTS	150,500	75,250	5,654	69,596	144,846
<b>UTILITIES</b>					
WATER & SEWER	2,044,450	1,022,225	-	198,753	1,220,978
ELECTRIC	1,085,394	542,697	358,838	183,859	726,556
GAS	1,056,319	528,160	198,201	329,959	858,118
LABOR	-	-	-	-	-
ENERGY CONSERVATION	-	-	-	-	-
OTHER	-	-	-	-	-
<b>MAINTENANCE</b>					
LABOR	3,643,393	1,821,697	1,694,771	126,926	1,948,622
MATERIALS	1,064,117	532,059	381,597	150,462	682,520
CONTRACT COSTS	2,258,100	1,129,050	905,299	223,751	1,352,801
PUBLIC SAFETY DETAILS	-	-	2,640	(2,640)	(2,640)
<b>GENERAL EXPENSES</b>					
INSURANCE	775,768	387,884	319,923	67,961	455,845
P.I.L.O.T.	141,397	70,699	169,001	(98,302)	(27,604)
EMPLOYEE BENEFITS	2,846,500	1,423,250	1,310,304	112,946	1,536,196
COLLECTION LOSSES	30,500	15,250	38,101	(22,851)	(7,601)
MGMT FEES/INTEREST EXP / MOB FEE	251,799	125,900	243,589	(57,690)	68,210
INTEREST EXPENSE	-	-	-	-	-
<b>NONROUTINE EXPENSES</b>					
COVID 19 EXPENSE	-	-	-	-	-
EXTRAORDINARY NOT CAPITAL	537,000	268,500	22,591	245,909	514,409
EQUIPMENT NOT CAPITAL	183,500	91,750	71,127	20,623	112,373
EQUIPMENT CAPITALIZED	180,000	90,000	39,957	50,043	140,043
BETTERMENTS CAPITALIZED	1,478,000	739,000	45,632	693,368	1,432,368
OPERATING TRANSFER OUT	-	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>22,415,634</b>	<b>11,207,817</b>	<b>7,769,565</b>	<b>2,674,780</b>	
<b>SURPLUS (DEFICIT)</b>	<b>(2,015,330)</b>		<b>3,001,973</b>	<b>(1,945,546)</b>	
<b>SUBSIDY ESTIMATE</b>	<b>-</b>		<b>-</b>	<b>-</b>	
<b>NET SURPLUS (DEFICIT) *</b>	<b>(2,015,330)</b>		<b>3,001,973</b>	<b>(1,945,546)</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 time

**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	5/2/2023	5/2/2024	10225281	\$ 100,115.68	1 yr	667-4	0.50%	<i>base of \$100K plus interest earned</i>
Winter Hill Bank	Peter Majane	7/1/2023	4/1/2024	220004618	\$ 100,000.00	9 mths	400-C	4.27%	<i>base of \$100K plus interest earned</i>
East Cambridge Savings Bank	Charlene Malcolm/ Rui Doninges	4/8/2023	8/7/2024	200815217	\$ 100,000.00	16 mths	AMP 2	0.35%	<i>base of \$100K plus interest earned</i>
Middlesex Federal Savings	Taneisha Capita	7/8/2023	7/8/2024	98415336	\$ 110,884.91	1 yr	AMP 1	0.40%	<i>base of \$100K plus interest earned</i>
Winter Hill Bank	Peter Majane	3/28/2023	2/23/2024	220012132	\$ 100,114.65	1 yr	689-2	4.75%	<i>base of \$100K plus interest earned</i>
Eastern Bank	Krystal Koch	6/30/2023	6/30/2024	10226442	\$ 100,100.32	1 yr	667-4	0.10%	<i>base of \$100K plus interest earned</i>
TD Bank	Lynn Baxter	7/25/2023	4/25/2024	3276280000	\$ 100,000.00	9 mths	667-4	5.60%	<i>base of \$100K plus interest earned</i>

**\*\*The banking subcommittee consists of: J.Macaluso, J. Capuano, and E. Rances\*\***

**OVERTIME REPORT**

*Administrative Department*

MONTH	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
JANUARY	19.00	14.00	15.50	13.50	5.00	16.50	16.50	82.00	10.50	147.00	32.00	43.00	18.00
FEBRUARY	9.50	15.50	8.50	10.00	0.00	10.00	21.50	56.50	16.50	111.50	28.00	35.00	40.00
MARCH	20.00	33.50	18.00	9.00	11.00	18.00	61.45	55.50	19.50	49.50	0.00	5.00	21.00
APRIL	47.00	23.50	19.60	58.00	13.00	14.00	16.25	24.50	23.50	0.00	0.00	10.34	8.00
MAY	37.00	20.00	15.00	22.00	20.25	18.00	23.00	38.50	34.83	0.00	23.00	26.50	5.00
JUNE	21.50	18.50	13.00	24.00	18.00	13.50	38.50	12.00	23.33	0.00	77.00	14.50	0.00
JULY	12.50	12.00	7.00	7.50	16.50	41.50	49.00	7.00	57.25	0.00	131.75	31.00	40.00
AUGUST	29.00	14.50	19.50	15.00	11.00	45.00	11.50	15.00	114.42	3.00	36.75	33.50	59.50
SEPTEMBER	20.00	35.50	18.00	37.25	15.00	56.00	10.50	12.50	38.00	0.00	25.25	20.83	N/A
OCTOBER	22.00	13.50	15.00	22.50	15.50	43.50	57.00	13.00	61.00	25.00	35.00	18.08	44.00
NOVEMBER	28.50	11.00	18.50	10.00	14.00	24.50	71.00	10.50	114.00	110.50	45.00	33.50	0.00
DECEMBER	28.00	17.50	25.00	7.00	14.25	15.50	98.50	19.50	120.50	36.00	39.46	44.50	0.00
<b>Total Average</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>39.56</b>	<b>28.88</b>	<b>52.78</b>	<b>40.21</b>	<b>39.43</b>	<b>26.31</b>	<b>21.41</b>

