

The Minutes of the Regular Meeting of the Somerville Housing Authority (SHA) duly called and held on March 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, March 26, 2026, at 5:00 PM.

The Executive Director Diane L. Cohen called the roll at 5:39 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; Brian Langton, Director of Modernization; Shannon Bennett, Director of Resident Services; Andrew Rocha, Director of Operations; Charlie O’Leary, Maintenance Supervisor; Emily Eschmann, Executive Secretary; Susan Hegel, Cambridge and Somerville Legal Services (CASLS); Rey Santana, Mystic Tenant Association (MTA) Vice-President; Denise Lauers, MTA President; Fatima DeChaves, Brady Towers Resident.

1. APPROVAL OF MINUTES

- (a) Regular Board Meeting – February 26, 2026
Commissioner Lemard made a motion to approve the minutes of the Regular Board Meeting held on February 26, 2026. Commissioner Zamer seconded the motion.
All in favor: 4-0

2. COMMUNITY INPUT/RESIDENT COUNCILS

MTA President Denise Lauers raised concerns about housing managers using the term “eviction,” stating it can feel threatening, especially to seniors, and emphasized the need for staff training to improve communication, as some residents are afraid to visit the offices. Executive Director Diane Cohen agreed.

MTA Vice-President Rey Santana highlighted ongoing parking issues, noting that residents are not complying with parking rules due to limited enforcement, despite warnings. Concerns included Maintenance vehicles occupying resident spaces and ineffective towing practices. Suggestions included using visible warning notices on vehicles to alert the tow truck when it’s on property.

D. Cohen explained that parking enforcement is constrained by limited staffing and competing police priorities, though ticketing and towing have increased.

A. Garvey shared that efforts are underway to expand parking options, review policies, and improve resident education, while balancing space limitations. Chairman Capuano noted that parking shortages are a broader issue across Somerville. D. Lauers added that guest and city parking passes are not effective due to limited availability nearby and called for better enforcement rather than removal of visitor parking.

R. Santana also reported two missing stop signs in the Mystic development, which were referred to the Maintenance Department.

3. COMMUNICATIONS

None this Month.

4. EXECUTIVE DIRECTOR'S REPORT

D. Cohen offered to respond to any questions from the Board regarding the department reports provided.

5. DEVELOPMENT UPDATE (IF NECESSARY)

D. Cohen stated that the ongoing development projects are in a good place, noting that work is progressing on Phase 2 of the Clarendon Redevelopment and that Waterworks II is now fully leased.

6. PUBLIC SAFETY UPDATE (IF NECESSARY)

D. Cohen stated that Public Safety Consultant Charlie Femino is continuing to work on policies, uniforms, and the City Charter as it relates to the officers' police powers. Police officer hiring is currently paused until the City Charter issue is resolved.

7. NEW BUSINESS

(a) Revision of SHA Admissions and Continued Occupancy Policy (ACOP).

A. Garvey explained that the proposed change is related to the Housing Opportunity Through Modernization Act (HOTMA) and noted that certain provisions of the act can be adopted prior to full implementation. The amendment to Chapter 6 specifies that, for multi-family housing, SHA will use the current balance to determine the value of a checking account.

Commissioner Lemard made a motion to approve the of SHA Admissions and Continued Occupancy Policy (ACOP). Commissioner Zamer seconded the motion.
All in favor: 4-0

(b) Revision of the Enterprise Income Verification (EIV) Policy and Procedures for Bryant and Hagan Manor.

A. Garvey stated that the SHA's Enterprise Income Verification (EIV) Policy and Procedures for Bryant Manor and Hagan Manor have been revised to reflect updated practices for re-examinations, review schedules, and discretionary use of EIV reports. Changes include conducting interim re-examination reviews as needed for income and Income Discrepancy reports; quarterly reviews for zero income households; and monthly reviews of Deceased Tenants reports.

Commissioner Rances made a motion to approve the revision of the Enterprise Income Verification (EIV) Policy and Procedures for Bryant and Hagan Manor. Commissioner Lemard seconded the motion.

All in favor: 4-0

(c) Revision of Bryant Manor Tenant Selection Plan.

A. Garvey stated that the Tenant Selection Plans (TSPs) for Bryant Manor and Hagan Manor were revised to ensure compliance with MassHousing requirements under HOTMA. Updates incorporate required and discretionary policies related to tenant eligibility and align with SHA's Admissions and Continued Occupancy Policy (ACOP). Key changes include asset limitations, revised income calculations, updated deductions and expenses, income self-certification, interim recertification procedures, and updated verification methods.

