

The Minutes of the Regular Meeting of the Somerville Housing Authority (SHA) duly called and held on December 11, 2025.

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The Regular Meeting of the Somerville Housing Authority was held in-person at Capen Court at One Capen Court, Somerville on Thursday, December 11, 2025, at 4:30 PM.

The Executive Director Diane L. Cohen called the roll at 4:51 PM. Upon roll call Commissioners present and absent were as follows:

PRESENT

Chairman Capuano

Comm. Mannion

Comm. Lemard

Comm. Rances

ABSENT

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; Billy Rymill; Public Safety Officer; Charlie Femino, Public Safety Consultant; Lisa Taylor; Director of Admissions, Occupancy and Compliance; Charlie O’Leary, Maintenance Supervisor; Emily Eschmann, Executive Secretary; Charlie Snyder, Brady Towers Tenant Association President; Capen Court residents.

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1. APPROVAL OF MINUTES

(a) Regular Board Meeting – November 20, 2025

Commissioner Mannion made a motion to approve the minutes of the Regular Board Meeting on November 20, 2025. Commissioner Rances seconded the motion.

All in favor: 4-0

2. COMMUNITY INPUT/RESIDENT COUNCILS

During the Community Input portion of the meeting, Capen Court resident Peggy Kneeland reported that a new Tenant Association is hopeful to be established in January 2026 and is currently in the nomination phase. She noted that the Massachusetts Union of Public Housing Tenants (MUPHT) has been very helpful throughout the process.

Capen Court resident Filippo DiVirgilio commented that police previously patrolled the area more frequently. Public Safety Officer Billy Rymill responded that he will make a

point to patrol the area daily. Mr. DiVirgilio also asked about the removal of the black box for rent collection in the lobby. Director of Finance and Administration Arnaldo Velazquez explained that SHA is working to automate financial processes to improve efficiency and ensure funds are processed as quickly as possible. It was further explained that Electronic Funds Transfer (EFT) withdrawals occur on the 5th of each month, and residents are encouraged to utilize this payment method going forward.

Several Capen Court residents asked questions regarding internet and Wi-Fi access in the building, noting that some believed free Wi-Fi would be provided. A. Velazquez explained that the project is funded through a grant and involves installing a new fiber line to each unit. While the internet service will not be free, it will be significantly cheaper and higher speed. The project is funded by the Massachusetts Broadband Institute, with state funding supporting improved internet access across multiple buildings. Capen Court was selected due to being a newer building. D. Cohen added that an initial assessment was conducted to determine which programs each building could support and that free Wi-Fi installation in this building would not function properly. Reduced-rate internet service is expected to be available by the end of January.

Capen Court resident Robert Antonelli asked about the budget and raised concerns regarding a broken washing machine door on the fourth floor, noting that only one machine is currently operational on that floor and that machines have not been replaced. D. Cohen stated that SHA will follow up with Property Manager Belkis Roome about repairs and will discuss these concerns with the Modernization Department to address the issue through capital improvement planning. Antonelli also asked about the cause of the Clarendon Hill fire. D. Cohen reported that the fire was caused by an unattended candle.

Capen Court residents Barbara Roy and Domenica DiVirgilio raised concerns regarding ongoing pest control issues, including roaches. Ms. Roy reported never experiencing pest issues in ten years until recently and believed the problem may be originating from another unit. It was asked why follow-up treatments take a long time and whether common areas, including hallways and the basement, should be treated. Deputy Director Adam Garvey explained that pests often hide and that treatment monitoring continues until the bait is effective, noting that daytime sightings indicate bait activity. Director of Operations Andrew Rocha stated that he will follow up with affected households, assess additional units, inspect common areas, and increase treatment as necessary.

### 3. COMMUNICATIONS

- (a) U.S. Department of Housing and Urban Development (HUD) Section 8 Housing Choice Voucher Program – Award for Additional Funding Point of Obligation Letter for \$1,008,634.
- (b) HUD Section 811 Mainstream Program – Award for Additional Funding Point of Obligation Letter for \$159,938.

D. Cohen stated that SHA received shortfall funding for the Mainstream and Housing Choice Voucher (HCV) programs. Landlords were initially paid using reserve funds. While SHA is currently solvent, there is uncertainty regarding funding levels in the new year. The program has been gradually decreasing in size, but efforts are being made to contain costs in order to continue serving families on the program.

### 4. EXECUTIVE DIRECTOR’S REPORT

D. Cohen offered to respond to any questions from the Board. No questions were asked.

### 5. DEVELOPMENT UPDATE (IF NECESSARY)

D. Cohen reported that over 100 families are in the process of moving into the new Clarendon Redevelopment, which is expected to be fully leased by the end of the year. She also noted that 10 families have signed leases at the Waterworks II development, and staff are working toward holding a ribbon-cutting ceremony before year-end.

### 6. PUBLIC SAFETY UPDATE (IF NECESSARY)

Public Safety Consultant Charlie Femino reported that over the past year there has been significant progress in public safety operations. He noted that the results of the resident survey were important in guiding improvements, which include renovating the public safety office, updating uniforms, and streamlining policies and procedures. These changes have enhanced overall professionalism, training, and staff visibility.

Regarding recent police activity at Mystic View, C. Femino reported that State Police conducted a search warrant operation that resulted in the discovery of a quantity of drugs and firearms involving both adults and juveniles. Charges related to distribution are being pursued, with juveniles being directed to diversion programs. D. Cohen added that while police may not be able to continuously patrol all of SHA’s properties, they are actively working to ensure safety across the community.