*Maintenance Department*

MONTH	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
JANUARY	555.00	147.50	274.50	813.00	412.00	312.50	354.50	664.59	174.00	363.00	340.00	378.50	426.50
FEBRUARY	290.50	215.50	1077.00	590.00	1616.50	341.75	469.25	235.50	765.00	304.25	1454.50	2181.00	475.00
MARCH	253.00	129.00	305.50	165.00	306.00	220.00	333.50	476.00	625.00	569.75	511.00	1205.00	659.50
APRIL	136.00	98.00	92.00	78.00	144.50	467.50	240.50	183.50	228.50	580.00	390.25	1356.00	1031.00
MAY	137.00	80.00	118.00	537.00	156.00	252.75	304.25	119.00	153.00	1023.00	186.00	1010.00	1204.50
JUNE	128.50	122.00	111.00	353.25	142.25	91.50	261.75	348.50	237.00	729.00	218.00	1266.50	515.00
JULY	123.00	131.50	105.00	286.75	343.25	192.00	497.00	127.50	645.50	291.50	215.50	365.50	133.00
AUGUST	242.00	139.50	111.00	161.00	138.50	141.00	215.00	175.00	672.50	128.00	196.00	1724.25	124.00
SEPTEMBER	368.00	95.50	92.00	114.00	112.50	145.00	137.50	107.00	177.50	145.00	621.50	809.50	N/A
OCTOBER	119.00	97.00	120.50	132.00	127.50	128.85	213.25	141.00	153.50	217.50	1573.00	161.00	329.50
NOVEMBER	117.50	205.00	147.00	122.00	109.00	145.00	152.00	225.17	261.50	292.00	160.50	148.00	0.00
DECEMBER	131.00	97.00	325.00	206.50	131.00	310.25	362.25	111.50	548.00	762.00	715.00	857.50	0.00
<b>Total Average</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>955.23</b>	<b>445.27</b>

*Public Safety Department*

MONTH	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
JANUARY	108.33	98.00	82.00	165.00	132.00	100.00	105.00	84.00	76.00	92.00	210.00	85.00	94.17
FEBRUARY	83.00	76.00	167.00	108.00	207.00	103.00	21.50	47.00	129.00	93.00	248.50	58.33	139.00
MARCH	112.00	160.00	120.00	125.00	106.00	48.00	100.00	97.00	92.00	50.00	192.00	130.33	61.00
APRIL	60.00	116.00	136.00	85.00	84.00	92.00	64.00	68.00	69.00	103.00	224.50	100.50	62.50
MAY	105.00	100.00	74.00	89.00	114.00	92.00	64.00	40.00	67.00	194.00	60.00	42.25	35.50
JUNE	123.00	157.00	113.50	92.00	104.00	82.00	111.00	107.00	68.00	157.00	124.50	32.50	47.25
JULY	110.00	121.00	94.33	65.33	80.00	89.00	40.00	48.00	71.00	203.00	123.83	65.00	47.00
AUGUST	62.00	74.00	125.00	65.00	45.00	76.00	81.00	58.00	76.00	167.50	102.00	76.50	61.17
SEPTEMBER	105.00	122.00	65.00	72.00	96.00	89.00	44.00	48.00	34.00	165.00	82.00	90.00	N/A
OCTOBER	81.00	89.00	126.00	100.00	112.50	114.00	86.00	56.00	95.00	178.50	136.00	67.50	54.00
NOVEMBER	128.33	110.99	114.00	96.00	75.00	73.00	92.00	92.00	78.00	127.00	114.75	44.00	0.00
DECEMBER	111.33	78.00	86.00	68.00	78.00	130.00	44.00	67.00	45.00	211.00	185.50	62.00	0.00
<b>Total Average</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>71.16</b>	<b>54.69</b>

