

**EXECUTIVE DIRECTOR'S MONTHLY REPORT**

TO: Board of Commissioners

FROM: Diane Cohen, Executive Director

DATE: December 21, 2023

**SOMERVILLE HOUSING AUTHORITY**  
**AGENCY SUMMARY COMPARATIVES**  
**PERIOD APRIL 1, 2023 TO OCTOBER 31, 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	4,578,718	4,761,224	182,506	3,088,007
FEDERAL SECTION 8 RENTS	3,376,548	1,969,653	1,938,080	(31,573)	1,438,468
MOBILITY FEE + FRAUD RECOVERY	26,000	15,167	20,140	4,973	5,860
INTEREST INCOME	24,270	14,158	29,617	15,460	(5,347)
ANTENNA / MISC INCOME	545,469	318,190	432,176	(27,764)	256,293
ADMINISTRATIVE FEE INCOME	1,820,798	1,062,132	1,252,912	190,780	567,886
CAPITAL FUND/GRANTS	442,926	257,990	701,765	443,775	(258,839)
DHCD RSC GRANT	40,000	23,333	-	(23,333)	40,000
DHCD SSP GRANT	70,000	40,833	-	(40,833)	70,000
FSS GRANT INCOME	-	-	-	-	-
OPERATING FUND SUBSIDY	6,205,062	3,382,420	3,202,292	-	872,082
<b>TOTAL INCOME</b>	<b>20,400,304</b>	<b>11,662,594</b>	<b>12,338,207</b>	<b>713,990</b>	<b>6,074,410</b>
<b>EXPENSES</b>					
<b>ADMINISTRATIVE</b>					
SALARIES	3,193,277	1,844,619	1,611,625	232,995	1,581,652
LEGAL	112,580	65,672	42,055	23,616	70,525
MEMBERS COMPENSATION	51,000	29,750	21,387	8,363	29,613
STAFF TRAINING	-	-	2,707	(2,707)	(2,707)
TRAVEL	38,000	22,167	12,717	9,449	25,283
ACCOUNTING + AUDIT FEE	81,640	47,623	19,500	28,123	62,140
SUNDRY ADMIN COSTS	1,102,400	643,067	547,241	95,826	555,159
SSP & RSC EXPENSES	110,000	64,167	15,554	48,612	94,446
<b>TENANT SERVICES</b>					
FSS COSTS	-	-	-	-	-
CONTRACT COSTS	150,500	87,792	5,654	82,138	144,846
<b>UTILITIES</b>					
WATER & SEWER	2,044,450	1,192,596	-	369,124	1,220,978
ELECTRIC	1,085,394	633,147	439,330	193,816	646,064
GAS	1,056,319	616,186	212,313	403,873	844,006
LABOR	-	-	-	-	-
ENERGY CONSERVATION	-	-	-	-	-
OTHER	-	-	-	-	-
<b>MAINTENANCE</b>					
LABOR	3,643,393	2,101,958	1,942,458	159,499	1,700,935
MATERIALS	1,064,117	620,735	446,749	173,986	617,368
CONTRACT COSTS	2,258,100	1,317,225	980,566	336,659	1,277,534
PUBLIC SAFETY DETAILS	-	-	2,640	(2,640)	(2,640)
<b>GENERAL EXPENSES</b>					
INSURANCE	775,768	452,531	383,270	69,261	392,498
P.I.L.O.T.	141,397	82,482	203,792	(121,311)	(62,395)
EMPLOYEE BENEFITS	2,846,500	1,660,458	1,419,719	240,740	1,426,781
COLLECTION LOSSES	30,500	17,792	38,101	(20,309)	(7,601)
MGMT FEES/INTEREST EXP / MOB FEE	251,799	145,269	279,487	(64,219)	42,312
INTEREST EXPENSE	-	-	-	-	-
<b>NONROUTINE EXPENSES</b>					
COVID 19 EXPENSE	-	-	-	-	-
EXTRAORDINARY NOT CAPITAL	537,000	313,250	22,591	290,659	514,409
EQUIPMENT NOT CAPITAL	183,500	107,042	71,127	35,915	112,373
EQUIPMENT CAPITALIZED	180,000	105,000	93,537	11,463	86,463
BETTERMENTS CAPITALIZED	1,478,000	862,167	71,031	791,136	1,406,969
OPERATING TRANSFER OUT	-	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>22,415,634</b>	<b>13,032,692</b>	<b>8,885,153</b>	<b>3,394,067</b>	
<b>SURPLUS (DEFICIT)</b>	<b>(2,015,330)</b>		<b>3,453,054</b>	<b>(2,680,076)</b>	
<b>SUBSIDY ESTIMATE</b>	<b>-</b>		<b>-</b>	<b>-</b>	
<b>NET SURPLUS (DEFICIT) *</b>	<b>(2,015,330)</b>		<b>3,453,054</b>	<b>(2,680,076)</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	39.75
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>25.02</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	121.00
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>456.27</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	66.08
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>60.70</b>