Commissioner Zamer made a motion to approve the revision of Bryant Manor Tenant Selection Plan. Commissioner Lemard seconded the motion.

All in favor: 4-0

(d) Revision of Hagan Manor Tenant Selection Plan.

Commissioner Zamer made a motion to approve the revision of Hagan Manor Tenant Selection Plan. Commissioner Rances seconded the motion.

All in favor: 4-0

(e) Capital Waste Services, Inc. contract.

A. Garvey stated SHA issued an Invitation for Bids for municipal solid and recycled waste services on February 11, 2026. Due to inclement weather, the bid deadline was extended to March 9, 2026, and four bids were received. Following evaluation, he recommends that a three-year contract, with two one-year renewal options, to Capitol Waste Services, Inc. as the lowest responsive and responsible bidder, in the total amount of \$2,206,443.00. A. Garvey stated that SHA is working to improve contracting practices and reduce costs.

Commissioner Zamer made a motion to enter into a 3-Year contract with two 1-Year options with Capitol Waste Services, Inc. in the amount of \$2,206,443.00.

Commissioner Lemard seconded the motion.

All in favor: 4-0

- (f) Davison Co., Inc Contract for Capen Court HVAC Controls Thermostat Replacement Phase 2.
Director of Modernization Brian Langton that this represents the final phase of the project. Five public bids were received, with a Somerville-based company submitting the lowest bid, approximately 10% below the others. He added that the company has a strong track record and consistently performs high-quality work.
Commissioner Rances made a motion to enter into a contract with Davison Co., Inc to complete SHA Job #2518 Capen Court HVAC Controls Thermostat Replacement Phase 2 for the sum of \$120,000.00. Commissioner Lemard seconded the motion.
All in favor: 4-0
- (g) Highland Garden Elevator Modernization contract.
B. Langton stated that there are two elevators at Highland Garden. Five bids were received, and the contract was awarded to the lowest bidder.
Commissioner Zamer made a motion to enter into a contract with Enterprise Equipment Co. to complete SHA Job #2513 Highland Garden Elevator Modernization for the sum of \$853,265. Commissioner Zamer seconded the motion.
All in favor: 4-0
- (h) Norian Siani Engineering design contract for the Bryant Manor Boiler Replacement project.
B. Langton reported that the boilers at Bryant Manor are approximately 25 years old and have reached the end of their useful life. SHA is seeking the approval of a design contract with Norian Siani engineering to design a replacement boiler system.
Commissioner Rances made a motion to enter into a design contract with Norian Siani Engineering, Inc for the Bryant Manor Boiler Replacement project for the sum of \$24,000.00. Commissioner Zamer seconded the motion.
All in favor: 4-0
- (i) Stallion Plumbing, Heating, Cooling contract for Weston Manor Rooftop Exhaust Fans Replacement.
B. Langton reported that the exhaust fans are in disrepair, with failing motors and units that are no longer operational. A total of six bids were received for the project.
Commissioner Lemard made a motion to enter into a contract with Stallion Plumbing, Heating, Cooling to complete SHA Job #2514 Weston Manor Rooftop Exhaust Fans Replacement for the sum of \$70,900.00.
- (j) Approval of the State Program Budgets for FY 2027 with the following programs:
Conventional 400-C Program (Mystic, Clarendon Hill, Jacques Street, Fountain & Sycamore)
Conventional 667-7 Program (Clarendon Towers)
Conventional 689-C Program (Monmouth & Broadway)
State Leased Housing Program
Public Safety Program

A. Garvey stated FY2027 budgets were compiled and reviewed internally, though development was delayed due to uncertainties related to operating and administrative fee subsidies and updated Department of Labor Standards (DLS) wage rates.

He stated that operating subsidy levels have declined significantly, from approximately 50% of public housing operating revenue to under 30%, resulting in a reduction of over \$1 million since FY2025. Administrative fees for Section 8 programs are projected at 88%, creating an estimated shortfall exceeding \$300,000.

He informed the board that DLS wage rates, which were released and later identified as containing errors, remain under revision. In the absence of finalized rates, SHA used estimates from a neighboring housing authority, resulting in a projected 15% increase in labor costs.

A. Garvey stated that the FY2027 budget includes sixteen programs, eight of which are projected to operate at a structural loss, primarily within public housing. Reserve levels in these programs are insufficient to sustain ongoing losses. He stated the State public housing program shows a projected surplus of approximately \$185,000 but remains near minimum reserve levels and is approximately \$2.5 million below a fully funded reserve.