OVERTIME PAID / COMP. TIME EARNED: OCTOBER 2023

PR DISC	EMPLOYEE	HOURS	COMP TIME	REASON
<b>MAINTENANCE</b>				
10/06/2023	MCCARTHY, SCOTT	09/30/2023-09/31/2023	16.00	ON CALL
	MCCARTHY, SCOTT	09/30/2023	2.00	TOILET WOULDN'T FLUSH AT 10 RIVER RD., #1003
	MCCARTHY, SCOTT	10/01/2023	2.00	REPLACED BATTERY FOR SMOKE DETECTOR AT ELDERLY BUILDING
	MCCARTHY, SCOTT	10/01/2023	2.00	ELEVATOR DOWN AT WESTON MANOR
	MCCARTHY, SCOTT	10/01/2023	2.00	TOILET WOULDN'T STOP FLUSH AT 268 POWDER HSE BLVD #38C
	KEENAN, T	09/25/2023	2.00	ELEVATOR DOWN AT BRADY TOWER
	KEENAN, T	09/25/2023	2.00	REPAIR/REPLACED BREAKER AT 500 MYSTIC AVE., #23A
	KEENAN, T	09/25/2023	2.00	CHECK HEAT AT 153 ALEWIFE BRK #22A
	KEENAN, T	09/25/2023	2.00	CHECK HEAT AT 386 BROADWAY
	KEENAN, T	09/25/2023	2.00	COVERED NIGHT SHIFT
	O'MEARA, M	09/26/2023	3.00	CHECK HEAT IN STATE BUILDINGS
	O'MEARA, M	09/24/2023	3.00	UNCLOGGED TOILET AT 5 CANAL LANE #511
10/13/2023	CAISSIE, S	10/07/2023-10/08/2023	16.00	ON CALL
	CAISSIE, S	10/07/2023	4.00	LET PAINTER CONTRACTORS IN BRYANT MANOR #407
	CAISSIE, S	10/07/2023	4.00	LET CLEANER IN AT 25 MEMORIAL RD., #18C
	MACDONALD, G	10/03/2023	1.00	FLOOD AT BRADY TOWERS #205
	MACKAY, J	10/03/2023	1.00	FLOOD AT BRADY TOWERS #205
	FERREIRA, J	10/03/2023	1.00	FLOOD AT BRADY TOWERS #205
	MECHDOUD, F	10/03/2023	1.00	FLOOD AT BRADY TOWERS #205
	WATSON, C	10/03/2023	1.00	FLOOD AT BRADY TOWERS #205
	GEORGE, A	10/03/2023	1.00	FLOOD AT BRADY TOWERS #205
10/20/2023	BLANC, R	10/14/2023-10/15/2023	16.00	ON CALL
	BLANC, R	10/15/2023	2.00	FLOOD AT 25 RIVER RD., #2505
	BLANC, R	10/15/2023	2.00	LOCKOUT AFTER HOURS AT 15 WESTON MANOR #606
	BLANC, R	10/15/2023	2.00	REPAIRED DOOR LOCK AT 80 RIVER RD., #8010
	BLANC, R	10/10/2023-10/13/2023	8.00	COVERED NIGHT SHIFT
	CAISSIE, S	10/09/2023	7.00	COVERED HOLIDAY
10/27/2023	DELLANNO JR, J	10/21/2023-10/22/2023	16.00	ON CALL
	DELLANNO JR, J	10/17/23	2.00	COVERED NIGHT SHIFT
	DELLANNO JR, J	10/21/2023	6.00	FLOOD AT WESTON MANOR
	CAISSIE, S	10/09/2023	2.00	CAR IN FRONT OF DUMPSTER AT MYSTIC RIVER
	CAISSIE, S	10/09/2023	2.00	REPLACED SMOKE DETECTOR AT BRADY TOWERS #209
	CAISSIE, S	10/09/2023	2.00	NEED KEYS AT 139 ALEWIFE BRK PKWY #23A
	CAISSIE, S	10/09/2023	4.00	TRASH REMOVAL AT STATE BUILDINGS
	KING, P	10/21/2023	6.00	FLOOD AT WESTON MANOR
	MACDONALD, G	10/21/2023	6.00	FLOOD AT WESTON MANOR
	WATSON, C	10/21/2023	6.00	FLOOD AT WESTON MANOR
	AGUILAR, B	10/20/2023	4.00	DIG HOLES AT 386 BROADWAY
	BLANC, R	10/20/2023	2.00	DIG HOLES AT 386 BROADWAY
	DELLANNO, J JR	10/20/2023	6.00	DIG HOLES AT 386 BROADWAY
	DINKA, A	10/20/2023	6.00	DIG HOLES AT 386 BROADWAY
	FOSTER, M	10/20/2023	4.00	DIG HOLES AT 386 BROADWAY
	GEORGE, A	10/20/2023	6.00	DIG HOLES AT 386 BROADWAY
	HOUGHTON, C	10/20/2023	1.00	DIG HOLES AT 386 BROADWAY
	HOUGHTON, M	10/20/2023	8.00	DIG HOLES AT 386 BROADWAY
	KEENAN, T	10/20/2023	1.00	DIG HOLES AT 386 BROADWAY
	KING, P	10/20/2023	6.00	DIG HOLES AT 386 BROADWAY
	MACDONALD, G	10/20/2023	6.00	DIG HOLES AT 386 BROADWAY
	MCCARTHY, S	10/20/2023	6.00	DIG HOLES AT 386 BROADWAY
	MCWATTERS, K	10/20/2023	3.00	DIG HOLES AT 386 BROADWAY
	MECHDOUD, F	10/20/2023	6.00	DIG HOLES AT 386 BROADWAY
	MULLIN, P	10/20/2023	6.00	DIG HOLES AT 386 BROADWAY
	O'MEARA, M	10/20/2023	6.00	DIG HOLES AT 386 BROADWAY
	PIRO, M	10/20/2023	1.00	DIG HOLES AT 386 BROADWAY
	RIBEIRO, M	10/20/2023	6.00	DIG HOLES AT 386 BROADWAY
	RIBEIRO, R	10/20/2023	7.00	DIG HOLES AT 386 BROADWAY
	SHINER, J	10/20/2023	3.00	DIG HOLES AT 386 BROADWAY
	WATSON, C	10/20/2023	3.50	DIG HOLES AT 386 BROADWAY
	WATSON, C	10/16/2023	5.00	COVERED NIGHT SHIFT
	DELLANNO JR, J	10/18/2023-10/19/2023	9.00	NO ELECTRIC POWER AT 386 BROADWAY
	DINKA, A	10/19/2023	7.00	NO ELECTRIC POWER AT 386 BROADWAY
	FOSTER, M	10/19/2023	5.00	NO ELECTRIC POWER AT 386 BROADWAY
	HOUGHTON, C	10/19/2023	5.00	NO ELECTRIC POWER AT 386 BROADWAY
	MACDONALD, G	10/19/2023	5.00	NO ELECTRIC POWER AT 386 BROADWAY
	MCCARTHY, S	10/19/2023	5.00	NO ELECTRIC POWER AT 386 BROADWAY
	MELAGRANO, P	10/19/2023	5.00	NO ELECTRIC POWER AT 386 BROADWAY
	RIBEIRO, M	10/19/2023	5.00	NO ELECTRIC POWER AT 386 BROADWAY
	RIBEIRO, R	10/19/2023 & 10/21/2023	13.00	NO ELECTRIC POWER AT 386 BROADWAY
	WATSON, C	10/18/2023-10/19/2023	9.00	NO ELECTRIC POWER AT 386 BROADWAY
<b>Total Maintenance Dept.</b>			<b>329.50</b>	<b>-</b>

