

The Minutes of the Regular Meeting of the Somerville Housing Authority (SHA) duly called and held on June 26, 2025.

The Regular Meeting of the Somerville Housing Authority was held in-person at the Mystic Activity Center at 530 Mystic Avenue, Somerville on Thursday, June 26, 2025, at 4:30 PM.

The Executive Director Diane L. Cohen called the roll at 4:35 PM. Upon roll call Commissioners present and absent were as follows:

PRESENT

ABSENT

Chairman Capuano

Comm. Mannion

Comm. Lemard (Arrived at 4:40 PM)

Comm. Rances

Vice-Chairman Zamer

Others in Attendance: Adam Garvey, Deputy Director; Arnaldo Velazquez, Director of Finance & Administration; Lisa Taylor, Director of Admissions, Occupancy and Compliance; Brian Langton, Director of Modernization; Shannon Bennett, Director of Resident Services; Matt Lincoln, Director of Leased Housing; Joe Whalen, Director of Maintenance; Emily Eschmann, Executive Secretary; Denise Lauers, Mystic Tenant Association President; Charlie Snyder, Brady Towers Tenant Association President; Rey Santana, Mystic Tenant Association Vice-President.

1. APPROVAL OF MINUTES

(a) Regular Board Meeting – May 29, 2025

Commissioner Mannion made a motion to approve the minutes of the Regular Board Meeting on May 29, 2025. Commissioner Rances seconded the motion.

All in favor: 4-0

2. COMMUNITY INPUT/RESIDENT COUNCILS

Mystic Tenant Association (MTA) President Denise Lauers requested clarification regarding SHA's transfer policy. Director of Admissions, Occupancy and Compliance Lisa Taylor explained the Policy.

MTA Vice-President Rey Santana asked if the sidewalks could be power washed. D. Cohen stated that she would have to assess the need and funding availability before providing an answer.

3. COMMUNICATIONS

- (a) Executive Office of Labor and Workforce Development Department of Labor Standards Notice of Hearing.

D. Cohen stated that the hearing was regarding whether offsite construction of prefabricated modular housing units for the SHA's Clarendon Hill project is subject to the prevailing wage.

- (b) Executive Office of Housing and Livable Communities (EOHLC) Budget Approval Letter for 400-1 Program for FYE 3/31/2026.

D. Cohen stated Communications (b) through (e) are approvals for the operating budget submission for multiple programs.

- (c) EOHLC Budget Approval Letter for 400-9 Program for FYE 3/31/2026.

- (d) EOHLC Budget Approval Letter for 689-C Program for FYE 3/31/2026.

- (e) EOHLC Budget Approval Letter for Massachusetts Rental Voucher Program (MRVP) for FYE 3/31/2026.

- (f) U.S. Department of Housing and Urban Development (HUD) National Standards for the Physical Inspection of Real Estate (NSPIRE) General Inspection results for Hagan Manor.

D. Cohen stated Hagan Manor scored a 98% on its NSPIRE inspection.

- (g) HUD NSPIRE General Inspection results for Bryant Manor.

D. Cohen stated Bryant Manor scored a 97% on its NSPIRE inspection.

4. EXECUTIVE DIRECTOR'S REPORT

D. Cohen offered to respond to any of the Board's questions regarding the monthly department reports. No questions were asked. Director of Finance and Administration Arnaldo Velazquez stated he will present more information regarding the financial year-end review at next month's meeting.

5. DEVELOPMENT UPDATE (IF NECESSARY)

D. Cohen stated that 130 families will be relocating to Building E as part of Phase 1 of the Clarendon Redevelopment.

D. Cohen informed the Board that despite construction of Waterworks II being complete, the building has failed various air quality tests, preventing SHA from taking full control and occupancy. A firm that has expertise in this area has been hired to assess and resolve this issue.

6. PUBLIC SAFETY UPDATE (IF NECESSARY)

D. Cohen informed the Board that Public Safety Consultant Charlie Femino, Director of Public Safety Dan Meade and Resident Services Assistant Bob McWatters have begun to attend meetings at each elderly building to discuss the results of the Public Safety Survey sent out to all residents for completion. She stated that they will also hold meetings with the family developments.

7. NEW BUSINESS

(a) Permanent status of Marissa LaSalle, Accounting Assistant.

