

The Minutes of the Regular Meeting of the Somerville Housing Authority (SHA) duly called and held on February 26, 2026.

The Regular Meeting of the Somerville Housing Authority was held in-person at the Mystic Activity Center at 530 Mystic Avenue, Somerville on Thursday, February 26, 2026, at 5:00 PM.

The Executive Director Diane L. Cohen called the roll at 5:05 PM. Upon roll call Commissioners present and absent were as follows:

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|------------------------------------|--------------|
| PRESENT | ABSENT |
| Chairman Capuano | |
| Comm. Mannion (Arrived at 5:14 PM) | |
| Comm. Lemard | |
| | Comm. Rances |
| Vice-Chairman Zamer | |

Others in Attendance: Arnaldo Velazquez, Director of Finance & Administration; Brian Langton, Director of Modernization; Shannon Bennett, Director of Resident Services; Lisa Taylor, Director of Admissions, Occupancy & Compliance; Matt Lincoln, Director of Leased Housing; Joe Whalen, Director of Maintenance; Andrew Rocha, Director of Operations; Joe Macaluso, Development Consultant; Charlie Femino, Public Safety Consultant; David Adams, Inspector; Adam Garvey, Deputy Director; Emily Eschmann, Executive Secretary.

1. APPROVAL OF MINUTES

- (a) Regular Board Meeting – January 15, 2026
Commissioner Zamer made a motion to approve the minutes of the Regular Board Meeting held on January 15, 2026. Commissioner Lemard seconded the motion.
All in favor: 3-0 (Commissioner Mannion was absent for the vote)

2. COMMUNITY INPUT/RESIDENT COUNCILS

None this month.

3. COMMUNICATIONS

- (a) U.S. Department of Housing and Urban Development (HUD) Public Housing Assessment System (PHAS) Score Report for Interim.
Deputy Director Adam Garvey informed the Board SHA has been designated a High Performer under HUD Public Housing Assessment System (PHAS). The report reflects SHA’s performance across HUD’s four PHAS assessment categories: Capital Fund Program, Financial Condition, Management Operations, and Physical Condition (Maintenance).

- (b) City of Somerville Community Preservation Committee recommendation for Mystic Open Space Recreation Improvements FY26.

Director of Operations Andrew Rocha informed the Board that a resident survey was distributed to gather input on future improvements to the outdoor spaces at the Mystic Development. Feedback from residents and the Tenant Association helped guide a proposed three-phase project. The phased improvements are anticipated to include the renovation of the community gardens, enhancement of the basketball court and recreational areas and updates to playground areas.

- (c) SHA Retrofit Ancillary Grantee (RANGE) Program Cycle 3 Grant Award Notice.

Resident Services Director Shannon Bennett informed the Board that SHA has been awarded funding under the RANGE Program Cycle 3 grant. The award applies to three SHA properties and will support a Digital Navigator to the Mystic Development, Bryant Manor, and Capen Court. In addition, several properties will receive new computers to enhance resident access to technology and online resources.

D. Cohen stated that residents are eager for the Digital Navigators to assist them with learning new tools and improving their technology skills. She noted that the program will help break down barriers and increase digital accessibility for residents.

- (d) Coffee Hour with Congresswoman Ayanna Pressley Notice for Properzi Manor.

D. Cohen reported on a recent Coffee Hour held at Properzi Manor with Ayanna Pressley. Congresswoman Pressley engaged in discussions with residents.

D. Cohen noted that some friction has existed within the resident community. She stated that coordination with Cambridge and Somerville Elder Services (SCES) has helped address certain concerns. Avi Samaha has been providing services through SCES to assist in responding to and resolving resident issues. It was also noted that a new manager, Wilmer Cruz, is now in place. She expressed hope that improved communication and collaboration among residents, management, and service providers will enhance overall quality of life at Properzi Manor.

4. EXECUTIVE DIRECTOR'S REPORT

D. Cohen offered to respond to any questions from the Board. She reported that the primary focus over the past month has been winter operations, specifically snow preparation, material procurement, and ongoing snow removal efforts across properties.

She informed the Board that the Section 8 program continues to operate in a funding shortfall. SHA anticipates HUD funding estimated at \$600,000–\$900,000, with overall funding levels are expected to be lower than in prior years. Staff are actively working to manage the program within the funding allocated, identifying cost-saving measures wherever possible. The goal is to avoid terminating assistance for participating households. Due to funding constraints, SHA is also evaluating whether Project-Based Vouchers (PBVs) will be feasible in the next phase of the Clarendon development, as

part of broader cost containment efforts.

Director of Finance and Administration Arnaldo Velazquez reported an \$871,000 funding reduction in the Public Housing (PH) program and noted the assumption that additional funding cuts may be forthcoming. SHA will also no longer receive \$96,000 in income from the Clarendon Development. These reductions will require careful financial management across both state and federal programs. The decrease in funding will also impact commissioner stipends; moving forward, contributions toward board stipends will be supported solely through the Mystic development.

D. Cohen noted that housing authorities nationwide are experiencing similar financial challenges. She emphasized the importance of maintaining service levels and minimizing negative impacts to residents and program participants to the greatest extent possible.