OVERTIME PAID / COMP. TIME EARNED: OCTOBER 2023

PR DISC	EMPLOYEE		HOURS	COMP TIME	REASON
<b>PUBLIC SAFETY</b>					
10/06/2023	BROWNE, S	09/28/2023	2.00		COIN PICKUP
	DEBETHANCOURT, M	09/26/2023	1.00		LOCK OUT
	DEBETHANCOURT, M	10/01/2023	1.00		REPORT & COURT FILINGS
10/13/2023	BROWNE, S	10/05/2023	2.00		COIN PICKUP
	DEBETHANCOURT, M	10/2/2023-10/03/2023	2.00		REPORTS
	DEBETHANCOURT, M	10/04/2023	8.00		COVERED SHIFT
	RYMILL III, A	10/04/2023	4.00		COURT
10/20/2023	BROWNE, S	10/08/2023	8.00		COVERED SHIFT
	BROWNE, S	10/09/2023	8.00		COVERED HOLIDAY
	BROWNE, S	10/12/2023	2.00		COIN PICKUP
	BROWNE, S	10/14/2023	8.00		COVERED SHIFT
10/27/2023	DEBETHANCOURT, M	10/19/2023	8.00		EXTRA SHIFT
<b>Total Public Safety</b>			<b>54.00</b>	<b>0.00</b>	
<b>ADMINISTRATION</b>					
10/06/2023	CRUZ, W	09/25/2023	2.00		CLARENDON HILL MONTHLY MEETING
	ESCHMAN, E	09/24/2023 & 09/30/2023	2.00		AGENCY FORMS
	NIXON, C	09/26/2023-09/29/2023	8.00		WORKED ON STATE & FEDERAL APPLICATIONS
	OREGAN, K	09/25/2023-09/29/2023	7.00		WORKED TENANT SELECTION
10/13/2023	ESCHMAN, E	10/07/2023	1.00		AGENCY
	OREGAN, K	10/04/2023-10/08/2023	1.00		WORKED TENANT SELECTION
10/20/2023	OREGAN, K	10/09/2023-10/13/2023	12.00		PUBLIC HOUSING MANAGER CERTIFICATE TRAINING
10/27/2023	CARROLL, N	10/21/2023	6.00		WORKED FEDERAL ELDERLY FILES UPLOADING FILE INTO PHA
	OREGAN, K	08/14/2023-08/18/2023	4.00		WORKED ON TENANT SELECTION
	ESCHMAN, E	10/15/2023	1.00		WORKED STATE FORMS
<b>Total Administration</b>			<b>44.00</b>	<b>0.00</b>	

<b>Vacancy Report</b>	<b>MANAGEMENT REPORT - OCTOBER 2023</b>											<b>TOTAL UNITS: 1358</b>		
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
Service Providers/Offices	0	0	0	0	0	0	0	0	6	0	1	0	0	0
Units Occupied by Residents	84	126	53	134	41	23	39	99	226	212	107	16	3	77
Total MOD Vacancies	0	6	0	82	0	0	0	0	0	0	0	0	0	2
Total Non-MOD Vacancies	0	2	0	0	0	1	3	1	8	3	2	0	0	1
Total Vacancies	0	8	0	82	0	1	3	1	8	3	2	0	0	3
<b>TOTAL *</b>	<b>84</b>	<b>134</b>	<b>53</b>	<b>216</b>	<b>41</b>	<b>24</b>	<b>42</b>	<b>100</b>	<b>240</b>	<b>215</b>	<b>110</b>	<b>16</b>	<b>3</b>	<b>80</b>
Vacancy Percentage	0%	6%	0%	38%	0%	4%	7%	1%	3%	1%	2%	0%	0%	4%
<b>Statistic Report</b>	Brady	Bryant	Ciampa	Clarendon Hill	Clarendon Hill Towers	Hagan	Highland	Jaques	Mystic River	Mystic View	Properzi	Scatter Site (Elderly)	Sycamore (Family)	Weston
White	65	102	39	91		15	28	33	47	128	75		1	57
African American	12	21	6	39		3	6	27	55	69	23		2	11
Asian	4	7	2	12		4	2	11	18	14	8		0	2
Hispanic	3	26	6	55		9	3	25	107	77	7		0	7
Native American	0	0	0	3		1	0	0	0	0	1		0	0
<b>Minority Total</b>	<b>19</b>	<b>54</b>	<b>14</b>	<b>109</b>		<b>17</b>	<b>11</b>	<b>63</b>	<b>180</b>	<b>160</b>	<b>39</b>		<b>2</b>	<b>20</b>
# of Veterans	4	2	8	3		0	2	3	9	0	10		0	13
<b>Activity Report</b>	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	41	24	42	100	240	215	110		3	80
P.C. Rent	0	0	0	0		1	0	2	45	23	5		0	0
14Day NTQ	0	0	0	0		0	0	0	0	0	0		0	0
P.C.	4	0	8	0		0	1	0	0	0	0		0	9
Int. to Terminate	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
30 Day NTQ	0	0	0	0		0	0	0	0	8	0		0	0
Annual Inspections	0	0	0	0		0	0	0	0	0	0		0	0
Other Inspections	0	0	0	0		0	0	0	0	2	0		0	0
Annual Recertifications	0	5	0	0		0	0	0	0	0	0		0	0
Interim Adjustment	4	3	2	5		2	2	3	3	10	2		0	4
<b>TOTAL PH UNITS</b> 1358	<b>Total Family</b> 674	<b>Total Elderly</b> 643		State Family 459	State Elderly 274	<b>Total Units (State)</b> 774	Federal Family 215	Federal Elderly 369	<b>Total Units (Federal)</b> 584		<b>Service Provider Units</b> 7	<b>Total Units Occupied</b> 1240	<b>Total Vacancies</b> 111	<b>% Overall Vacancy</b> 8%

