

The Minutes of the Regular Meeting of the Somerville Housing Authority duly called and held on May 30, 2024.

---

The Regular Meeting of the Somerville Housing Authority held virtually via GoToMeeting on Thursday, May 30, 2024, at 4:00 PM.

The Executive Director called the roll at 4:03 PM. Upon roll call those present and absent was as follows:

PRESENT	ABSENT
Comm. Capuano	
Comm. Mannion	
Comm. Rances	
Comm. Lemard	
Comm. Zamer	

1. APPROVAL OF MINUTES

(a) Annual Board Meeting of Somerville Housing Authority (SHA) – April 18, 2024

Commissioner Lemard made a motion to approve the minutes of the Annual Board Meeting held April 18, 2024. Commissioner Mannion seconded the motion.

Roll Call Vote:	Chairman Capuano	Yes
	Comm. Mannion	Yes
	Comm. Rances	Yes
	Comm. Lemard	Yes
	Comm. Zamer	Yes

(b) Annual Meeting of SHA Capen Court Corporation – April 18, 2024

Commissioner Rances made a motion to approve the minutes of the Annual Meeting of SHA Capen Court Corporation held April 18, 2024. Commissioner Lemard seconded the motion.

Roll Call Vote:	Chairman Capuano	Yes
	Comm. Mannion	Yes
	Comm. Rances	Yes
	Comm. Lemard	Yes
	Comm. Zamer	Yes

(c) Annual Meeting of SHA Support Corporation – April 18, 2024

Commissioner Mannion made a motion to approve the minutes of the Annual Meeting of SHA Support Corporation held April 18, 2024. Commissioner Lemard seconded the motion.

Roll Call Vote:	Chairman Capuano	Yes
	Comm. Mannion	Yes
	Comm. Rances	Yes
	Comm. Lemard	Yes
	Comm. Zamer	Yes

(d) Special Board Meeting – May 9, 2024

Commissioner Zamer made a motion to approve the minutes of the Special Board Meeting held May 9, 2024. Commissioner Rances seconded the motion.

Roll Call Vote:	Chairman Capuano	Yes
	Comm. Mannion	Yes
	Comm. Rances	Yes
	Comm. Lemard	Yes
	Comm. Zamer	Yes

2. COMMUNITY INPUT/RESIDENT COUNCILS

Following the Department Updates, Mystic River Resident Denise Lauers thanked SHA for deep cleaning the hallways of her building but stated that she is still concerned that the Maintenance Department does not clean the hallways regularly. Director of Maintenance Joe Whalen detailed the scheduling of hallway cleaning. He stated that 144 manhours are dedicated to cleaning the hallways and his staff does their best to keep the hallways clean despite their age and outdated appearance. Deputy Director Adam Garvey thanked Ms. Lauers for bringing this concern to SHA's attention, stating that hallway updates, assessment of Maintenance procedure and better lease enforcement will hopefully result in cleaner hallways in the future.

3. DEPARTMENT UPDATES/COMMUNICATIONS

- Executive
  - Affordable Homes Act Letter of Support – Representative Uytterhoeven
  - Affordable Homes Act Letter of Support – Representative Barber
  - Amendment #272
  - Digital Navigator Letter of Support 2024

Executive Director Diane Cohen detailed communications including letters of support for the Affordable Homes Act as well as a letter of support for a grant through the City of Somerville to provide SHA family developments with a digital navigator as well as computers for the residents in those communities.

- Finance
  - Capen Court, LLC Audited Financial Statements
  - Capen Court, LLC: Communication with those Charged with Governance – 4/30/2024

A. Garvey detailed the Audit for Capen Court, LLC. He stated Capen Court had a good year, closing with \$166,000 of net gain due to rent increases, decreased vacancy loss and increase in interest income over the year. There were no findings for the program.

A. Garvey provided the Board with an updated financial reporting format, stating the report will display the budget for each category and what was spent, allowing Finance to highlight positives or areas of concern. As he reviewed the Report, he summarized each program's end operating reserve, emphasizing that almost all programs have the required reserve amount, however the reserve amounts must increase across all programs to cover any unforeseen circumstances that may result in utilizing large amounts of money. He stated that SHA was able to save money by outsourcing services while understaffed over the last year. He explained that SHA is working to address concerns regarding the loss from the State c.689 Program due to half of the program being offline. He stated that Section 8 New Construction properties have healthy gains, with Bryant Manor having high reserves, while Hagan Manor requiring an increase in its reserve. He explained the importance of the Central Office Reserve and its flexibility to be utilized where needed.

