

The Minutes of the Regular Meeting of the Somerville Housing Authority duly called and held on May 25, 2023.

The Regular Meeting of the Somerville Housing Authority held virtually via GoToMeeting on Thursday, May 25, 2023 at 4:00 PM.

The Chairman instructed the Secretary to call the roll at 4:01 PM and upon roll call those present and absent was as follows:

PRESENT

Eleanor Rances
Adeleine Mannion
James Zamer
Joe Capuano

ABSENT

The Chairman read Notice of Meeting dated May 18, 2023, 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 virtually on Thursday, May 25, 2023 at 4:00 PM.

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 May 18, 2023, 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 May 26, 2023.

Joseph Macaluso

Joseph R. Macaluso
Executive Director

2. APPROVAL OF MINUTES OF PREVIOUS MEETING

(a) Monthly Board Meeting held April 20, 2023. (Roll Call Vote Required)

Motion made by Commissioner Rances, seconded by Commissioner Zamer.

Upon roll call the ayes and nays is as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Eleanor Rances		
Adeleine Mannion		
James Zamer		
Joe Capuano		
SO VOTED		

3. COMMUNICATIONS

None this month.

4. RESIDENT CONCERNS

Highland Garden resident Donna Peyser requested the awning in the front of the building be cleaned and for two signs near the entrance to be replaced because they are illegible. She thanked SHA for replacing the washing machine(s).

5. REPORT OF THE EXECUTIVE DIRECTOR

Executive Director Joe Macaluso stated that the fiscal year has ended with no major disparities in the budget to report. He discussed the Clarendon Hill Groundbreaking that occurred prior to the Board Meeting. He stated that residents, public officials from the City and State and those who worked on the Project attended the ceremony. He stated that the construction of the first 168 units is underway and the work to get financing for Phase 2 will begin. He also discussed the Waterworks II Project. Joe stated that the State and the City's Affordable Housing Trust Fund provided enough funding to move forward with the closing that was delayed due to insufficient funding. He's hoping the closing will occur in late August.

Motion made by Commissioner Mannion, seconded by Commissioner Zamer.

Upon roll call it was voted to accept the Executive Director's report as written.

The ayes and nays is as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Eleanor Rances		
Adeleine Mannion		
James Zamer		
Joe Capuano		
SO VOTED		

6. NEW BUSINESS

- (a) Consideration of request by the Executive Director to accept the revision of the Admissions and Continued Occupancy Policy (ACOP) based on updated HUD requirements and guidance effective immediately. **(Roll Call Vote Required).**

Director of Admissions, Occupancy and Compliance Diane Cohan stated this is an annual update for Federal Public Housing based on current HUD guidance. She stated that the major change is updating the policy for over-income residents effective June 1, 2023.

Motion made my Commissioner Mannion, seconded by Commissioner Rances.

Upon roll call the ayes and nays is as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Eleanor Rances		
Adeleine Mannion		
James Zamer		
Joe Capuano		

SO VOTED

- (b) Consideration of request by the Executive Director to approve the updated Section 8 Payment Standards effective August 1, 2023. **(Roll Call Vote Required).**

Joe Macaluso stated the Payment Standards are determined based on market rents.

Motion made my Commissioner Mannion, seconded by Chairman Capuano.

Upon roll call the ayes and nays is as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Eleanor Rances		
Adeleine Mannion		
James Zamer		
Joe Capuano		

SO VOTED

- (c) Consideration of request by the Executive Director to submit the Section 8 Management Assessment Program (SEMAP) for Fiscal Year 2023 to HUD. **(Roll Call Vote Required).**

Joe stated this is a management performance indicator. He stated that a couple technical changes have been made based on HUD revisions. He stated that the Section 8 Department has experienced challenges but still hopes to be rated a High Performer.

Motion made my Commissioner Mannion, seconded by Commissioner Rances.