**SOMERVILLE HOUSING AUTHORITY**  
**TENANT SELECTION REPORT - October 2023**  
**PUBLIC HOUSING AND SECTION 8 PROGRAMS**

FY April 1, 2023 - March 31, 2024	AVG.	AVG.
<b>Applications Processed</b>	6 Months	FY
Family - EOHLIC	12	13
Family HUD	31	32
Elderly- EOHLIC	5	4
Elderly - HUD	19	19
Hagan	26	24
Bryant	10	9
<b>Total Public Housing</b>	<b>103</b>	<b>102</b>
Section 8	8	9
SRO	6	6
DHAP	11	9
Walnut	0	0
Linden Street	6	7
Merriam	0	0
North Charles	0	0
Just At Start	0	0
YMCA	4	4
Mainstream	5	5
Waterworks	10	11
Capen Court	11	11
<b>Total Leased Housing</b>	<b>62</b>	<b>61</b>
<b>Total</b>	<b>165</b>	<b>163</b>

	AVG.	AVG.
<b># of Applicants on Wait Lists</b>	6 Months	FY
Family - EOHLIC	33776	33753
Family HUD	1152	1149
Elderly- EOHLIC	8064	8188
Elderly - HUD	740	733
Hagan	534	530
Bryant	386	450
<b>Total Public Housing</b>	<b>44651</b>	<b>44804</b>
Section 8	2100	2084
SRO	41	39
DHAP	895	889
Walnut	4	4
Linden Street	581	707
Merriman	1	1
North Charles	2	2
Just At Start	2	2
YMCA	23	22
Mainstream	108	106
Waterworks	292	286
Capen Court	465	458
FYI	6	5
<b>Total Leased Housing</b>	<b>4514</b>	<b>4600</b>
<b>Total</b>	<b>49165</b>	<b>49404</b>

Oct. 2022	Nov. 2022	Dec. 2022	Jan. 2023	Feb. 2023	Mar. 2023	Apr. 2023	May 2023	June 2023	July 2023	Aug. 2023	Sept. 2023	Oct. 2023	Somerville Residents Oct.
27	20	15	10	22	18	19	13	8	9	15	16	11	4
104	83	40	42	31	48	36	27	24	21	57	20	39	12
9	9	7	9	6	10	3	3	8	6	6	4	0	0
41	35	21	25	21	20	17	15	14	13	31	19	24	15
9	6	7	7	3	8	9	8	7	6	17	5	115	5
9	6	7	6	2	6	8	6	6	7	17	5	17	5
199	159	97	99	85	110	92	72	67	62	143	69	206	41
37	4	12	10	13	12	13	11	6	1	9	8	12	8
7	3	4	0	4	8	4	5	4	0	10	10	8	7
5	15	8	6	5	1	0	14	4	5	15	12	16	8
0	0	0	0	0	0	0	0	0	1	0	0	0	0
4	4	6	11	5	9	9	1	6	3	11	11	6	3
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	1	0	1	2	6	3	4	4	0	7	7	2	1
5	16	4	3	3	2	3	3	2	1	5	5	14	5
9	9	3	9	14	5	13	12	6	3	14	14	12	10
20	9	18	19	12	22	13	16	11	5	11	11	11	8
87	61	55	59	58	65	58	66	43	19	82	78	81	50
286	220	152	158	143	175	150	138	110	81	225	147	287	91

Oct. 2022	Nov. 2022	Dec. 2022	Jan. 2023	Feb. 2023	Mar. 2023	Apr. 2023	May 2023	June 2023	July 2023	Aug. 2023	Sept. 2023	Oct. 2023	Somerville Residents Oct.
28440	29375	30096	35588	31738	32964	33617	31005	31931	32761	34109	35607	37243	1246
869	957	989	1030	1049	1104	1130	1165	1178	1195	1244	809	1321	312
8723	8966	9171	9373	9603	9885	8,936	9,120	9344	9557	9790	10080	492	435
569	603	621	645	656	667	691	700	714	722	759	776	768	276
1740	1696	1280	496	500	506	508	519	517	527	541	543	556	230
2162	1509	1412	1376	1338	1340	837	376	374	383	385	392	404	80
42503	43106	43569	48508	44884	46466	45719	42885	44058	45145	46828	48207	40784	2579
1784	1824	1846	1887	1922	1952	1986	2027	2050	2086	2120	2146	2173	2173
617	520	524	512	471	24	29	32	34	33	41	49	57	22
729	839	847	854	859	859	859	873	877	883	898	910	926	89
0	0	0	0	0	0	0	0	0	1	7	9	9	6
1414	1418	1415	1437	1437	1452	1461	1148	886	799	210	218	224	60
0	1	1	1	1	1	1	1	1	1	1	1	1	0
0	2	2	2	2	2	2	2	2	2	2	2	2	2
0	1	0	1	1	1	0	2	2	2	2	2	2	0
0	8	8	8	6	12	16	20	24	24	32	36	4	16
64	80	84	89	90	92	92	98	100	103	108	113	127	48
204	221	224	233	247	239	253	274	280	287	302	301	306	132
407	412	416	414	425	414	419	437	448	457	471	483	493	187
0	0	0	0	0	0	0	2	2	4	8	8	9	0
5219	5326	5367	5438	5461	5048	5118	4914	4704	4678	4194	4270	4324	2735
47722	48432	48936	53946	50345	51514	50837	47799	48762	49823	51022	52477	45108	5314