- Modernization

- 2024 Capital Fund Program Amendment

Director of Modernization Brian Langton updated the Board on on-going projects including the elevator replacement at Properzi Manor; Phase 2 of the Mystic River sidewalk and bumpout repairs; Bryant Manor updates including power-washing, mailbox replacements, vestibule update, new intercoms, and guardrail replacement; Highland Garden sprinkler system and waterline replacement.

- Admissions, Occupancy and Compliance

- Executive Office of Housing and Livable Communities (EOHLC) Public Housing Notice 2024-07: Promulgation of Amendments of 760 CMR 6.00

Director of Admissions, Occupancy and Compliance Lisa Taylor summarized Public Housing Notice 2024-07, stating EOHLC will be updating occupancy regulations for State Public Housing, including changes to occupancy forms, heat deductions, rental calculation, and other areas of 760 CMR 6.00.

- Leased Housing

- Letter from U.S. Department of Housing and Urban Development (HUD) regarding Fiscal Year 2024 Monitoring – April 8-12, 2024, Single Room Occupancy

Director of Leased Housing Matt Lincoln highlighted the Utilization Report, stating any available vouchers shown in the report are set aside for the Clarendon Redevelopment and Waterworks II project. He also updated the Board regarding the Single Room Occupancy audit for the Sewall Street property, including twelve (12) units. There were no findings for the program.

- Resident Services

Resident Services Director Shannon Bennett stated SHA received a three (3) year grant for a Resident Services Coordinator position for the Mystic View Development.

- Public Safety

Police Chief Dan Meade stated SHA has a new towing company to assist with resident parking. He informed the Board that the Lock-Out and Parking Policies are in process of being updated.

- Maintenance

J. Whalen updated the Board on vacant unit turnovers and preparation for National Standards for the Physical Inspection of Real Estate (NSPIRE) inspections of SHA units. He informed the Board of new hires Electrician Chad Murphy and Maintenance Mechanic Brian Queeney. He also addressed a resident's concern of hallway cleaning. He stated that staff cleans the forty-eight (48) hallways in the family developments for two (hours) a day. He stated that while his staff attempts to keep all hallways clean, residents in the Development need to assist in not leaving household items and trash in communal spaces. He also stated that SHA met with the City of Somerville to address rodent mitigation. Additionally, he mentioned the removal of the front gates around the dumpsters to make it easier for residents to dispose of their trash.

- Development

Development Consultant Joe Macaluso updated the Board on the Clarendon Hill Redevelopment. He stated that boxes are being installed on the property. Preservation of Affordable Housing (POAH) is the project manager, but SHA is participating due to the relocation of SHA residents, as well as managing residents still residing in the remaining buildings. The Project is still on track to be completed by January

2025 for occupancy. The only concern is supply-chain and production issues delaying the receipt of switching gear that converts electricity from the street to the property. He stated Phase 2 is in the process of receiving funding. While the City of Somerville has already committed funding, SHA is awaiting a response from EOHLIC regarding a tax credit and public housing funding reward. J. Macaluso informed the Board of the status of the Waterworks II Project. He stated that the schedule calls for units to be occupied by February 2025. He stated there have been several delays, including the postponement of the close due to delayed permits from the City of Somerville. Additionally, high water levels have resulted in the redesign of the foundation for higher elevation and the relocation of a telephone pole is required for the modulars to be installed. Other delays are attributed to vacation periods in Canada delaying the delivery of modulars to the U.S. and finding a large enough location to store the boxes for construction. He explained despite the delays, he is hopeful to get the schedule back on track to avoid any fines or increased costs associated with tax credit financing.

4. NEW BUSINESS

(a) Permanent Employment Status – Steven Sekasi, Maintenance Mechanic II

Commissioner Lemard made a motion to approve Steven Sekasi permanent as a Maintenance Mechanic II. Commissioner Mannion seconded the motion.

J. Whalen stated that Steven has been doing a good job and plans to attend the Peterson school to grow his skillset.

Roll Call Vote:	Chairman Capuano	Yes
	Comm. Mannion	Yes
	Comm. Rances	Yes
	Comm. Lemard	Yes
	Comm. Zamer	Yes

(b) Permanent Employment Status – David Hospedales, Leased Housing Supervisor

Commissioner Zamer made a motion to approve David Hospedales permanent as the Leased Housing Supervisor. Commissioner Rances seconded the motion.

M. Lincoln stated David has been doing a great job helping manage and train the Leased Housing Staff and has brought a lot to the Department with his existing knowledge of the program.