A. Velazquez stated that he and A. Garvey are working collaboratively on the upcoming FY budget and are conducting a detailed, line-by-line review. A proposed budget will be presented to the Board next month.

5. DEVELOPMENT UPDATE (IF NECESSARY)

Development Consultant Joe Macaluso reported that he and D. Cohen continue to pursue new housing development opportunities despite ongoing challenges related to rising construction costs, operating budget constraints, and supply chain issues.

He noted that Clarendon Phase I and Waterworks II are fully occupied. Clarendon Phase II is anticipated to close in the summer. Additionally, SHA expects a Request for Proposals (RFP) to be issued for the market-rate component of the project during the same timeframe.

J. Macaluso further stated that SHA is working with Rockport Mortgage Corporation to pursue FHA financing options to recapitalize certain properties. Given the relatively low existing debt service, SHA is exploring a potential cash-out refinancing strategy to generate capital that could be reinvested into future development initiatives. This approach could yield significant capital; however, Board approval will be required. D. Cohen emphasized that SHA is evaluating its current assets to strategically generate funds to support continued development while preserving long-term financial stability.

6. PUBLIC SAFETY UPDATE (IF NECESSARY)

Public Safety Consultant C. Femino informed the Board that the newly hired officer Ahmad Mtet has completed four weeks of field training and is now working the evening shift. He is continuing to get acclimated to SHA properties. The department is actively seeking additional hires to strengthen staffing levels.

C. Femino also discussed improvement of system interoperability between the SHA

Public Safety Department and the Somerville Police Department (SPD).

Parking continues to be a significant concern and is expected to remain so into spring. C. Femino stated that he will conduct a comprehensive review of signage across SHA properties to ensure clarity and proper enforcement.

7. NEW BUSINESS

(a) Revision to SHA Section 8 Administrative Plan

Director of Leased Housing Matt Lincoln reported that HUD has required cost-saving measures to address the program shortfall. Administrative Plan changes include revising subsidy standards (e.g., requiring adults to share bedrooms) and reinstating interim income reporting. The restored policy is projected to save approximately \$700,000. M. Lincoln stated the goal is to reduce costs with minimal resident impact and avoid terminations.

Commissioner Lemard made a motion to approve the revision of the SHA Section 8 Administrative Plan. Commissioner Mannion seconded the motion.

All in favor: 4-0

(b) Affirmative Action Goal for State-Aided Public Housing.

Director of Admissions, Occupancy, and Compliance Lisa Taylor informed the Board that the Affirmative Action Goal for State-Aided Public Housing must be established every two years. She reported that SHA is currently exceeding its established goal. SHA will continue to formally set the goal biennially and maintain compliance with all applicable requirements.

Commissioner Mannion made a motion to approve the Affirmative Action Goal for State-Aided Public Housing. Commissioner Zamer seconded the motion.

All in favor: 4-0

(c) Bryant Manor Panelboard & Transformer Replacement Phase 2 Construction Contract with Jupiter Electric Inc.

Director of Modernization Brian Langton reported this is the final phase of the project. Three bids were received for this phase of work. Jupiter Electric Inc., which was the lowest bidder for Phase 1, also submitted the lowest bid for Phase 2. Brian noted that the contractor's familiarity with the property and project scope allowed them to competitively price the second phase. He further stated that Jupiter Electric performed well during Phase 1 and delivered quality work.

Commissioner Mannion made a motion to enter into a contract with Jupiter Electric Inc to complete SHA Job #2526 Bryant Manor Panelboard & Transformer Replacement Phase 2 for the sum of \$251,599. Commissioner Lemard seconded the motion.

All in favor: 4-0

(d) Corbett Concrete Stairs and Handrail Replacement Construction Contract with MJS Construction Inc.

B. Langton reported that five bids were received for the Corbett concrete stairs and handrail replacement project. The lowest bidder was MJS Construction Inc., a contractor previously engaged by SHA on three other projects. The project will address deteriorated concrete stairs and handrails that are currently out of code compliance. Commissioner Lemard made a motion to enter into a contract with MJS Construction Inc to complete SHA Job #2509 Corbett Concrete Stairs and Handrails Replacement for the sum of \$298,920. Commissioner Mannion seconded the motion.

All in favor: 4-0

(e) Properzi Manor Intercom Replacement Design Contract with Nangle Engineering, Inc.

B. Langton stated that the intercom system at Properzi Manor has experienced ongoing issues for approximately three years and has been temporarily repaired during that time. The project is included in the capital plan. Nangle Engineering, Inc., which has completed several projects for SHA, will provide design services for the replacement. Commissioner Mannion made a motion to enter into a design contract with Nangle Engineering, Inc. for the Properzi Manor Intercom Replacement Project for the sum of \$14,465. Commissioner Lemard seconded the motion.

All in favor: 4-0

(f) Brady Towers/Highland Garden Storm Door Replacement Design Contract with Socotec Engineering Inc.

B. Langton reported that the swinging storm doors on the balconies at Brady Towers and Highland Gardens are approximately 22 years old and in need of replacement due to age and wear.