OVERTIME PAID / COMP. TIME EARNED: NOVEMBER 2023

PR DISC	EMPLOYEE	HOURS	COMP TIME	REASON
<b>MAINTENANCE</b>				
11/03/2023	KEENAN, T	10/28/2023-10/29/2023	16.00	ON CALL
	KEENAN, T	10/28/2023	2.00	UNCLOGGED TOILET AT 45 MNEMORIAL RD. #13A
	KEENAN, T	10/28/2023	2.00	UNCLOGGED TOILET AT CIAMPA MANOR #610
	MACDONLAD, G	10/28/2023	3.00	REPAIR DOOR LOCK AT 40 MEMORIAL RD., #16C
	MCCARTHY, SCOTT	10/01/2023	2.00	TOILET WOULDN'T STOP FLUSH AT268 POWDER HSE BLVD #38C
11/10/2023	DELLANNO, J JR	11/04/2023-11/05/2023	16.00	ON CALL
	DELLANNO, J JR	11/05/2023	4.00	BUILDING ALARM GONE OFF AT 5-25 RIVER RD.
	DELLANNO, J JR	11/05/2023	4.00	GAS ODOR AT 30 CANAL LN #3009
	MULLIN, P	10/30/2023	2.00	CHECK HEAT IN BUILDING AT 125 JAUQUES ST.
	MULLIN, P	11/02/2023	3.00	REPLACED PUMP AT CLARENDON HILLS
	O'MEARA, M	11/03/2023	2.00	CHECK HEAT IN BUILDING AT PROPERZI MANOR
	O'MEARA, M	11/02/2023	3.00	REPLACED PUMP AT CLARENDON HILLS
	GEORGE, A	11/02/2023	3.00	REPLACED PUMP AT CLARENDON HILLS
11/17/2023	WATSON, C	11/11/2023-11/12/2023	16.00	ON CALL
	WATSON, C	11/10/2023	7.00	WORK ON HOLIDAY
	WATSON, C	11/10/2023	2.00	CLOSED DOOR AT 32 JAUQUES ST.
	WATSON, C	11/10/2023	2.00	UNCLOG TOILET AT 45 MEMORIAL RD. #13A
11/22/2023	FERREIRA, J	11/18/2023-11/19/2023	16.00	ON CALL
	DELLANNO, J JR	08/16/2023	8.00	COVERED NIGHT SHIFT
	DELLANNO, J JR	08/17/2023	8.00	COVERED NIGHT SHIFT
	<b>Total Maintenance Dept.</b>		<b>121.00</b>	<b>-</b>
<b>PUBLIC SAFETY</b>				
11/03/2023	BROWNE, S	10/27/2023	2.00	COVERED SHIFT
11/10/2023	BROWNE, S	10/30/2023	8.00	GANG TRAINING
	BROWNE, S	10/31/2023	7.00	COVERED SHIFT
	BROWNE, S	11/02/2023	2.00	COIN PICKUP
11/17/2023	BROWNE, S	11/08/2023	7.00	COVERED SHIFT
	BROWNE, S	11/09/2023	7.00	COVERED SHIFT
	BROWNE, S	11/10/2023	8.00	WORKED ON HOLIDAY
	DE BETHENCOURT, M	11/08/2023	4.00	ZOOM COURT
	RYMILL, A	11/10/2023	8.00	WORKED ON HOLIDAY
11/22/2023	BROWNE, S	11/12/2023	3.00	TRAINING
	DE BETHENCOURT, M	11/13/2023	1.08	REQUEST TO SPEAK WITH CLARENDON HILL EVENING LOG
	DE BETHENCOURT, M	11/16/2023	8.00	EXTRA SHIFT
	RYMILL, A	11/16/2023	1.00	COVERED SHIFT
	<b>Total Public Safety</b>		<b>66.08</b>	<b>0.00</b>
<b>ADMINISTRATION</b>				
11/03/2023	CABRERA, M	10/27/2023	0.50	MOD RAMP PROJECT URGENT RESIDENT ASSISTANCE
	CARROLL, N	10/28/2023	6.00	WORKED ON FEDERAL ELDERLY & FAMILY SCANNING
	CRUZ, W	10/23/2023	2.00	MONTHLY CLARENDON HILL RELOCATION MEETING
	ESCHMAN, E	10/24/2023	1.00	AGENCY LAP/RAB
	ESCHMAN, E	10/24/2023	0.50	BOARD MEETING
	O'REGAN, K	10/27/2023	1.00	WORKED TENANT SELECTION
	SANTANGELO, B	10/28/2023	4.00	ROBO CALLS FOR HEAT CALL FOR ALL LOCATIONS
11/10/2023	BONILLA CRUZ, B	11/03/2023	4.00	COURT
	CARROLL, N	11/04/2023	5.00	WORKING ON FEDERAL WAITINGLIST SCANNING & UPLOADING FILES
11/17/2023	BONILLA CRUZ, B	11/10/2023	3.00	COURT
	CARROLL, N	11/11/2023	4.00	WORKED FEDERAL FAMILY FILES
	JENKINS, D	11/07/2023	0.75	VOTING AT MYSTIC ACTIVITY CENTER
	O'REGAN, K	11/10/2023	3.00	
11/22/2023	O'REGAN, K	11/17/2023-11/18/2023	5.00	ANNUAL RECERTIFICATION 31-1
	<b>Total Administration</b>		<b>39.75</b>	<b>0.00</b>

