

The Minutes of the Regular Meeting of the Somerville Housing Authority duly called and held on April 1, 2020.

---

The Regular Meeting of the Somerville Housing Authority held on Wednesday, April 1, 2020 at 5:00 p.m., at Mystic Activity Center, 530 Mystic Avenue, Somerville, Massachusetts.

The Chairman instructed the Secretary to call the roll at 5:05 p.m. and upon roll call those present and absent was as follows:

PRESENT

ABSENT

Comm. Rances

Comm. Santana

Chairman Bonney, Jr.

Comm. McCallum

Comm. Ferrara

The Chairman read Notice of Meeting dated March 23, 2020 given in accordance with Section 23B, Chapter 39 of the General Laws with certificate as to Service of Meeting attached which was ordered spread upon the minutes.

---

#### NOTICE OF MEETING

Notice is hereby given in accordance with Section 23B, Chapter 39 of the General Laws that a meeting of the Somerville Housing Authority will be held at 5:00 p.m. on Wednesday, April 1, 2020, at Mystic Activity Center, 530 Mystic Avenue, Somerville, Massachusetts.

---

#### CERTIFICATE AS TO SERVICE OF NOTICE OF MEETING (Sec. 23B, Chapter 39, General Laws)

I, Joseph R. Macaluso, the duly appointed qualified Secretary of the Somerville Housing Authority, do hereby certify that on March 23, 2020, I filed, in the manner provided by Sec. 23B, Chapter 39 of the General Laws with the Clerk of the City of Somerville, a Notice of Meeting of which the following is a true and correct copy.

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal of the said Authority this April 2, 2020.

  
\_\_\_\_\_  
Joseph R. Macaluso

2. APPROVAL OF MINUTES OF PREVIOUS MEETING:

(a) Monthly Board Meeting held on March 11, 2020

Upon motion made by Comm. Santana, seconded by Comm. Rances, it was voted to waive the reading and approve the minutes.

SO VOTED

3. COMMUNITY POLICE OFFICER

None this month

4. COMMUNICATIONS

(a) Notice from the Department of Housing and Community Development, dated February 26, 2020, stating Somerville Housing Authority has been awarded \$40,000 for a Resident Service Coordinator; \$30,000 of the funds being used towards staff and \$10,000 should be allocated for flexible funds to be used for program costs.

The Executive Director, Joseph Macaluso, stated an application was put in by SHA following the end of the MASSLEAP program for additional funding, which was approved by DHCD.

(b) HUD Public Housing Assessment System Score Report for the Interim Rule dated March 26, 2020 listing Somerville Housing Authority as a High Performer.

5. RESIDENT CONCERNS

None this month.

6. REPORT OF THE EXECUTIVE DIRECTOR

At this time, the Board discussed the report and asked questions to the Executive Director. The Executive Director stated that due to the recent COVID-19 outbreak extraordinary measures are being taken to ensure the sanitation and cleanliness of SHA buildings and the safety of residents and staff. He stated that SHA is spending extra money due to the pandemic but will likely recoup funding from FEMA once the outbreak slows.

Upon motion by Comm. Santana, seconded by Comm. McCallum, it was voted to accept the Executive Director's Report as written.

SO VOTED

7. NEW BUSINESS

- (a) Consideration of request by the Executive Director to appoint permanent the following employees:

1. Chris Houghton, Maintenance Mechanic II
2. Gerard McDonald, Mechanic

The Executive Director stated that Chris and Gerard have been doing a great job and

Upon motion made by Comm. McCallum, seconded by Comm. Ferrara, it was voted to approve Item 7(a).

SO VOTED

- (b) Consideration of recommendation by the Executive Director to renew CD #99762560 for 12 months with Century Bank for an interest rate offer of 0.25%.

Upon motion made by Comm. Santana, seconded by Comm. Rances, it was voted to approve Item 7(b).

SO VOTED

- (c) Consideration of request by the Executive Director to amend the Section 8 Administrative Plan to include the acceptance of electronic signatures:

**ELECTRONIC SIGNATURES & SCANNED DOCUMENTS**

Electronic records and signatures carry the same weight and legal effect as traditional paper documents and handwritten signatures. QHA will not deny the legal effect or enforceability of a document solely because it is in electronic form. QHA will accept scanned documents to verify program information. If at any time, HHA has reason to believe that documents have been altered or contain fraudulent information, HHA may request additional documentation to verify program information.

Upon motion made by Comm. Santana, seconded by Comm. McCallum, it was voted to approve Item 7(c).

SO VOTED

- (d) Consideration of request by the Executive Director to enter into a contract with M Neves construction Inc. for Mystic River (200-2) Courtyard Paving SHA Job #2011 for the sum of **\$59,700.00**.

Director of Modernization, Brian Langton, stated only one bid came in for this project and that funding from DHCD will cover the costs.

Upon motion made by Comm. Santana, seconded by Comm. McCallum, it was voted to approve Item 7(d).

SO VOTED

- (e) Consideration of recommendation by the Executive Director to level fund all Service Providers for Fiscal year April 1, 2020 to March 31, 2021 with option to review proposals for increase when the Somerville Housing Authority is functioning at full capacity.

The Executive Director stated that due to the recent COVID-19 pandemic many Service Providers are not open, however they are dependent on commitment of funding for when they do reopen. He thinks it's best to level fund at this time and review additional funding once their services are back up and running.

Upon motion made by Comm. Santana, seconded by Comm. Rances, it was voted to approve Item 7(e).

SO VOTED

- (f) Consideration of request by the Executive Director to approve to enter into a contract with Delta Deck with Elevator Company from Canton, MA for Bryant Manor (667-2) Elevator Modernization SHA Job #1901 for the sum of \$486,944.00.

Director of Modernization stated that this project is for both elevators at Bryant Manor and that the project will take about a year.

Upon motion made by Comm. Santana, seconded by Comm. McCallum, it was voted to approve Item 7(f).

SO VOTED

- (g) Consideration of request by the Executive Director to enter into a contract with Homer Contracting from Arlington, MA for Weston Window Replacement SHA Job #1910 for the sum of \$445,000.00.

Director of Modernization stated that this job will be completed in two phases, replacing the windows in the units in the front of the building first.

Upon motion made by Comm. Santana, seconded by Comm. McCallum, it was voted to approve Item 7(g).

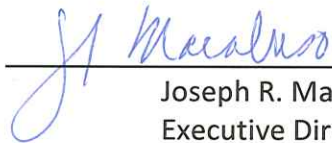
SO VOTED

8. ANY OTHER MATTERS THAT MAY PROPERLY COME BEFORE THE BOARD

- (a) Schedule for next Regular Board Meeting:

The scheduling of the May Board Meeting is postponed until further notice due to the COVID-19 outbreak.

Upon motion made by Comm. Santana, seconded by Comm. McCallum, it was voted to adjourn at 5:19 p.m.

  
\_\_\_\_\_  
Joseph R. Macaluso  
Executive Director

ATTEST

A True Copy