Roll Call Vote:	Chairman Capuano	Yes
	Comm. Mannion	Yes
	Comm. Rances	Yes
	Comm. Lemard	Yes
	Comm. Zamer	Yes

(c) Bryant Manor Panelboard and Transformer Replacement Contract

Commissioner Lemard made a motion to approve a contract with Jupiter Electric Inc. for the Bryant Manor Panelboard and Transformer Replacement Project. Commissioner Mannion seconded the motion.

B. Langton stated this was the third time this contract was put out for bid. He stated SHA has worked with Jupiter Electric Inc. previously and highly recommends them.

Roll Call Vote:	Chairman Capuano	Yes
	Comm. Mannion	Yes
	Comm. Rances	Yes

Comm. Lemard Yes  
Comm. Zamer Yes

- (d) Certificate of Substantial Completion for Mystic River Concrete Bumpout Repairs Project  
Commissioner Mannion made a motion to approve the Certificate of Substantial Completion for the Mystic River Concrete Bumpout Repairs Project. Commissioner Rances seconded the motion.

B. Langton stated this project is more than 95% complete with a completed punch list.

Roll Call Vote: Chairman Capuano Yes  
Comm. Mannion Yes  
Comm. Rances Yes  
Comm. Lemard Yes  
Comm. Zamer Yes

- (e) Mystic River Concrete Walkway Site Improvements Phase 2 Contract  
Commissioner Zamer made a motion to accept the lowest bidder for the Mystic River Concrete Walkway Site Improvements Phase 2 Contract to Federico Co. Commissioner Lemard seconded the motion.

B. Langton stated two (2) bids were recieved. He stated that concrete is being removed to replace the walkways with asphalt for better quality and esthetic of the property.

Roll Call Vote: Chairman Capuano Yes  
Comm. Mannion Yes  
Comm. Rances Yes  
Comm. Lemard Yes  
Comm. Zamer Yes

- (f) Manholes and Drains Maintenance Contract  
Commissioner Rances made a motion to approve a three (3) year contract with Rapid Flow Inc for manhole and drain maintenance. Commissioner Zamer seconded the motion.

A. Garvey stated that the lowest bid is Rapid Flow Inc. for the cleaning and upkeep of the manholes and drains.

Roll Call Vote: Chairman Capuano Yes  
Comm. Mannion Yes  
Comm. Rances Yes  
Comm. Lemard Yes  
Comm. Zamer Yes

- (g) Certification of Top Five Compensation form and Compliance with Notification Procedures for Federal and State Lead Paint Laws

Commissioner Lemard made a motion to to approve the Certification of Top Five Compensation Form and Compliance with Notification Procedures for Federal and State Lead Paint Laws.

Commissioner Zamer seconded the motion.

Director of Finance and Administration Arnaldo Velazquez stated that the Top Five Compensation form includes the top five (5) salaries for fiscal year 2024. He stated the lead paint form is to certify that SHA has no lead paint in any units.

Roll Call Vote: Chairman Capuano Yes  
Comm. Mannion Yes

Comm. Rances	Yes
Comm. Lemard	Yes
Comm. Zamer	Yes

(h) Certification of Year End Financial Statements and Tenant Accounts Receivable (TAR) for State-aided programs, fiscal year ended March 31, 2023

Commissioner Mannion made a motion to approve the Certification of Year End Financial Statements and Tenant Accounts Receivables for State-aided programs, FY ended March 31, 2023. Commissioner Rances seconded the motion.

A. Velazquez updated the Board on the status of the TAR's stating that rent uncollected is at 4.35%, slightly about the 4% threshold established by EOHLC. He stated that the Year End Financial Statements were detailed by A. Garvey during the Department Update.

Roll Call Vote:	Chairman Capuano	Yes
	Comm. Mannion	Yes
	Comm. Rances	Yes
	Comm. Lemard	Yes
	Comm. Zamer	Yes

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

6. ADJOURNMENT

Commissioner Lemard made a motion to adjourn at 5:08 P.M. Commissioner Zamer seconded the motion.

Roll Call Vote:	Chairman Capuano	Yes
	Comm. Mannion	Yes
	Comm. Rances	Yes
	Comm. Lemard	Yes
	Comm. Zamer	Yes

*Diane L. Cohen*

---

Diane L. Cohen  
Executive Director

ATTEST  
A True Copy

Documents presented during the Somerville Housing Authority Board meeting on 5/30/2024.

