

The Minutes of the Regular Meeting of the Somerville Housing Authority (SHA) duly called and held on October 17, 2024.

The Regular Meeting of the Somerville Housing Authority was held in-person at the Mystic Activity Center at 530 Mystic Avenue, Somerville on Thursday, October 17, 2024, at 4:00 PM.

The Deputy Director Adam Garvey called the roll at 4:03 PM. Upon roll call Commissioners present and absent were as follows:

PRESENT	ABSENT
Chairman Capuano	
Comm. Mannion	
Comm. Rances	
Comm. Lemard	
Vice-Chairman Zamer	

Others in Attendance: Lisa Taylor, Director of Admissions Occupancy & Compliance; Arnaldo Velazquez, Director of Finance & Administration; Matt Lincoln, Director of Leased Housing; Shannon Bennett, Director of Resident Services; Ryan Cummiskey, Modernization Coordinator; Joe Whalen, Maintenance Director; Janine Lotti, Section 8 Family Self-Sufficiency Coordinator/Homeownership Coordinator; Emily Eschmann, Executive Secretary.

1. APPROVAL OF MINUTES

- (a) Regular Board Meeting of Somerville Housing Authority (SHA) – September 19, 2024
Commissioner Lemard made a motion to approve the minutes of the Regular Board Meeting held September 19, 2024. Commissioner Mannion seconded the motion.
All in favor: 5-0

2. COMMUNITY INPUT/RESIDENT COUNCILS

None this month.

3. COMMUNICATIONS

None this month.

4. EXECUTIVE DIRECTOR'S REPORT

A. Garvey stated there are no budgetary changes of concern and offered to respond to any questions regarding the monthly department reports. He stated SHA is in process of

updating the Finance ledgers to reflect a clearer picture of SHA's finances and would update the Board once the process is complete.

A. Garvey updated the Board on the National Standards for the Physical Inspection of Real Estate (NSPIRE) Federal Public Housing inspections conducted at SHA's elderly buildings. He stated Director of Maintenance Joe Whalen, and his team have been working tirelessly to meet the new inspection criteria. While no final score is available, SHA is likely to score higher than previously anticipated based on feedback from other housing authorities.

Director of Resident Services Shannon Bennett and Janine Lotti, Section 8 Family Self-Sufficiency Coordinator/Homeownership Coordinator, detailed recent successes of the Resident Services Department including two graduates of the Self-Sufficiency program who plan to achieve their homeownership goals and three previous participants that have recently purchased homes. Additionally, she detailed SHA's partnership with Women's Money Matter, a non-profit that provides one-on-one coaching for women, empowering them to take control of their finances.

5. DEVELOPMENT UPDATE

None this month.

6. NEW BUSINESS

(a) Approval of permanent status of Dianne Santiago, Accounting Manager.

Director of Finance and Administration Arnaldo Velazquez stated Dianne has completed her probationary period and has provided great ideas to update the Finance Department's processes.

Commissioner Rances made a motion to approve the permanent status of Dianne Santiago.

Commissioner Mannion seconded the motion.

All in favor: 5-0

(b) Approval of proposed revisions to the Somerville Housing Authority (SHA) Section 8 Payment Standards to be effective January 1, 2025.

Leased Housing Director Matt Lincoln stated SHA is required to review and update the payment standards annually. However, the Department of Housing and Urban Development (HUD) has published lower fair market rents (FMRs) for the city of Somerville that are 1-5% lower than SHA's current Payment Standards and even lower in other metro Boston areas. Therefore, HUD has accepted a reevaluation request for these areas. While the reevaluation is being determined, SHA proposes maintaining the current payment standards and will submit another revision proposal before the Board when HUD provides an updated determination.

Commissioner Lemard made a motion to approve the proposed revisions to the SHA 8 Payment Standards to be effective January 1, 2025. Commissioner Mannion seconded the motion.

All in favor: 5-0

- (c) Approval of Executive Office of Housing and Livable Communities (EOHLC) Vacancy Waiver for the SHA Public Safety Office.

Director of Admissions, Occupancy and Compliance Lisa Taylor stated that a waiver must be submitted to EOHLC for any offline units repurposed for non-residential housing use. This waiver is for SHA's Public Safety office located at 35 Memorial Road and will cover a three-year period.

Commissioner Rances made a motion to approve the EOHLC Vacancy Waiver for the SHA Public Safety Office. Commissioner Lemard seconded the motion.