Commissioner Lemard made a motion to enter into a design contract with Socotec Engineering Inc for the Brady Towers/Highland Garden Storm Door Replacement project for the sum of \$28,000. Commissioner Mannion seconded the motion.

All in favor: 4-0

(g) Certificate of Substantial Completion for Mystic River Roof Replacement Phase 6 to WPI Construction Inc.

B. Langton reported that Phase 6 of the Mystic River roof replacement project has reached substantial and final completion. Work has begun in Phase 7. To date, 53 of the 80 roofs have been completed. Some ongoing leaks remain, and additional phases are forthcoming to complete the project.

Commissioner Mannion made a motion to approve the Certificate of Substantial Completion Lemard for Mystic River Roof Replacement Phase 6 to WPI Construction Inc. Commissioner seconded the motion.

All in favor: 4-0

(h) Certificate of Final Completion for Mystic River Roof Replacement Phase 6 to WPI Construction Inc.

Commissioner Lemard made a motion to approve the Certificate of Final Completion for Mystic River Roof Replacement Phase 6 to WPI Construction Inc. Commissioner Mannion seconded the motion.

All in favor: 4-0

(i) SHA Tenant Accounts Receivable Write-Offs.

A. Velazquez reported that the write-offs consist of outstanding balances from tenants who were evicted, deceased, or vacated with remaining balances. The total write-offs represent less than 1% of receivables. Cases involving fraud are referred to collections. Commissioner Mannion made a motion to approve the write-off of \$64,325.63 in vacated Tenant Accounts Receivable (TAR), including \$54,287.63 from Federal Public Housing and \$10,038 from State Public Housing, representing 0.777% (less than 1%) of total rent collected for FY26. Commissioner Zamer seconded the motion.

All in favor: 4-0

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 the regular meeting at 5:37 pm. Commissioner Mannion seconded the motion.

All in favor: 4-0

Diane L. Cohen

Diane L. Cohen
Executive Director

ATTEST
A True Copy

Documents presented during the Somerville Housing Authority Board Meeting on
February 26, 2026

- Agenda
- Copy of minutes from the Regular Board Meeting – January 15, 2026
- Communication 3(a): HUD Public Housing Assessment System (PHAS) Score Report for Interim
- Communication 3(b): City of Somerville Community Preservation Committee Recommendation for Mystic Open Space Recreation Improvements FY26
- Communication 3(c): SHA RANGE Award Notice
- Communication 3(d): Coffee Hour with Congresswoman Ayanna Pressley Notice for Properzi Manor.
- Executive Director’s Report
 - Report: Financial Report – December 2025
 - Report: Tenant Selection Report – January 2026: Public Housing and Leased Housing Waitlists
 - Report: Vacancy Report January 2026
 - Report: Section 8 Voucher Utilization & Spending Projection Reports as of January 2026
 - Report: Resident Services Department: January Impact Report
 - Report: Public Safety – 2026 Year to Date Report
 - Report: Work Orders Issued: January 2026
 - Report: SHA Modernization Contract Log – Active Jobs February 2026
- New Business 7(a): Memo: Proposed Changes to Somerville Housing Authority Section 8 Administrative Plan
- New Business 7(b): Memo: Affirmative Action Goal
- New Business 7(c): Memo: Bryant Manor Panelboard & Transformer Replacement Phase 2
Construction Contract SHA #2526
- New Business 7(c): Panelboard and Transformer Replacement at Bryant Manor, Phase 2
Recommendation for Contract Award
- New Business 7(c): HUD Bid Review Form – SHA Panelboard and Transformer Replacement at Bryant Manor, Phase 2
- New Business 7(c): Email: Contractor Reference Check
- New Business 7(c): List of bids received 1/22/26 – Panelboard and Transformer Replacement Phase 2
- New Business 7(d): Memo: Corbett Concrete Stairs and Handrail Replacement Construction Contract - SHA #2509
- New Business 7(d): Bid Recommendation for EOHLC Project #274169 Concrete Stair

and Handrail Replacement at Corbett Apartments (667-2)

- New Business 7(d): General Bid Log for Somerville Housing Authority Concrete Stair and Handrail Replacement, 667-2
- New Business 7(e): Properzi Manor Intercom Replacement Design Contract - SHA Job #2601
- New Business 7(e): Proposal for Engineering Services Fr. Properzi Manor Intercom Upgrade
- New Business 7(f): Memo: Brady Towers/Highland Garden Storm Door Replacement Design Contract SHA Job #2529
- New Business 7(f): Socotec Proposal No. P260696 Storm Door Replacement Consulting and Monitoring Services – Brady Towers and Highland Garden (the “Project”)
- New Business 7(g): Memo: Certificate of Substantial Completion Mystic River Roof Replacement Phase 6 SHA Job #2506
- New Business 7(g): Punchlist for SHA Mystic River Roof Replacement – Phase 6
- New Business 7(h): Memo: Mystic River Roof Replacement Phase 6 Certificate of Final Completion SHA#2506
- New Business 7(i): Somerville Housing Authority Tenant Accounts Receivable Write-Offs