

The Minutes of the Regular Meeting of the Somerville Housing Authority duly called and held on February 15, 2024.

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The Regular Meeting of the Somerville Housing Authority held in person at 30 Memorial Road and virtually via GoToMeeting on Thursday, February 15, 2024 at 4:00 PM.

The Vice Chairman instructed the Secretary to call the roll at 4:07 PM and upon roll call those present and absent was as follows:

PRESENT

Eleanor Rances

Adeleine Mannion

James Zamer

Dennis Lemard

Joe Capuano \*joined meeting at 4:12 PM

ABSENT

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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 in person at 30 Memorial Road and virtually via GoToMeeting on Thursday, February 15, 2024, at 4:00 PM.

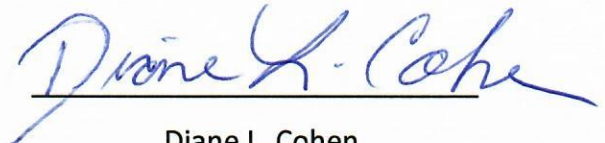
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CERTIFICATE AS TO SERVICE OF NOTICE OF MEETING

(Sec. 23B, Chapter 39, General Laws)

I, Diane L. Cohen, the duly appointed qualified Secretary of the Somerville Housing Authority, do hereby certify that on February 12, 2024, 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 February 15, 2024.



Diane L. Cohen  
Executive Director

2. APPROVAL OF MINUTES OF PREVIOUS MEETING

(a) Monthly Board Meeting held January 18, 2024 **(Roll Call Vote Required)**.

Motion made by Commissioner Mannion, seconded by Commissioner Rances.

Upon roll call the ayes and nays is as follows:

Ayes

Nays

Absent

Eleanor Rances

Adeleine Mannion

James Zamer

Dennis Lemard

Joe Capuano

SO VOTED

3. COMMUNICATIONS

None this month.

4. RESIDENT CONCERNS

None this month.

5. DIRECTOR'S REPORT

Executive Director Diane Cohen stated that due to an issue with PHA-WEB software, the Financial Report was unable to be provided, but once the issue is resolved, a report will be sent to the Board.

Motion made by Commissioner Mannion, seconded by Commissioner Lemard.

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

The ayes and nays is as follows:

Ayes

Nays

Absent

Eleanor Rances

Adeleine Mannion

James Zamer

Dennis Lemard

Joe Capuano

SO VOTED

UPDATE ON REAL ESTATE DEVELOPMENT

6. NEW BUSINESS

- (a) Consideration of request by the Executive Director to approve the Internal Key Management Policy and Acknowledgment. **(Roll Call Vote Required)**

Diane stated that this is a refresh of SHA's existing policy. She stated she was assisted by SHA's locksmith to align the Policy with current practice, including the use and designation of master keys and FOBs to authorized personnel.

Motion made by Commissioner Lemard, seconded by Commissioner Mannion.

Upon roll call it was voted to approve item 6(a).

The ayes and nays is as follows:

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

SO VOTED

- (b) Consideration of request by the Executive Director to approve a three-year vehicle and equipment repair contract for Hillside Auto Repair, Inc in an amount not-to-exceed \$207,500. **(Roll Call Vote Required)**

Deputy Director Adam Garvey stated only one bid was received for this contract. He stated since only one bid was received, SHA's Purchasing Manager assessed the private market rates and material pricing and found this bid to be fair and reasonable. Additionally, this vendor has a reliable extensive history of working with SHA.

Motion made by Commissioner Zamer, seconded by Commissioner Mannion.

Upon roll call it was voted to approve item 6(b).

The ayes and nays is as follows:

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

SO VOTED

- (c) Consideration of request by the Executive Director to approve the Vehicle Usage Policy. **(Roll Call Vote Required)**

Adam stated this is a new policy proposed for adoption by the Board that details rules, safety requirements, and maintenance of SHA vehicles. He stated the Policy was vetted by the Maintenance Union, Teamsters Local 25.

Motion made by Commissioner Rances, seconded by Commissioner Mannion.

Upon roll call it was voted to approve item 6(c).

The ayes and nays is as follows:

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

- (d) Consideration of request by the Executive Director to approve budget revision #1 to the State Consolidated program (c.400.01) for fiscal year ending March 31, 2024. **(Roll Call Vote Required)**

Adam stated this is a necessary revision to receive \$17,000 from EOHLC to receive insurance funds related to a slip and fall during the year. There are no changes to the budget.

Motion made by Commissioner Lemard, seconded by Commissioner Mannion.

Upon roll call it was voted to approve item 6(d).

The ayes and nays is as follows:

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

- (e) Consideration of request by the Executive Director to approve a 3-year Legal Services Contract to Driscoll & Driscoll, P.C., in an amount not-to-exceed \$250,000. **(Roll Call Vote Required)**

Adam stated two proposals were evaluated that were both advantageous to SHA. However, Driscoll & Driscoll, P.C. is SHA's current vendor and has performed highly, therefore SHA would like to proceed with their practice.

Motion made by Commissioner Mannion, seconded by Commissioner Rances.

Upon roll call it was voted to approve item 6(e).

The ayes and nays is as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Eleanor Rances		

Adeleine Mannion  
James Zamer  
Dennis Lemard  
Joe Capuano  
SO VOTED

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

(a) Scheduling for next Regular Board Meeting: Thursday, March 21, 2024

Development Consultant Joe Macaluso updated the Board on SHA's development projects. He stated the Waterwork II project continues with no issues to report. He stated the Clarendon Redevelopment has a revised plan and scope for Phase II. Phase I continues and should be completed by summer 2024. He stated that POAH is attempting to complete Phase II without the partnership of Red Gate, who was unable to meet financing requirements. He stated POAH is in process of requesting funding from the City of Somerville and the Executive Office of Housing and Livable Communities (HLC). He stated a proposal was recently submitted to HLC for tax credits and funding and hopes to receive a response by May 2024. He stated this is an optimistic path for Phase II.

Chairman Capuano thanked SHA staff for their commitment to assisting people in need of housing. He recently met with a newly housed resident of Capen Court and appreciated the efforts made to house homeless individuals.

8. ADJOURNMENT (Roll Call Vote Required)

Motion made by Commissioner Mannion, seconded by Commissioner Lemard

Upon Roll Call it was voted to adjourn at 4:27 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		
Dennis Lemard		
Joe Capuano		
SO VOTED		

  
Diane L. Cohen  
Executive Director

ATTEST  
A True Copy