<b>Vacancy Report</b>	<b>MANAGEMENT REPORT - NOVEMBER 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	40	100	224	212	107	16	3	77
Total MOD Vacancies	0	6	0	82	0	0	0	0	0	0	0	0	0	0
Total Non-MOD Vacancies	0	2	0	0	0	1	2	0	10	3	2	0	0	3
Total Vacancies	0	8	0	82	0	1	2	0	10	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%	5%	0%	4%	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	29	34	47	129	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	19	14	8		0	2
Hispanic	3	26	6	55		9	3	26	104	76	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>64</b>	<b>178</b>	<b>159</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	3	0	0		0	0	6	29	15	5		0	0
14Day NTQ	0	0	0	0		0	0	0	0	0	0		0	0
P.C.	2	0	4	0		0	0	0	0	0	0		0	0
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	1	2		0	0
Annual Inspections	0	0	0	0		0	0	0	0	0	0		0	0
Other Inspections	1	0	0	0		0	0	0	0	0	15		0	1
Annual Recertifications	0	2	0	0		1	0	0	15	143	0		0	0
Interim Adjustment	2	3	1	5		1	2	1	17	7	1		0	6
<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 - NOVEMBER 2023  
PUBLIC HOUSING AND SECTION 8 PROGRAMS**

	<b>AVG.</b>	<b>AVG.</b>
FY April 1, 2023 - March 31, 2024	6 Months	FY
<b>Applications Processed</b>		
Family - EOHLC	11	12
Family HUD	32	32
Elderly- EOHLC	5	5
Elderly - HUD	19	18
Hagan	26	21
Bryant	9	9
<b>Total Public Housing</b>	<b>102</b>	<b>97</b>
Section 8	8	9
SRO	6	6
DHAP	10	9
Walnut	0	0
Linden Street	8	8
Merriam	0	0
North Charles	0	0
Just At Start	0	0
YMCA	4	4
Mainstream	5	5
Waterworks	10	11
Capen Court	10	11
<b>Total Leased Housing</b>	<b>61</b>	<b>61</b>
<b>Total</b>	<b>163</b>	<b>158</b>

Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Somerville Residents
2022	2022	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	Nov.
20	15	10	22	18	19	13	8	9	15	16	11	8	3
83	40	42	31	48	36	27	24	21	57	20	39	29	5
9	7	9	6	10	3	3	8	6	6	4	0	6	2
35	21	25	21	20	17	15	14	13	31	19	24	14	3
6	7	7	3	8	9	8	7	6	17	5	115	3	1
6	7	6	2	6	8	6	6	7	17	5	17	4	0
<b>159</b>	<b>97</b>	<b>99</b>	<b>85</b>	<b>110</b>	<b>92</b>	<b>72</b>	<b>67</b>	<b>62</b>	<b>143</b>	<b>69</b>	<b>206</b>	<b>64</b>	<b>14</b>
4	12	10	13	12	13	11	6	1	9	8	12	9	4
3	4	0	4	8	4	5	4	0	10	10	8	5	0
15	8	6	5	1	0	14	4	5	15	12	16	6	0
0	0	0	0	0	0	0	0	1	0	0	0	0	0
4	6	11	5	9	9	1	6	3	11	11	6	13	5
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	2	0
16	4	3	3	2	3	3	2	1	5	5	14	3	1
9	3	9	14	5	13	12	6	3	14	14	12	12	5
9	18	19	12	22	13	16	11	5	11	11	11	12	6
<b>61</b>	<b>55</b>	<b>59</b>	<b>58</b>	<b>65</b>	<b>58</b>	<b>66</b>	<b>43</b>	<b>19</b>	<b>82</b>	<b>78</b>	<b>81</b>	<b>62</b>	<b>21</b>
<b>220</b>	<b>152</b>	<b>158</b>	<b>143</b>	<b>175</b>	<b>150</b>	<b>138</b>	<b>110</b>	<b>81</b>	<b>225</b>	<b>147</b>	<b>287</b>	<b>126</b>	<b>35</b>

	<b>AVG.</b>	<b>AVG.</b>
<b># of Applicants on Wait Lists</b>	6 Months	FY
Family - EOHLC	34914	34263
Family HUD	1182	1173
Elderly- EOHLC	9985	9746
Elderly - HUD	759	743
Hagan	540	533
Bryant	391	445
<b>Total Public Housing</b>	<b>47770</b>	<b>46903</b>
Section 8	2127	2097
SRO	46	42
DHAP	904	895
Walnut	6	4
Linden Street	428	647
Merriman	1	1
North Charles	2	2
Just At Start	2	2
YMCA	27	25
Mainstream	114	109
Waterworks	299	290
Capen Court	476	464
FYI	7	5
<b>Total Leased Housing</b>	<b>4432</b>	<b>4578</b>
<b>Total</b>	<b>52202</b>	<b>51481</b>

Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Somerville Residents
2022	2022	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	Nov.
29375	30096	35588	31738	32964	33617	31005	31931	32761	34109	35607	37243	37831	1245
957	989	1030	1049	1104	1130	1165	1178	1195	1244	809	1321	1342	189
8966	9171	9373	9603	9885	8,936	9,120	9344	9557	9790	10080	10492	10645	440
603	621	645	656	667	691	700	714	722	759	776	768	813	282
1696	1280	496	500	506	508	519	517	527	541	543	556	556	232
1509	1412	1376	1338	1340	837	376	374	383	385	392	404	408	81
<b>43106</b>	<b>43569</b>	<b>48508</b>	<b>44884</b>	<b>46466</b>	<b>45719</b>	<b>42885</b>	<b>44058</b>	<b>45145</b>	<b>46828</b>	<b>48207</b>	<b>50784</b>	<b>51595</b>	<b>2469</b>
1824	1846	1887	1922	1952	1986	2027	2050	2086	2120	2146	2173	2189	2189
520	524	512	471	24	29	32	34	33	41	49	57	62	22
839	847	854	859	859	859	873	877	883	898	910	926	932	89
0	0	0	0	0	0	0	0	1	7	9	9	9	6
1418	1415	1437	1437	1452	1461	1148	886	799	210	218	224	232	58
1	1	1	1	1	1	1	1	1	1	1	1	1	0
2	2	2	2	2	2	2	2	2	2	2	2	2	2
1	0	1	1	1	0	2	2	2	2	2	2	2	0
8	8	8	6	12	16	20	24	24	32	36	4	42	16
80	84	89	90	92	92	98	100	103	108	113	127	130	49
221	224	233	247	239	253	274	280	287	302	301	306	318	138
412	416	414	425	414	419	437	448	457	471	483	493	505	193
0	0	0	0	0	0	2	2	4	8	8	9	10	0
<b>5326</b>	<b>5367</b>	<b>5438</b>	<b>5461</b>	<b>5048</b>	<b>5118</b>	<b>4914</b>	<b>4704</b>	<b>4678</b>	<b>4194</b>	<b>4270</b>	<b>4324</b>	<b>4424</b>	<b>2762</b>
<b>48432</b>	<b>48936</b>	<b>53946</b>	<b>50345</b>	<b>51514</b>	<b>50837</b>	<b>47799</b>	<b>48762</b>	<b>49823</b>	<b>51022</b>	<b>52477</b>	<b>55108</b>	<b>56019</b>	<b>5231</b>

