

The Minutes of the Regular Meeting of the Somerville Housing Authority (SHA) duly called and held on November 21, 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, November 21, 2024, at 4:00 PM.

The Executive Director Diane L. Cohen called the roll at 4:19 PM. Upon roll call Commissioners present and absent were as follows:

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

Others in Attendance: Adam Garvey, Deputy Director; Arnaldo Velazquez, Director of Finance & Administration; Matt Lincoln, Director of Leased Housing; Shannon Bennett, Director of Resident Services; Brian Langton, Director of Modernization; Joe Whalen, Maintenance Director; Jonathan Paul, Tenant Selector; Emily Eschmann, Executive Secretary.

1. APPROVAL OF MINUTES

(a) Revised Special Board Meeting Minutes – May 9, 2024

Commissioner Mannion made a motion to approve the revised Special Board Meeting Minutes on May 9, 2024. Commissioner Lemard seconded the motion.

All in favor: 3-0

(b) Regular Board Meeting – October 17, 2024

Commissioner Lemard made a motion to approve the minutes of the Regular Board Meeting on October 17, 2024. Commissioner Mannion seconded the motion.

2. COMMUNITY INPUT/RESIDENT COUNCILS

None this month.

3. COMMUNICATIONS

(a) Rector, Reeder & Lofton Management Letter and Audit Report on Examination of Financial Statements and Supplemental Information for FYE 3/31/2024.

Executive Director Diane Cohen informed the Board of the results of the annual financial audit. The Leased Housing Department received one finding after a review of files from 2023. During that time, the Department was short-staffed and not sufficiently trained. Since then, a correction plan has been submitted and accepted. The Department is now fully staffed, well trained and has vastly improved. Additionally, the Section 8 Management Assessment Program (SEMAP) is in good standing.

- (b) November 14, 2024, letter from The Commonwealth of Massachusetts Office of the Attorney General regarding an Open Meeting Law Complaint from July 2, 2024.

D. Cohen informed the Board that the Open Meeting Law Complaint originally filed regarding SHA's May 9th Special Board Meeting has been resolved. She stated that SHA has implemented changes moving forward since receiving the complaint and has updated the Minutes of the May 9th meeting to reflect the changes required by the Attorney General.

4. EXECUTIVE DIRECTOR'S REPORT

D. Cohen offered to respond to any of the Board's questions regarding the monthly Department reports. Deputy Director Adam Garvey stated that changes to the financial reporting will begin to show at the beginning of next year to provide a more efficient and transparent financial picture of the agency and its properties. Director of Finance and Administration Arnaldo Velazquez stated that budgets are now being entered into the new reporting method and are hoping the new system will allow for a more detailed summary for tracking and submitting to the Department of Housing and Urban Development (HUD).

5. DEVELOPMENT UPDATE (IF NECESSARY)

D. Cohen informed the Board that both the Clarendon Hill Redevelopment and Waterworks II Project are smoothly moving along and that there are no major updates to provide the Board this month.

6. NEW BUSINESS

- (a) Approval of permanent status of Charles Murphy, Maintenance Electrician.

Director of Maintenance Joe Whalen stated that Charles (Chad) has been employed with SHA since May 2024 and has done a great job. D. Cohen stated he is a seasoned Electrician with 30 years of experience.

Commissioner Mannion made a motion to approve Charles Murphy permanent as Maintenance Electrician. Commissioner Lemard seconded the motion.

All in favor: 3-0

- (b) Approval of proposed revisions to the Somerville Housing Authority (SHA) Section 8 Administrative Plan.

Director of Leased Housing Matt Lincoln stated that two changes are proposed including an update to language regarding Portability. The language clarifies that a voucher holder may move to any town/city in Massachusetts but does not require their voucher to be ported out to another housing authority. The second update is the inclusion of language regarding the local preference for the new Waterworks II development. This language mirrors language in the Waterworks II Tenant Selection Plan.

Commissioner Mannion made a motion to approve the proposed revisions to the Somerville Housing Authority (SHA) Section 8 Administrative Plan as discussed. Commissioner Lemard seconded the motion.