**WORK ORDERS ISSUED FOR:**

**Oct-23**

**REQUESTED BY MANAGEMENT: 72**

**REQUESTED BY TENANTS: 1255**

**TOTAL WORK ORDERS ISSUED: 1327**

	** **		****			
DEV.	COMPL	ETED	INCOMPLETE	ISSUED	TENANT	MANAGEMENT
031-1	314	110	0	314	347	33
031-9	241	98	0	241	213	28
200-1	79	31	0	79	69	10
200-2	233	97	0	233	207	26
667-1	0	0	0	0	0	0
667-2	125	68	0	125	120	5
667-3	127	31	0	127	119	8
667-4	85	32	0	85	82	3
667-6	61	36	0	61	55	6
400-C	15	4	0	15	9	6
689-2	36	14	0	36	33	3
689-3	0	0	0	0	0	0
705-1	11	4	0	11	1	10
<b>TOTAL</b>	<b>1327</b>	<b>525</b>	<b>0</b>	<b>1327</b>	<b>1255</b>	<b>72</b>

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

**Resident Services Report  
Oct. 2023**

1. **Total number of new referrals:** SBennett SMontina GCordova **Total**

Elderly	26	30	12	
Young Disabled	1	0	5	
Family	11	8	0	
Applicant	2	5	1	
Section 8 Assistance	0	4	0	
<b>Total referrals this month</b>	<b>40</b>	<b>47</b>	<b>18</b>	

2. **Referral Sources:**

Residents/Applicants	92
Housing Managers	12
Director of Public Safety	0
Maintenance Department	0
Family Members	1

Service Needed	Number	Status (O) Ongoing	Status (C) Closed
Neighbor dispute/mediation needed	0	0	0
Health and safety threat	0	0	0
Housekeeping assistance	5	0	5
Benefit assistance (SHA recertification assistance, discount applications for internet, electricity, phone, etc.)	24	13	11
Substance abuse	0	0	0
Legal Aid Referral	1	1	0
Transportation problem	3	2	1
Domestic violence	0	0	0
Financial problems/Arrearage Assistance	5	5	0
Reasonable Accommodation	0	0	0
Peaceful enjoyment issue	0	0	0
Employment/vocational services	7	2	5
Mental health issues	3	1	2
Medical issues (including insurance)	7	0	7
Lease violation	1	1	0

**Resident Services Report  
Oct. 2023**

Isolation problem	1	0	1
Nursing home placement/assisted living	0	0	0
Language assistance	23	0	23
Maintenance Concern Assistance	17	0	17
Housing Applicant Assistance/Referrals	8	0	8

**3. Activities this month:**

- *Continuation of Bi-weekly Food for Free 35 lb. boxed grocery distribution at eight properties. Flu Clinics at Capen, Properzi, and Bryant Manor.*
- *Coffee Hour with Council on Aging at six properties.*
- *Assisted with Weston Flood Temporary Relocation*
- *Organized Canned Goods Collection to supplement Mystic's Food Distribution*
- *Assisted Educating Residents on how to use the new Laundry Kiosk Machines in each building*

**4. Goals for next month:**

- *Continuation of Bi-weekly Food for Free 35 lb. boxed grocery distribution at eight properties.*
- *Apply for RSC Salary Increase with Executive Office of Housing and Livable Communities (EOHLC)*
- *Apply Anew for HUD ROSS-SC funding*
- *Submit HUD ROSS-SC Reporting and EOHLC RSC Reporting*
- *Begin Quarterly Coffee Hours with Building Managers in each property*

**PUBLIC SAFETY  
INCIDENTS REPORTED BY AREA**

	BRADY	BRYANT	CAPEN	CIAMPA	CLARENDON	CORBETT	HAGAN	HIGHLAND	MYSTIC-F	MYSTIC-S	PROPERZI	WATER WORKS	WESTON	SPD	Grand Total
<b>CRIMES AGAINST PERSON</b>															
ASSAULT AND BATTERY		2				1									3
<b>PUBLIC ORDER</b>															
DISTURBANCE APT/NOISE					1				1	1					3
DISTURBANCE HALLWAY		1							3		2				6
DISTURBANCE OUTSIDE	1				1				2						4
FIREARMS OTHER															1
OTHER M/V			1												1
<b>ADMINISTRATION</b>															
INVESTIGATION			1	1	2	2			2	2	1		2		13
SICK PERSON		12	3	1	1			1	4	1			1		24
CHECK CONDITION			1						1			1			3
CITIZEN CONTACT	2	1	5	1	6	1					3		1	13	33
LOCKOUT					1				3	2	1				7
MAINTENANCE PROBLEM									1					3	4
E911 HANGUP									1						1
ASSIST NO ARREST					1	1			1	4	1				8
ASSIST ARREST														1	1
SUMMONS/RO SERVICE						1			3						4
OFFICER WANTED		1	2	1	2	7			3	4	1				21
LOST PROPERTY REPORTED													1		1
MV VIOLATIONS					3				2					3	8
FIRE INVESTIGATION	1								1						2
DIRECTED PATROL	25	19	26	22	67	42	23	19	24	18	22	17	26	26	376
<b>Grand Total</b>	<b>29</b>	<b>36</b>	<b>39</b>	<b>26</b>	<b>85</b>	<b>55</b>	<b>23</b>	<b>20</b>	<b>52</b>	<b>32</b>	<b>31</b>	<b>18</b>	<b>31</b>	<b>46</b>	<b>524</b>