**WORK ORDERS ISSUED FOR:****Nov-23****REQUESTED BY MANAGEMENT: 220****REQUESTED BY TENANTS: 1219****TOTAL WORK ORDERS ISSUED: 1439**

	** **		****			
DEV.	COMPL ETED		INCOMPLETE	ISSUED	TENANT	MANAGEMENT
031-1	322	102	46	368	335	33
031-9	223	98	15	238	214	24
200-1	72	44	9	81	61	20
200-2	249	98	10	259	199	60
667-1	0	0	0	0	0	0
667-2	119	62	6	125	109	16
667-3	125	28	21	146	124	22
667-4	78	33	10	88	77	11
667-6	56	16	10	66	60	6
400-C	12	3	0	12	7	5
689-2	37	11	0	37	31	6
689-3	0	0	0	0	0	0
705-1	19	7	0	19	2	17
<b>TOTAL</b>	<b>1312</b>	<b>502</b>	<b>17</b>	<b>1439</b>	<b>1219</b>	<b>220</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  
Nov. 2023**

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

Elderly	24	15	14	
Young Disabled	2	0	4	
Family	7	6	0	
Applicant	0	0	0	
Section 8 Assistance	0	3	0	
<b>Total referrals this month</b>	<b>33</b>	<b>24</b>	<b>18</b>	

2. **Referral Sources:**

Residents/Applicants	66
Housing Managers	8
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.)	14	3	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	5	2	3
Mental health issues	3	1	2
Medical issues (including insurance)	6	0	6

**Resident Services Report  
Nov. 2023**

Lease violation	1	1	0
Isolation problem	0	0	1
Nursing home placement/assisted living	0	0	0
Language assistance	13	0	13
Maintenance Concern Assistance	12	0	12
Housing Applicant Assistance/Referrals	7	0	7

**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- Waterworks, Ciampa, and Brady.*
- *Submit Letter of Intent/Support for a Supportive Living Community at Brady Towers*
- *Support SHA Holiday Drive for Mystic and Clarendon families and Project Elf Distribution organized by Janine Lotti.*

PUBLIC SAFETY															
INCIDENTS REPORTED BY AREA															
	BRADY	BRYANT	CAPEN	CIAMPA	CLARENDON	CORBETT	HAGAN	HIGHLAND	MYSTIC-	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	0
ASSAULT AND BATTERY	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
<b>PROPERTY CRIMES</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B&E NIGHT	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
LARCENY UNDER \$250	0	0	0	1	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	0
DISTURBANCE APT/NOISE	0	0	0	1	0	2	0	0	0	1	2	0	0	0	6
DISTURBANCE HALLWAY	0	2	0	1	0	0	0	0	0	1	1	0	0	0	5
DISTURBANCE OUTSIDE	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
<b>ADMINISTRATION</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
INVESTIGATION	0	0	0	6	0	1	0	0	0	2	4	0	0	0	13
SICK PERSON	0	4	0	1	2	2	0	0	0	1	1	0	4	0	15
CHECK CONDITION	0	0	1	0	2	0	0	0	4	1	1	0	2	0	11
CITIZEN CONTACT	1	0	4	6	2	0	0	0	0	0	0	1	1	9	24
MEETING	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
LOCKOUT	0	0	0	0	1	1	1	0	2	1	0	0	0	0	6
MAINTENANCE PROBLEM	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
MV PROPERTY DAMAGE ACCIDENT	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
ASSIST NO ARREST	0	0	0	0	0	0	0	0	0	3	0	0	0	0	3
ASSIST ARREST	0	0	0	0	0	0	0	0	0	1	1	0	0	0	2
SUMMONS/RO SERVICE	0	0	0	0	0	0	0	0	0	2	0	0	0	0	2
OFFICER WANTED	1	1	1	1	5	0	0	0	5	4	5	1	1	0	25
MV VIOLATIONS	0	0	0	0	0	0	0	0	0	1	0	0	0	2	3
PARKING VIOLATIONS	0	0	0	0	0	0	0	0	0	1	1	0	0	0	2
FIRE INVESTIGATION	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
FIELD INTERVIEW	0	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	0
DIRECTED PATROL	28	19	30	23	74	47	23	24	24	18	21	24	25	24	404
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Grand Total</b>	<b>30</b>	<b>26</b>	<b>36</b>	<b>41</b>	<b>87</b>	<b>53</b>	<b>24</b>	<b>24</b>	<b>39</b>	<b>38</b>	<b>38</b>	<b>26</b>	<b>33</b>	<b>35</b>	<b>530</b>