All in favor: 3-0

- (c) Approval to request a Regulatory Waiver from the Executive Office of Housing and Livable Communities (EOHLC) for the Guaranteed Basic Income Program.

A. Garvey stated that the City of Somerville intends to have a lottery for a \$750 stipend to families, some of whom reside in SHA's developments. To exclude this income, a waiver request must be submitted to EOHLC, since this type of exclusion is not included in the Code of Massachusetts Regulations.

Commissioner Mannion made a motion to approve the request of a Regulatory Waiver from EOHLC for the Guaranteed Basic Income Program. Commissioner Lemard seconded the motion.

All in favor: 3-0

- (d) Approval of the proposed SHA Federal Housing Program Flat Rents.

Flat rents are based on market rents and, therefore, the tenant rent does not vary with income. D. Cohen stated that Flat Rents encourage high grossing households to remain residing in Public Housing. She stated SHA currently has nine families that pay Flat Rents. This is advantageous for both the housing authority and residents.

Commissioner Mannion made a motion to approve the proposed SHA Federal Housing Program Flat Rents. Commissioner Lemard seconded the motion.

All in favor: 3-0

- (e) Approval of a one-year Integrated Pest Management (IPM) contract to Page Extermination with two additional years at the sole option of the SHA.

A. Garvey stated that due to the importance of this contract SHA received Requests for Proposal rather than participating in a typical bid process. Instead of selecting the cheapest option, SHA is looking for the best partner to address the high need for pest management. Four proposals were received, with two disqualified for failing to meet legal requirements. The other two companies provided presentations to SHA's Selection Committee. The

Committee unanimously agreed that Page Extermination is a growing firm with passion and an impressive team that would work best for SHA's needs. This contract is a one-year contract with the option to add two years.

Commissioner Lemard made a motion to approve a 1-year Integrated Pest Management (IPM) contract to Page Extermination with 2 additional years at the sole option of the SHA. Estimated 3-year contract amount of \$770,135. Commissioner Mannion seconded the motion.

All in favor: 3-0

- (f) Approval of the Certificate of Final Completion and Payment to The Hatch Group, Inc. for SHA Job #2205, Mystic River Administration Building and Courtyard Improvements.

Director of Modernization Brian Langton stated this project repaired drainage issues and deteriorated sidewalks and courtyards.

Commissioner Mannion made a motion to approve the Certificate of Final Completion and Payment of \$159,406.25 to The Hatch Group, Inc. for Mystic River Admin Building and Courtyard Improvements. Commissioner Lemard seconded the motion.

All in favor: 3-0

- (g) Approval of the Certificate of Substantial Completion to MJS Construction, Inc. for the Mystic River Concrete Bump-out Repairs Phase 2.

B. Langton stated that three buildings received repairs and fresh paint. He stated there was a small punch list that is now complete.

Commissioner Lemard made a motion to approve the Certificate of Substantial Completion to MJS Construction, Inc. for the Mystic River Concrete Bump-out Repairs Phase 2.

Commissioner Mannion seconded the motion.

All in favor: 3-0

- (h) Approval of the Certificate of Substantial Completion to R. Federico Company LLC for the Mystic River Site Improvements Phase 2 project.

B. Langton stated this project included concrete and drainage improvements.

Commissioner Mannion made a motion to approve the Certificate of Substantial Completion to R. Federico Company LLC for the Mystic River Site Improvements Phase 2 project. Commissioner Lemard seconded the motion.

All in favor: 3-0

- (i) Approval of the Certificate of Substantial Completion to K.B. Aruda Construction, Inc. for the Highland Gardens Domestic and Sprinkler project.

B. Langton stated there was a sprinkler line deficiency causing low pressure. This has been fixed and additional parts of the system have been replaced.

Commissioner Lemard made a motion to approve the Certificate of Substantial Completion to K.B. Aruda Construction, Inc. for the Highland Gardens Domestic and Sprinkler project. Commissioner Mannion seconded the motion.