- Agenda
- Copy of minutes from the SHA Annual Board Meeting held on 4/18/2024
- Copy of minutes from the Annual Board Meeting of the SHA Capen Court Corporation held on 4/18/2024
- Copy of minutes from the Annual Board Meeting of the SHA Support Corporation held on 4/18/2024
- Copy of minutes from the SHA Special Board Meeting held on 5/9/2024
- Department Updates and Communication for 5/30/2024
  - Affordable Homes Act Letter of Support to Representative Uytendaele
  - Affordable Homes Act Letter of Support to Representative Barber
  - Amendment #272
  - Digital Navigator Letter of Support 2024
  - Capen Court, LLC Audited Financial Statements
  - Capen Court, LLC: Communication with those Charged with Governance – 4/30/2024
  - SHA Memo: March 31, 2024 – Year End Financial Statements
  - SHA Operating Statement for Program: 200-2 Mystic River (400-c)
  - SHA Operating Statement for Program: 200-1 Clarendon Hill (400-c)
  - SHA Operating Statement for Program: 400-c
  - SHA Operating Statement for Program: 667-2 James Corbett (400-c)
  - SHA Operating Statement for Program: 667-4 Bryant Manor (Tracs)
  - SHA Operating Statement for Program: 667-7 Clarendon Hill Towers
  - SHA Operating Statement for Program: 689-2 Hagan Manor (Tracs)
  - SHA Operating Statement for Program: 689-C Monmouth/Broadway
  - SHA Operating Statement for Program: 705-C Marshall/Sycamore/Fountain (400-c)
  - SHA Operating Statement for Program: Federal Grants
  - SHA Operating Statement for Program: Mainstream
  - SHA Operating Statement for Program: MRVP (Little Sisters of Poor)
  - SHA Operating Statement for Program: Mystic Activities Center
  - SHA Operating Statement for Program: Public Housing AMP 2
  - SHA Operating Statement for Program: Public Housing AMP 1 Site #311
  - SHA Operating Statement for Program: Public Housing Central Office Cost Center
  - SHA Operating Statement for Program: Section 8 Voucher
  - SHA Operating Statement for Program: SRO #1 – Mod rehab ACC #001
  - SHA Operating Statement for Program: SRO #3 – Mod rehab ACC #003
  - HUD letter: 2024 Capital Fund Program Amendment
  - Report: Modernization Update May 2024
  - Report: SHA Modernization Contract Log – Active Jobs May 2024
  - Executive Office of Housing and Livable Communities (EOHLC) Public Housing Notice 2024-07: Promulgation of Amendments of 760 CMR 6.00
  - Report: Vacancy Report April 2024
  - Report: Tenant Selection Report – April 2024: Public Housing and Leased Housing Waitlists
  - Letter from U.S. Department of Housing and Urban Development (HUD) regarding Fiscal Year 2024 Monitoring – April 8-12, 2024, Single Room Occupancy
  - Report: SHA Voucher Utilization
  - Report: Resident Services
  - Report: Public Safety: Incidents Reported By Area
  - Report: Public Safety: Incidents Reported By Month
  - Report: Work Orders Issued: April 2024
  - Memo: Steven Sekasi (Permanent Employee)
  - Memo: David Hospedales (Permanent Section 8 Leasing Supervisor Position)
  - Memo: Bryant Manor Panelboard and Transformer Replacement – Jupiter Electric Inc. Contract: SHA Job #2201
  - Letter from Nangle Engineering Incorporated: Panelboard and Transformer Replacement Phase 1 at Bryant Towers – Recommendation for Contract Award
  - List of bids received 4/13/23 2:00 PM Panelboard, Transformer and Intercom Replacement 853363

- Memo: Mystic River Concrete Bumpout Repairs – Certification of Substantial Completion: SHA Job #2038
- Certificate of Substantial Completion for Mystic River Building Envelope Concrete Repairs
- Memo: Mystic River Concrete Walkway Site Improvements Phase 2 Contract: FISH #274137
- Letter from GCG Associates, Inc for Concrete Walkway Site Improvements (Phase 2) REBID, Mystic River (200-2) EOHLC Project #274137
- General Bid Log for Concrete Walkway Site Improvements (Phase 2) REBID, 200-2
- Memo: Manholes and Drains Maintenance Contract
- Tabulation Form: Manhole and Drains
- Fiscal Year End Forms and Certifications: Top 5 Compensation Form: Fiscal year 2024
- Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws
- Certification of Top 5 Compensation Form & Certification of Year End Financial Statements and Tenant Accounts Receivables Data
- Fiscal Year End Certification of Preparer and Executive Director
- LHA Tenant Accounts Receivables: SHA – FY End: 3/31/2024
- Year End Financial Statements for State-Aided Programs