A. Velazquez stated Marissa has been a very professional and innovative member of the Finance Department.

Commissioner Zamer made a motion to approve the permanent status of Marissa LaSalle, Accounting Assistant. Commissioner Mannion seconded the motion.

All in favor: 5-0

(b) Permanent status of Kezia Baxter, Leased Housing Coordinator.

Leased Housing Director Matt Lincoln stated Kezia has been with SHA since 2022 and has been promoted from Tenant Selector to Leased Housing Coordinator.

Commissioner Mannion made a motion to approve the permanent status of Kezia Baxter, Leased Housing Coordinator. Commissioner Zamer seconded the motion.

All in favor: 5-0

(c) Construction contract with Davidson Company for thermostat and actuator replacement at Capen Court.

Director of Modernization Brian Langton recommended Davidson Company to update the 15 years old thermostat system at Capen Court.

Commissioner Lemard made a motion to enter a construction contract with Davidson Company for thermostat and actuator replacement at Capen Court for the sum of \$250,000. Commissioner Zamer seconded the motion.

All in favor: 5-0

(d) Design contract with GCG Associates for Bryant Manor parking lot repavement.

B. Langton stated this contract is for the engineer to design the asphalt replacement at Bryant Manor.

Commissioner Mannion made a motion to enter a design contract with GCG Associates for the Bryant Manor parking lot repavement for the sum of \$14,900.

Commissioner Rances seconded the motion.

All in favor: 5-0

(e) Deceased Tenant Policy.

Deputy Director Adam Garvey stated this Policy is primarily for residents who are sole occupants and have no family members to remove their belongings from the unit. He stated that the legal process can take months for SHA to take possession of the deceased tenant's unit, therefore this Policy allows SHA staff advanced access for quicker unit turnover.

Commissioner Mannion made a motion to approve the Deceased Tenant Policy.

Commissioner Lemard seconded the motion.

All in favor: 5-0

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

9. ADJOURNMENT

Commissioner Zamer made a motion to adjourn at 4:55 p.m. Commissioner Mannion 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 June 26, 2025.

- Agenda
- Copy of minutes from the Regular Board Meeting – May 29, 2025
- Communication 3(a): Notice of Hearing
- Communication 3(b): EOHLC Letter: RE: #27402400-1 Approval FYE: 3/31/2026 ANUEL: \$4,708,596
- Communication 3(c): EOHLC Letter: RE: #27402400-9 Approval FYE: 3/31/2026 ANUEL: \$202,805
- Communication 3(d): EOHLC Letter: RE: #27402689-C Approval FYE: 3/31/2026
- Communication 3(e): EOHLC Letter: RE: #27402MRV-P Approval FYE: 3/31/2026
- Communication 3(f): NSPIRE Inspection – 268 Washington Street
- Communication 3(g): NSPIRE Inspection – 75 Myrtle Street
- Executive Director’s Report
 - Report: Financial Statements – March 2025 & April 2025
 - Report: Tenant Selection Report – May 2025: Public Housing and Leased Housing Waitlists
 - Report: Vacancy Report May 2025
 - Report: Section 8 Voucher Utilization & Spending Projection Reports as of June 2025
 - Report: Resident Services May 2025
 - Report: Public Safety – Incidents Reported by Area
 - Report: Public Safety - Incidents Reported by Date
 - Report: Work Orders Issued: May 2025
 - Report: SHA Modernization Contract Log – Active Jobs June 2025
- New Business 7(a): Memo: Marissa LaSalle (Accounting Assistant)
- New Business 7(b) Memo: Kezia Baxter (Permanent Leased Housing Coordinator)
- New Business 7(c) Memo: Construction Contract for Capen Court Thermostat and Actuator Replacement
- New Business 7(c): Somerville Housing Authority HVAC Control Valve, Actuator and Thermostat Replacement Project Somerville HA Project # 2419 - Capen Court (667-1)
- New Business 7(d): Memo: Design Contract for Bryant Manor Parking Lot Repavement
- New Business 7(d): Proposal for Surveying and Engineering Services Bryant Manor (667-4) – Parking Lot Improvements Project
- New Business 7(d): GCG Associates – Proposed Fees
- New Business 7(e): SHA Deceased Tenant Policy