All in favor: 3-0

- (j) Approval of the Certificate of Final Completion and Payment to K.B. Aruda Construction, Inc. for SHA Job #2324, Highland Gardens Domestic and Sprinkler Line.

B. Langton stated this approval is for the same project discussed in item 6(i).

Commissioner Mannion made a motion to approve the Certificate of Final Completion and Payment of \$24,447 to K.B. Aruda Construction, Inc. for SHA Job #2324, Highland Gardens Domestic and Sprinkler Line. Commissioner Lemard seconded the motion.

All in favor: 3-0

- (k) Approval to enter a contract with TM Construction Management to complete SHA #2320 Bryant Manor Façade Cleaning for the sum of \$219,750.00.

B. Langton stated Bryant Manor was built in 1962 and has felt the effects of urban grind, requiring power washing to remove stains and rusting on the building's exterior. TM Construction Management was vetted and was the lowest bidder.

Commissioner Mannion made a motion to approve to enter a contract with TM Construction Management to complete SHA #2320 Bryant Manor Façade Cleaning for the sum of \$219,750.00. Commissioner Lemard seconded the motion.

All in favor: 3-0

- (l) Approval to enter a design contract with GCG Associates, Inc for Corbett Apartments Concrete Stairs Replacement Project for the sum of \$33,880.

B. Langton stated that GCG Associates, Inc, is a civil engineering company that will help repair the deteriorating concrete stairs of the Corbett Apartments that were built in 1964.

Commissioner Mannion made a motion to enter a design contract with GCG Associates, Inc for Corbett Apartments Concrete Stairs Replacement Project for the sum of \$33,880.

Commissioner Lemard seconded the motion.

All in favor: 3-0

- (m) Approval to enter a design contract with EHA Design, Inc. for the Mystic View Roof Replacement Phase 4 Project for the sum of \$34,098.

B. Langton stated that it is the last phase of the project that involved shingle replacement, and replacement of gutters and snow guards. The new shingles will last up to 50 years.

Commissioner Mannion made a motion to enter a design contract with EHA Design, Inc. for the Mystic View Roof Replacement Phase 4 Project for the sum of \$34,098. Commissioner Lemard seconded the motion.

All in favor: 3-0

(n) Approval to enter a contract with Charles J. Femino (DBA Public Safety Solutions, INC.) as the Somerville Housing Authority's Public Safety Administrator.

B. Langton stated that one Request for Proposal for the consultant position was received from Charles J. Femino. D. Cohen stated that two officers intend to retire in the upcoming year, leaving the Department in need of assistance. The goal is to stabilize the Department, update policies and ensure officers are getting all the required training. Additionally, SHA hopes to increase the number of Public Safety Officers and hire candidates that reflect SHA's diverse population. She stated Femino is the former Somerville Chief of Police and has an excellent reputation and relationship with the Somerville Police Department and City Hall.

Commissioner Mannion made a motion to enter a 1-year contract with Charles J. Femino (DBA Public Safety Solutions, INC.) for \$86,400 as SHA's Public Safety Administrator.

Commissioner Lemard seconded the motion.

All in favor: 3-0

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

Leased Housing Tenant Selector Jonathan Paul introduced himself to the Board and received clarification on what SEMAP means to the Leased Housing Department.

8. ADJOURNMENT

Commissioner Mannion made a motion to adjourn at 4:50 p.m. Commissioner Lemard seconded the motion.

All in favor: 3-0

Diane L. Cohen

Diane L. Cohen
Executive Director

ATTEST

A True Copy

Documents presented during the Somerville Housing Authority Board Meeting on 11/21/2024.