**PUBLIC SAFETY  
INCIDENTS REPORTED BY DATE**

	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Grand Total
<b>CRIMES AGAINST PERSON</b>													
UNARMED ROBBERY							1						1
THREATS	1		1						1				3
ASSAULT AND BATTERY		1	1					1		2		1	6
<b>PROPERTY CRIMES</b>													
RECOVERED STOLEN PROP			1										1
VANDALISM	1		1	2	1					2	1		8
B&E DAY	1										1		2
B&E NIGHT			1										1
LARCENY OVER \$250		1											1
TRESPASSING										1			1
LARCENY UNDER \$250	1					1							2
<b>PUBLIC ORDER</b>													
RESTRAINING ORDER VIOL			1										1
DISTURBANCE APT/NOISE	2	4	3	5	2	3	2	5	1	4	5	3	39
DISTURBANCE HALLWAY	2	2	1	2	3	1	1	1		3	3	2	21
DISTURBANCE OUTSIDE		3	1		1	2	1	3	6	3	1	4	25
FIREARMS OTHER								1					1
DISORDERLY PERSON				1	1								2
SUSPICIOUS PERSON			2										2
OTHER M/V				1		2						1	4
NARCOTICS POSSESSION					1								1
<b>ADMINISTRATION</b>													
INVESTIGATION		2	20	4	1	4	9	9	7	14	12	10	92
SICK PERSON	17	18	19	16	15	21	18	13	23	15	13	19	207
SUDDEN DEATH				1		1	1		1				4
CHECK CONDITION	11	2	6	7	11	9	5	8	3	7	5	3	77
CITIZEN CONTACT	36	27	36	21	19	32	22	37	28	36	31	22	347
RESIDENT MEETING			1			1			1				3
SHA NOTICE SERVICE		1	2		1				1				5
MEETING			2										2
ESCORT									1				1
LOCKOUT	6	5	2	7	9	5	6	3	10	10	10	3	76
MAINTENANCE PROBLEM		2	1		1	3				1		1	9
E911 HANGUP	2	1	1	7	4		4	3	2			1	25
BURGLAR ALARM						1							1
MV PROPERTY DAMAGE ACCIDENT			1	1				1					3
ASSIST NO ARREST		1	1	3	6	2	3	1	5	3	6	5	36
ASSIST ARREST			1	1	1	3	1		2				9
WARRANT ARREST							1						1
SUMMONS/RO SERVICE	6	3	5	3	4	4	4	5	9	6	5	4	58
OFFICER WANTED	7	11	10	21	21	21	19	20	33	10	28	14	215
SUPPLEMENTAL			1	1									2
ANIMAL COMPLAINT									1		1		2
LOST PROPERTY REPORTED			1	1	1				1		1		5
MISSING PERSON				1			1				2		4
MV VIOLATIONS	8	3	6	7	4	1		3	3	6	1	3	45
PARKING VIOLATIONS	2	4	4	1	1	1				1			14
FIRE INVESTIGATION	1	1	1		1	1				4		1	10
COURT				1	2	2							5
DIRECTED PATROL	465	507	460	429	450	434	440	346	482	395	439	271	5118
<b>Grand Total</b>	<b>569</b>	<b>599</b>	<b>594</b>	<b>544</b>	<b>561</b>	<b>555</b>	<b>541</b>	<b>460</b>	<b>621</b>	<b>524</b>	<b>565</b>	<b>368</b>	<b>6501</b>

# Interoffice MEMORANDUM

To: Diane Cohen  
Executive Director

From: Brian Langton  
Director of Modernization

Subject: Report on Activities

Date: 11/1/2023

## Antenna Report:

No new Antenna Installations have been executed.

## Energy report:

No new Energy Reports have been executed.

