

The Minutes of the Regular Meeting of the Somerville Housing Authority (SHA) duly called and held on July 24, 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, July 24, 2025, at 4:30 PM.

The Executive Director Diane L. Cohen called the roll at 4:34 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; Brian Langton, Director of Modernization; Shannon Bennett, Director of Resident Services; Matt Lincoln, Director of Leased Housing; Joe Macaluso, Development Consultant; Charlie O'Leary, Maintenance Supervisor; Emily Eschmann, Executive Secretary; Nathan Estrella, Maintenance Mechanic II; Charlie Snyder, Brady Towers Tenant Association President; Rey Santana, Mystic Tenant Association (MTA) Vice-President.

1. APPROVAL OF MINUTES

(a) Regular Board Meeting – June 26, 2025

Commissioner Zamer made a motion to approve the minutes of the Regular Board Meeting on June 26, 2025. Commissioner Mannion seconded the motion.

All in favor: 5-0

2. COMMUNITY INPUT/RESIDENT COUNCILS

MTA Vice-President Rey Santana stated that hallways are not being cleaned by Maintenance. R. Santana asked when towing will begin in the Mystic development and if households are allowed to have multiple cars. D. Cohen stated that the towing will begin shortly and that all residents will receive communication via robocall and notices providing warning prior to towing occurring. Deputy Director Adam Garvey informed R. Santana of SHA's updated Parking Policy which states that any household granted more than two (2) parking passes prior to the amendment of the Parking Policy will be

allowed to retain their current number of passes. Should any excess passes be revoked, no additional passes will be reissued for any reason to the household. He stated that each new household may be issued no more than two (2) parking passes per household and a second parking pass will only be issued for an additional household member with a valid driver's license.

3. COMMUNICATIONS

None this month.

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. She highlighted recent Resident Services successes including the high enrollment of Fostering Youth to Independence (FYI) voucher holders in the Family Self-Sufficiency program. She stated one participant has completed her master's degree and was recently hired by the Malden school system as an art teacher. Director of Resident Services Shannon Bennett stated another FYI participant is nearing completion of an IT training program and will begin an internship at Harvard in August.

5. DEVELOPMENT UPDATE (IF NECESSARY)

Development Consultant Joe Macaluso updated the Board on ongoing development projects. He stated the occupancy of Waterworks II has been delayed due to air quality issues. J. Macaluso stated that a team of experts have been hired to assess and mitigate the issue. He's hopeful of having the development leased up by the end of the year.

J. Macaluso discussed the Clarendon Hill Redevelopment. He stated leasing for Phase 1 will begin soon, with planning continuing for Phase 2. He informed the Board of the recent hearing held by the Massachusetts Department of Labor Standards (DLS) concerning whether the offsite construction of prefabricated modular housing units for Phase 1 is subject to the prevailing wage. He stated that construction of the modular units at the factory is not subject to prevailing wage and is hopeful that the DLS will not apply prevailing wage to Phase 1. However, he is concerned this may increase costs for Phase 2.

6. PUBLIC SAFETY UPDATE (IF NECESSARY)

D. Cohen informed the Board that Public Safety Consultant Charlie Femino and Resident Services Assistant Bob McWatters are completing public safety survey meetings for the elderly buildings within the next week. They will be scheduling meetings with the family developments to discuss the survey results and get feedback about the direction of SHA's Public Safety department. She stated that feedback has been overwhelmingly positive from residents.

7. NEW BUSINESS

(a) Permanent status of Nathan Estrella, Maintenance Mechanic II.

Maintenance Supervisor Charlie O'Leary stated that Nathan has worked for SHA in the summer program for the last three summers and has been a great addition to the Maintenance Department.

Commissioner Zamer made a motion to approve the permanent status of Nathan Estrella, Maintenance Mechanic II. Commissioner Lemard seconded the motion.

All in favor: 5-0

(b) Tenant Accounts Receivable (TAR) Write-Offs for Federal and State Public Housing.

Director of Finance and Administration stated the write-off amounts are for residents that vacated their unit with a rental amount owed or for residents that passed away. He stated that the amount written off is less than 1% of the total rent collected over FY2025.

Commissioner Mannion made a motion to approve to approve the write off of \$42,523 for Federal Public Housing and \$34,355 for State Public Housing for vacated Tenant Accounts Receivable (TAR), totaling \$76,878. Commissioner Zamer seconded the motion.

All in favor: 5-0

(c) Certificate of Final Completion and Payment for Mystic River Concrete Walkways and Sitework Improvements to Federico Construction.

Director of Modernization Brian Langton stated this project was completed with no issues. He stated that courtyards and walkways were updated and drainage issues were remedied.

Commissioner Lemard made a motion to approve a Certificate of Final Completion and Payment for the Mystic River Concrete Walkways and Sitework Improvements to Federico Construction for the sum of \$79,485.65. Commissioner Zamer seconded the motion.

All in favor: 5-0

(d) Contract with W.P.I. Construction Inc to complete the Mystic River Roof Replacement Project Phase 6.

B. Langton stated this project is halfway complete. He stated W.P.I. Construction Inc came in with the lowest bid and has previously worked on projects for SHA with positive results.

Commissioner Mannion made a motion to enter a contract with W.P.I. Construction Inc to complete the Mystic River Roof Replacement Project Phase 6 for the sum of \$220,000. Commissioner Rances 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 4:53 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 July 24, 2025.

- Agenda
- Copy of minutes from the Regular Board Meeting – June 26, 2025
- Executive Director’s Report
 - Report: Financial Statements – May 2025
 - Report: Tenant Selection Report – June 2025: Public Housing and Leased Housing Waitlists
 - Report: Vacancy Report June 2025
 - Report: Section 8 Voucher Utilization & Spending Projection Reports as of June 2025
 - Report: Resident Services June 2025
 - Report: Public Safety – Incidents Reported by Area
 - Report: Public Safety - Incidents Reported by Date
 - Report: Work Orders Issued: June 2025
 - Report: SHA Modernization Contract Log – Active Jobs July 2025
- New Business 7(a): Memo: Nathan Estrella (Permanent Maintenance II Recommendation)
- New Business 7(b): TENANT ACCOUNTS RECEIVABLE WRITE-OFFS June 16, 2025
- New Business 7(c) Memo: Mystic River Sitework - Certificate of Final Completion FISH #274137
- New Business 7(c): CERTIFICATE OF FINAL COMPLETION - Federico Contracting
- New Business 7(d): Memo: Mystic River Roof Replacement Phase 6 Contract SHA #2506
- New Business 7(d): OWNER-CONTRACTOR AGREEMENT - W.P.I. Construction Inc
- New Business 7(d): List of bids received 07/11/25 02:00 PM EOHLC#274167 Roof Replacement Mystic River Phase 6 869303