- Agenda
- Copy of revised minutes from the SHA Special Board Meeting held on 5/9/2024
- Copy of minutes from the SHA Regular Board Meeting held on 10/17/2024
- Communication 3(a) 2024 Somerville Management Letter from Rector, Reeder & Lofton, P.C.
- Communication 3(a) 2024 Somerville Audit - Client Copy
- Communication 3(b) Open Meeting Law Complaint OML 2024-217 Response Letter from Attorney General
- Executive Director's Report
 - SHA Operating Statements for Month Ending 9/30/2024
 - Report: Tenant Selection Report – October 2024: Public Housing and Leased Housing Waitlists
 - Report: Vacancy Report October 2024
 - Memo: Section 8 Voucher Utilization and Spending Projection Reports as of November 2024
 - Report: SHA Voucher Utilization
 - Report: MA031 HCV Leasing and Spending Projection Report
 - Report: Resident Services
 - Report: Public Safety: Incidents Reported by Area
 - Report: Public Safety: Incidents Reported by Month
 - Report: Work Orders Issued: October 2024
 - Report: SHA Modernization Contract Log – Active Jobs November 2024
- New Business 6(a) Memo: Charles Murphy (Permanent Maintenance Electrician position)
- New Business 6(b) Memo: Proposed Revisions to the SHA Section 8 Administrative Plan
- New Business 6(b) Somerville Housing Authority Payment Standards (Effective January 1, 2025)
- New Business 6(c) Regulatory Waiver, Guaranteed Basic Income Program
- New Business 6(d) Memo: Proposed Flat Rents
- New Business 6(e): Memo: Integrated Pest Management (IPM) Contract Award Recommendation
- New Business 6(e): Change Order Breakdown
- New Business 6(f) Memo: Certificate of Final Completion - Administration Building and Courtyard Improvements SHA Job #2205
- New Business 6(f): CERTIFICATE OF FINAL COMPLETION for The Hatch Group, Inc
- New Business 6(g): Memo: Mystic River Concrete Bump-out Repairs Phase 2 SHA Job #2328
- New Business 6(g): CERTIFICATE OF SUBSTANTIAL COMPLETION for MJS Construction Inc
- New Business 6(h): Memo: Mystic River Site Improvements Phase 2 SHA Job #2212
- New Business 6(h): CERTIFICATE OF SUBSTANTIAL COMPLETION to R. Federico Company LLC
- New Business 6(i): Memo: Highland Garden Domestic and Fire Line Certification of Substantial Completion - SHA Job #2324
- New Business 6(i): CERTIFICATE OF SUBSTANTIAL COMPLETION to K.B. Aruda Construction Inc.
- New Business 6(i): Punch List from GCG Associates, Inc. for Highland Garden Domestic and Fire Service Project
- New Business 6(j): Memo: Certificate of Final Completion Highland Garden Domestic and Sprinkler Line - SHA Job #2324
- New Business 6(j): Certificate of Final Completion to K.B. Aruda Construction

- New Business 6(k): Memo: Contract for Bryant Manor Façade Cleaning - SHA #2320
- New Business 6(k): Low Bid Recommendation for Bryant Manor Façade Cleaning
- New Business 6(k): General Bid Log for Bryant Manor Façade Cleaning
- New Business 6(l): Memo: Corbett Apartments Concrete Stairs Replacement Design Contract - FISH #274169
- New Business 6(l): CONTRACT FOR DESIGNER SERVICES from GCG Associates, Inc.
- New Business 6(m): Memo: Design Contract Mystic View Roof Replacement Ph. 4 - SHA Job #2417
- New Business 6(m): Model Form of Agreement Between Owner (SHA) and Design Professional (EHA Design Inc.)
- New Business 6(n): Memo: Public Safety Administrator Hire
- New Business 6(n): Goods and Services Publish Date email confirmation to Brian Langton
- New Business 6(n): COMMBUYS – Bid Summary
- New Business 6(n): Charles J. Femino Resume
- New Business 6(n): CONTRACT OF EMPLOYMENT BY AND BETWEEN SOMERVILLE HOUSING AUTHORITY AND CHARLES J. FEMINO, (DBA PUBLIC SAFETY SOLUTIONS, INC.)
- New Business 6(n): SHA Position Description - REQUEST FOR PROPOSALS – CONSULTANT: PUBLIC SAFETY ADMINISTRATOR