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

As of 11/1/23

<b>Development</b>	<b>Tenant/Job No. Contract No.</b>	<b>Execution Date</b>	<b>Commence Date</b>	<b>Annual Rent / Annual Increase</b>	<b>5 YR Term</b>	<b>Expiration Date</b>	<b>Status</b>
Brady Towers AMP-2	City of Somerville	N/A	N/A	None	N/A	N/A	Ongoing
Weston Manor AMP-2	City of Somerville	N/A	N/A	None	N/A	N/A	On-going
Weston Manor AMP-2	Sprint #9815	12/14/1998	12/20/1998	\$ 55,426.36/ 3% \$ 4,618.46/ mo	Fourth of five	12/19/2023	On-going (W-4 Amendments)
Highland Gardens AMP-2	T-Mobile #2312	8/24/2023	8/24/2023	\$57,096.96/ 2.5% \$4,758.08/mo	First of Five	8/24/2028	On-going (W- 4 Amendments)
Brady Towers AMP-2	AT&T #2005	5/05/2000	5/08/2000 Amend #1-1/1/06	\$43,591.33/ 3% \$3,632.61/mo	Third of six	12/31/2025	On-Going (W-Third Amendment)
Brady Towers AMP-2	T-Mobile #1523	12/01/2015	12/01/2015	*** \$ 46,304.68/ 3% \$3,858.72/mo	First of four	11/30/2025	On-Going (W-First Amendment) + \$ 300/mo as of 1/01/17
Ciampa Manor AMP-2	AT&T #0104	6/05/2002	6/05/2002 Amend #1-1/1/06	\$ 23,509.65 /1.5% \$ 1958.18/mo	Third of six	12/31/2025	On-Going (W-First Amendment)
Weston Manor AMP-2	T-Mobile #0408	12/21/2004	2/19/2005	\$40,343 / 3.5% \$3361.92/mo	second term ** 5 year	2/18/2025	On-Going (W-First Amendment)
Brady Towers AMP-2	Starry	5/21/19	6/1/19	\$ 18,000.00/yr \$ 1500.00/mo	First term 5 Year	6/1/24	Ongoing
Ciampa Manor AMP-2	Metro PCS #0804	7/29/2008	10/01/2008	\$42,070.63/ 3.5% \$ 3505.89	10 Year * Term	9/30/2025	Ongoing (W-Amendment No. 1)
Weston Manor AMP-2	Verizon #1314	4/21/2014	11/01/2014	\$ 40,033.01/ 3% \$3336.09/mo	5 Year** Term	10/31/2024	Ongoing
Ciampa Manor AMP-2	Dish Wireless BOBOS00979A	10/29/2022	10/29/2022	\$33,500.00/ 3% \$2,800/mo	5 Year* Term	5/29/2027	Ongoing
Weston Manor AMP-2	Dish Wireless BOBOS009BOA	10/29/2022	10/29/2022	\$33,500.00/ 3% \$2,800/mo	5 Year Term	5/29/2027	Ongoing

**SHA Job #1419 Shot Spotter Antennas**

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

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

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

**Somerville Housing Authority**

**Modernization Contract Log**

**Active Jobs October 2023**

SHA Job#	Development Description	Status	Funding Source	Contract Type	Ad Date	General Bids- date	Contract Award By Board/ Amount	Notice to Proceed	Date Substantial Complete	Contractor/A/E
2039	Mystic Water Works II	Design	Mystic Water Works II	Owner's Project Manager	12/17/2020	1/7/2021	\$286,483.00	N/A	N/A	Anser Advisory, LLC
2039	Mystic Water Works II	Design	Mystic Water Works II	Design	N/A	N/A	\$717,187.00	N/A	N/A	DiMella Shaffer Architects
2043 (2)	Electrical Service Contract 2	Construction	Force Account	Construction	5/2/2023	5/23/2023	\$85.00 Per Hour	N/A	N/A	Singh Electrical LLC
2315	Countertop Replacements	Construction	Operations	Construction	5/2/2023	5/23/2023	\$58,000.00	N/A	N/A	Bill Shea's Countertops
2203	Mystic Rivers Roofs Phase 5	Construction	State Cap Fund 2021	Construction	9/7/2022	9/22/2022	\$359,225.00	5/22/2023	10/3/2023	Corolla Roofing
2211	Bryant Manor Panel Board Replacement	Pre-Construction	Bryant Reserve	Design	N/A	N/A	\$15,848.00	N/A	N/A	Nangle Engineering Inc
2201	Mystic View Roof Replacement 2	Construction	Federal Cap Fund 2021	Construction	11/16/2022	12/1/2022	\$193,000.00	5/16/2023	10/3/2023	WPI Construction LLC
2211	Mystic View Roof Replacement 2	Construction	Federal Cap Fund 2021	Design	N/A	N/A	\$16,950.00	5/16/2023	10/3/2023	EHA Design
2038	Mystic River Bumpout Repairs	Construction	State Cap Fund 2021	Construction	9/21/2022	10/13/2022	\$220,690.00	5/16/2023	N/A	Edward Paige Corp
2038	Mystic River Bumpout Repairs	Construction	State Cap Fund 2021	Design	N/A	N/A	\$36,500.00	5/16/2023	N/A	Socotec
2203	Mystic Rivers Roofs Phase 5	Construction	State Cap Fund 2021	Design	N/A	N/A	\$32,800.00	5/22/2023	10/3/2023	Socotec
2301	Mystic View Roof Replacement 3	Construction	Federal Cap Fund 2022	Design	N/A	N/A	\$32,475.00	9/13/2023	N/A	EHA Design
2302	Properzi Electrical Upgrades	Design	Federal Cap Fund 2023	Design	1/18/2023	2/9/2023	\$29,025.00	N/A	N/A	Nangle Engineering Inc
2215	Properzi Elevator Modernization	Design	Federal Cap Fund 2023	Design	1/26/2023	2/9/2023	\$121,310.00	N/A	N/A	NV5
2301	Mystic View Roof Replacement 3	Construction	Federal Fund 2023	Construction	3/14/2023	4/25/2023	\$347,470.00	9/13/2023	N/A	Young Developers LLC
2205	Admin Building and Courtyard Site Improvements	Construction	State Cap Fund 2021	Design	N/A	N/A	?	N/A	N/A	GCG Associates
2205	Admin Building and Courtyard Site Improvements	Construction	State Cap Fund 2021	Construction	5/10/2023	5/25/2023	\$243,300.00	8/30/2023	N/A	The Hatch Group
2324	Highland Garden Sprinkler Line	Design	Federal Cap Fund 2023	Design	N/A	N/A	\$12,500.00	N/A	N/A	GCG Associates
2323	Bryant Manor Mailboxes	Design	Bryant Reserves	Design	N/A	N/A	\$20,000.00	N/A	N/A	Reverse Architecture
2317	Bryant Manor Intercom Replacement	Pre-Construction	Bryant Reserves	Construction	8/2/2023	9/20/2023	\$218,300.00	N/A	N/A	Laracy Electrical Contractors