Upon roll call the ayes and nays is as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Eleanor Rances		
Adeleine Mannion		
James Zamer		
Joe Capuano		

SO VOTED

- (d) Consideration of request by the Executive Director to approve the Winter Hill Bank CD #220004618 renewal for 4.25% for an 8-month term. **(Roll Call Vote Required).**

Joe stated it's good to see the rates increasing since the housing authority retains the additional income for the budget.

Motion made my Commissioner Zamer, seconded by Commissioner Mannion.

Upon roll call the ayes and nays is as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Eleanor Rances		
Adeleine Mannion		
James Zamer		
Joe Capuano		
SO VOTED		

- (e) Consideration of request by the Executive Director to approve the State Programs Year End Reports and Tenant Accounts Receivable Report. **(Roll Call Vote Required).**

Motion made my Commissioner Zamer, seconded by Commissioner Rances.

Upon roll call the ayes and nays is as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Eleanor Rances		
Adeleine Mannion		
James Zamer		
Joe Capuano		
SO VOTED		

- (f) Consideration of request by the Executive Director to approve Year End Operating Transfer. **(Roll Call Vote Required).**

Motion made my Commissioner Rances, seconded by Commissioner Zamer.

Upon roll call the ayes and nays is as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Eleanor Rances		
Adeleine Mannion		
James Zamer		
Joe Capuano		
SO VOTED		

- (g) Consideration of request by the Executive Director to approve Board Certification of the DHCD Top 5 Compensation Form. **(Roll Call Vote Required).**

Joe stated this is mandatory reporting to the State.

Motion made my Commissioner Mannion, seconded by Commissioner Rances.

Upon roll call the ayes and nays is as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Eleanor Rances		
Adeleine Mannion		
James Zamer		
Joe Capuano		
SO VOTED		

- (h) Consideration of request by the Executive Director to certify that the Somerville Housing Authority is in compliance and maintaining proper record-keeping related to Federal and State Lead Paint Laws. **(Roll Call Vote Required).**

Joe stated this is an annual submission to confirm SHA is in compliance with lead paint laws.

Motion made my Commissioner Mannion, seconded by Commissioner Zamer.

Upon roll call the ayes and nays is as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Eleanor Rances		
Adeleine Mannion		
James Zamer		
Joe Capuano		
SO VOTED		

- (i) Consideration of request by the Executive Director to enter into a contract with Young Developers LLC from Hamden, CT to complete SHA Job #2301 Mystic View Roof Replacement Phase 3 for the sum of \$347,470.00. **(Roll Call Vote Required).**

Director of Modernization Brian Langton stated that the roof life expectancy is 25 years. The current roof is 24 years old.

Motion made my Commissioner Zamer, seconded by Commissioner Rances.

Upon roll call the ayes and nays is as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Eleanor Rances		
Adeleine Mannion		
James Zamer		
Joe Capuano		
SO VOTED		

- (j) Consideration of a request by the Executive Director to enter into a contract with Yankee Equipment Sales, Inc. for Kiosk system in the amount of \$99,652.00. **(Roll Call Vote Required)**. Joe stated that there have been ongoing troubles with shortage of coins for residents to do their laundry. Additionally, there are internal controls in place resulting in burdensome accounting procedures when emptying coin machines in the buildings. This bid is for the company to install and maintain kiosks that are connected to wifi. This will allow Finance to monitor the machines remotely.

Motion made my Commissioner Zamer, seconded by Commissioner Mannion.

Upon roll call the ayes and nays is as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Eleanor Rances		
Adeleine Mannion		
James Zamer		
Joe Capuano		
SO VOTED		

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

Scheduling for next Regular Board Meeting: TBD

8. ADJOURNMENT

Motion made by Commissioner Zamer, seconded by Commissioner Mannion.

Upon Roll Call it was voted to adjourn at 4:24 p.m.

Upon roll call the ayes and nays is as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Eleanor Rances		
Adeleine Mannion		
James Zamer		
Joe Capuano		
SO VOTED		

Joseph Macaluso

Joseph R. Macaluso
Executive Director

ATTEST
A True Copy