**PUBLIC SAFETY**

**INCIDENTS REPORTED BY DATE**

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total
<b>CRIMES AGAINST PERSON</b>														
UNARMED ROBBERY	A300					1								1
THREATS	A647	1						1						2
ASSAULT AND BATTERY	A802	1					1		2		3	1	1	9
<b>PROPERTY CRIMES</b>														
RECOVERED STOLEN PROP	B000	1												1
VANDALISM	B401	1	2	1					2	1				7
B&E DAY	B531									1				1
B&E NIGHT	B532	1										1		2
LARCENY OVER \$250	B600												1	1
TRESPASSING	B610								1					1
LARCENY UNDER \$250	B620				1							1		2
<b>PUBLIC ORDER</b>														
RESTRAINING ORDER VIOL	C140	1												1
DISTURBANCE APT/NOISE	C405	3	5	2	3	2	5	1	4	5	3	6	4	43
DISTURBANCE HALLWAY	C406	1	2	3	1	1	1		3	3	6	5	2	28
DISTURBANCE OUTSIDE	C407	1		1	2	1	3	6	3	1	4	1	3	26
FIREARMS OTHER	C503						1				1			2
DISORDERLY PERSON	C606		1	1										2
SUSPICIOUS PERSON	C607	2												2
OTHER M/V	C740		1		2						1			4
NARCOTICS POSSESSION	C830			1										1
<b>ADMINISTRATION</b>														
INVESTIGATION	D001	18	4	1	4	7	9	7	14	12	13	13	2	104
SICK PERSON	D006	19	16	15	21	18	13	23	15	13	24	15	18	210
SUDDEN DEATH	D007		1		1	1		1						4
CHECK CONDITION	D009	6	7	11	9	5	8	3	7	5	3	11	2	77
CITIZEN CONTACT	D021	19	12	13	20	10	16	16	24	17	20	15	17	199
RESIDENT MEETING	D024	1			1			1						3
SHA NOTICE SERVICE	D025	2		1									1	4
MEETING	D026	1										1		2
ESCORT	D028							1						1
LOCKOUT	D030	2	7	9	5	6	3	10	10	10	7	6	4	79
MAINTENANCE PROBLEM	D035	1		1	3						1	1	2	9
E911 HANGUP	D037	1	7	4		4	3	2			1		1	23
BURGLAR ALARM	D040				1									1
MV PROPERTY DAMAGE ACCIDENT	D106	1	1				1					1		4
ASSIST NO ARREST	D109		1	5	2	3	1	5	2	4	8	3	1	35
ASSIST ARREST	D125	1	1	1	2	1		2				2		10
WARRANT ARREST	D130					1								1
SUMMONS/RO SERVICE	D135	5	3	4	4	4	5	9	5	5	4	2	3	53
OFFICER WANTED	D137	10	21	21	21	19	20	33	9	28	21	25	11	239
SUPPLEMENTAL	D139	1												1
ANIMAL COMPLAINT	D405							1		1				2
LOST PROPERTY REPORTED	D406	1	1	1				1		1	1			6
MISSING PERSON	D501		1				1			2				4
MV VIOLATIONS	D800	5	1	4	1		3	3	2	1	5	1	2	28
PARKING VIOLATIONS	D810	3			1				1			2	4	11
FIRE INVESTIGATION	D902	1		1	1				4		2	1	1	11
COURT	D999			2	2									4
FIELD INTERVIEW	E022											1		1
DIRECTED PATROL	F045	427	405	421	421	423	316	468	365	422	351	381	488	4888
<b>Grand Total</b>		<b>538</b>	<b>500</b>	<b>524</b>	<b>529</b>	<b>509</b>	<b>409</b>	<b>594</b>	<b>474</b>	<b>532</b>	<b>479</b>	<b>496</b>	<b>568</b>	<b>6152</b>

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

As of 12/1/23

<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**

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

**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

# Interoffice MEMORANDUM

**To:** Diane Cohen  
Executive Director

**From:** Brian Langton  
Director of Modernization

**Subject:** Report on Activities

**Date:** 12/1/2023

**Antenna Report:**

No new Antenna Installations have been executed.

**Energy report:**

No new Energy Reports have been executed.

## Somerville Housing Authority

## Modernization Contract Log

## Active Jobs December 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