He stated that the Section 8 programs show a modest projected surplus of approximately \$150,000 but remain in HAP shortfall status, which may require the use of reserves or operating income if federal funding does not fully cover future gaps.

A. Garvey stated that given the requirement to implement a budget by April 1, 2026, the proposed FY2027 budget reflects conservative estimates based on current information. Staff will continue to refine projections, pursue efficiencies, and identify cost-saving measures. He recommended approval of the proposed budget but clarified that a revised version will be presented at a later date.

Director of Finance & Administration Arnaldo Velazquez reiterated A. Garvey's concerns regarding the significant budget losses and structural deficits, emphasizing the urgency of addressing declining subsidy levels and rising costs. He noted that without adjustments or additional funding, these financial pressures will continue to impact the Authority's long-term stability.

Commissioner Zamer a motion to approve the State Program Budgets for FY 2027 with the programs: Conventional 400-C Program (Mystic, Clarendon Hill, Jacques Street, Fountain & Sycamore); Conventional 667-7 Program (Clarendon Towers); Conventional 689-C Program (Monmouth & Broadway); State Leased Housing Program; Public Safety Program. Commissioner Lemard seconded the motion.

All in favor: 4-0

(k) Approval of the Federal Program Budgets for FY 2027 with the following programs:

Central Office Cost Center

Conventional AMP 1 Program (Mystic)

Conventional AMP 2 Programs (Brady, Weston, Highland, Ciampa & Properzi)

Section 8 Housing Choice Voucher Program

Section 8 SRO Programs 1 and 3

Two Ross Service Programs

Conventional (Bryant Manor)

Conventional (Hagan Manor)

Commissioner Lemard made a motion to approve the Federal Program Budgets for FY 2027 with the following programs: Central Office Cost Center; Conventional AMP 1 Program (Mystic); Conventional AMP 2 Programs (Brady, Weston, Highland, Ciampa & Properzi); Section 8 Housing Choice Voucher Program; Section 8 SRO Programs 1 and 3; Two Ross Service Programs; Conventional (Bryant Manor); Conventional (Hagan Manor). 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 6:22 pm.

Commissioner Lemard 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
March 26, 2026

- Agenda
- Copy of minutes from the Regular Board Meeting – February 26, 2026
- Executive Director’s Report
 - Report: Tenant Selection Report – January 2026: Public Housing and Leased Housing Waitlists
 - Report: Vacancy Report February 2026
 - Report: Section 8 Voucher Utilization & Spending Projection Reports as of February 2026
 - Report: Resident Services Department: February Impact Report
 - Report: Public Safety – 2026 Year to Date Report
 - Report: Work Orders Issued: February 2026
 - Report: SHA Modernization Contract Log – Active Jobs March 2026
- New Business 7(a): Memo: Admission and Continued Occupancy Plan (ACOP): Revision
- New Business 7(a): Pg 6-33 of ACOP
- New Business 7(b): Memo: Revision: EIV System Income Verification Policy and Procedures (Bryant Manor/Hagan Manor)
- New Business 7(b): EIV System Income Verification Policy and Procedures (Bryant Manor/Hagan Manor)
- New Business 7(c): Memo: Bryant Manor and Hagan Manor – Tenant Selection Plan Updates (HOTMA Compliance)
- New Business 7(c): Draft Tenant Selection Plan – Bryant Manor
- New Business 7(d): Draft Tenant Selection Plan – Hagan Manor
- New Business 7(e): Memo: SHA Job # P-TRASH022026 Rendering of Municipal Solid and Recycled Waste
- New Business 7(e): Capitol Waste Services, Inc. Bid Package
- New Business 7(f): Memo: Capen Court HVAC Controls Thermostat Replacement Phase 2 Construction Contract - SHA #2518
- New Business 7(f): C.A. Crowley Engineering, Inc Memo: HVAC Control Valve, Actuator and Thermostat Replacement Project – Phase 2 & General Bid Log
- New Business 7(g): Memo: Highland Garden Elevator Modernization Construction Contract - SHA #2513
- New Business 7(g): General Bid Log & Form for General Bid
- New Business 7(h): Memo: Bryant Manor Boiler Replacement Design Contract - SHA Job #2603
- New Business 7(h): Letter of Agreement: Bryant Manor – Boiler System Replacement – HVAC, Plumbing and Electrical Design and Construction Administration & Form for General Bid