All in favor: 5-0

- (d) Approval of Change Order #1 to Federico Co. for additional concrete improvements for the cost of \$34,980.

Modernization Coordinator Ryan Cummiskey stated this change order is to repair sidewalks at the Mystic River development.

Commissioner Lemard made a motion to approve Change Order #1 to Federico Co. for additional concrete improvements for the cost of \$34,980. Commissioner Mannion seconded the motion.

All in favor: 5-0

- (e) Approval of Change Order #2 to Federico Co. for additional concrete & drainage improvements for the cost of \$19,950.

R. Cummiskey stated this change order covers the costs of installing new drainage to the courtyard to avoid ice buildup on the walkways at the Mystic River development.

Commissioner Mannion made a motion to approve Change Order #2 to Federico Co. for additional concrete & drainage improvements for the cost of \$19,950. Commissioner Zamer seconded the motion.

All in favor: 5-0

- (f) Approval of Change Order #1 to MJS Construction Inc. for the cost of \$809.46.

R. Cummiskey stated this change order covers the costs of additional material not included in the initial scope of work.

Commissioner Lemard made a motion to approve Change Order #1 to MJS Construction Inc. for the cost of \$809.46. Commissioner Mannion seconded the motion.

All in favor: 5-0

- (g) Amendment of Metropolitan Planning Area Council (MAPC)-SHA WIFI Contract and Exhibits (originally executed 4/19/2024).

A. Velazquez stated the initial MAPC-SHA contract included all SHA's developments.

However, after assessment of the properties the contract has been modified to include

Mystic View, Mystic River, Properzi Manor and Weston Manor, removing Waterworks, Capen Court and Bryant Manor.

- (h) Commissioner Rances made a motion to approve the amendment of Metropolitan Planning Area Council (MAPC)-SHA WIFI Contract and Exhibits. Commissioner Mannion seconded the motion.

All in favor: 5-0

7. OPEN SESSION for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting.

8. ADJOURNMENT

Commissioner Zamer made a motion to adjourn at 4:21 p.m. Commissioner Lemard seconded the motion.

All in favor: 5-0

Diane L. Cohen

Diane L. Cohen
Executive Director

ATTEST

A True Copy

Documents presented during the Somerville Housing Authority Board Meeting on 10/17/2024.

- Agenda
- Copy of minutes from the SHA Regular Board Meeting held on 9/19/2024
- Executive Director's Report
 - SHA Operating Statements for Month Ending 8/31/2024
 - Report: Tenant Selection Report – September 2024: Public Housing and Leased Housing Waitlists
 - Report: Vacancy Report September 2024
 - Report: SHA Voucher Utilization
 - Report: Section 8 Two-Year Tool as of 10/8/2024
 - Memo: Section 8 Voucher Utilization and Spending Projection Reports as of October 2024
 - Report: Resident Services
 - Report: Public Safety: Incidents Reported by Area
 - Report: Public Safety: Incidents Reported by Month
 - Report: Work Orders Issued: September 2024
 - Report: SHA Modernization Contract Log – Active Jobs October 2024
- New Business 6(a) Memo: Dianne Santiago (Accounting Manager)
- New Business 6(b) Memo: Proposed Revisions to SHA S8 Payment Standards to be Effective January 1, 2025
- New Business 6(b) Somerville Housing Authority Payment Standards (Effective January 1, 2025)
- New Business 6(c) Offline Unit: Public Safety Office
- New Business 6(d) Memo: SHA #2328 Mystic River Site Improvements Phase 2 Change Order #1
- New Business 6(d) Change Order Breakdown
- New Business 6(e): Memo: SHA #2328 Mystic River Site Improvements Phase 2 Change Order #2
- New Business 6(e): Change Order Breakdown
- New Business 6(f) Memo: SHA #2328 Mystic River Bumpout Concrete Repairs Phase 2 Change Order #1
- New Business 6(f): Change Order Breakdown
- New Business 6(g): CONTRACT FOR PROFESSIONAL SERVICES BY AND BETWEEN THE METROPOLITAN AREA PLANNING COUNCIL AND SOMERVILLE HOUSING AUTHORITY
- New Business 6(g): Exhibit A – Project Roles and Responsibilities
- New Business 6(g): Exhibit B – Expense Certification Form
- New Business 6(g): Exhibit C - Properzi Manor and Weston Manor Property Details - Updated