## 7. NEW BUSINESS

- (a) Collective Bargaining Agreement (MOA) between the Somerville Housing Authority and the International Brotherhood of Teamsters Local 25 (Public Safety) for the period April 1, 2025, to March 31, 2028.

A. Garvey stated that there are four unions in total, and that this contract applies specifically to the Public Safety Department. He explained that the proposed agreement is a new three-year contract that includes both wage and non-wage items. He noted that the union steward was helpful throughout the process and recommended approval of the contract.

Commissioner Mannion made a motion to approve the Collective Bargaining Agreement (MOA) between the Somerville Housing Authority and the International Brotherhood of Teamsters Local 25 (Public Safety) for the three-year term April 1, 2025, to March 31, 2028. Commissioner Lemard seconded the motion.

All in favor: 4-0

- (b) Collective Bargaining Agreement between Service Employees International Union (SEIU), Local 888 (Directors), and the Somerville Housing Authority for the three-year term April 1, 2025, to March 31, 2028.

A. Garvey stated that negotiations with the Directors' Union were successful, resulting in a new three-year agreement for approval that includes wage provisions and non-monetary items.

Commissioner Rances made a motion to approve the Collective Bargaining Agreement between Service Employees International Union (SEIU), Local 888 (Directors), and the Somerville Housing Authority for the three-year term April 1, 2025, to March 31, 2028. Commissioner Mannion seconded the motion.

All in favor: 4-0

- (c) Proposed Revision of SHA's Criminal Offender Record Information (CORI) Policy.

Director of Leased Housing Matt Lincoln stated that Justice 4 Housing initiated a request for updates to SHA's CORI policy to better support families impacted by incarceration. In response, staff conducted a review of the screening policy and proposed adjustments to how CORI information is evaluated and communicated. A significant proposed change is the revision of the lookback periods to three years for misdemeanors and five years for felonies. Additional revisions include clarifying and refining the language used in grievance and determination letters related to CORI decisions.

Commissioner Lemard made a motion to approve the Proposed Revision to SHA's Criminal Offender Record Information (CORI) Policy. Commissioner Mannion seconded the motion.

All in favor: 4-0

(d) Proposed Revision of the Section 8 Administrative Plan.

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

All in favor: 4-0

(e) Proposed Revision of the Admissions and Continued Occupancy Policy (ACOP).

Commissioner Lemard made a motion to approve the Proposed Revision of the ACOP. Commissioner Mannion seconded the motion.

All in favor: 4-0

(f) Renewal of the state-aided property and general liability insurance.

A. Velazquez reported on the upcoming property insurance renewal, noting that Clarendon Hill will eventually be removed from the policy, which should result in a lower premium. The renewal includes general liability and fire insurance coverage for state-aided properties.

Commissioner Rances made a motion to approve the renewal of the state-aided property and general liability insurance. Commissioner Mannion seconded the motion.

All in favor: 4-0

(g) Final Completion and Payment to Aegean Builders LLC for the Weston Manor Window Replacement Phase 2 project.

B. Langton stated that Phase 2 is complete. All windows and doors were replaced, and the work has been inspected and approved as complete.

Commissioner Lemard made a motion to approve the Final Completion and Payment of \$81,800 to Aegean Builders LLC for the Weston Manor Window Replacement Phase 2 project. Commissioner Rances seconded the motion.

All in favor: 4-0

(h) Certificate of Substantial Completion to Davison Co. Inc for the Capen Court HVAC Controls Replacement project.

B. Langton stated that thermostats on the first and second floors, as well as in hallways and common areas, were replaced, and the project is moving toward Phase 2.

Commissioner Lemard made a motion to approve the Certificate of Substantial Completion to Davison Co. Inc for the Capen Court HVAC Controls Replacement project. Commissioner Mannion seconded the motion.

All in favor: 4-0

- (i) Final Completion and Payment to Davison Co., Inc for the Capen Court HVAC Controls Replacement project.

B. Langton stated that the project is 100% complete. He requested approval for both certificate and payment to the vendor.

Commissioner Rances made a motion to approve the Final Completion and Payment of \$162,220 to Davison Co., Inc for the Capen Court HVAC Controls Replacement project.

Commissioner Mannion seconded the motion.

All in favor: 4-0

- (j) Final Completion and Payment to Jupiter Electric Inc for the Bryant Manor Panelboard and Transformer Replacement project.

B. Langton stated that the old transformers were replaced as part of a two-phase project.

Commissioner Mannion made a motion to approve the Final Completion and Payment of \$26,168.00 to Jupiter Electric Inc for SHA Job #2420, Bryant Manor Panelboard and Transformer Replacement project. Commissioner Lemard seconded the motion.

All in favor: 4-0

- (k) One-year professional services contract with Charles J. Femino (DBA Public Safety Solutions, Inc.) to provide public safety consulting services."

Commissioner Rances motion to approve the one-year professional services contract with Charles J. Femino (DBA Public Safety Solutions, Inc.) to provide public safety consulting services. Commissioner Mannion seconded the motion.

All in favor: 4-0

- (l) Executive Session: In accordance with MGL Ch. 30A, Section 21 (a)(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.

At 5:35 P.M. Commissioner Mannion made a motion to enter executive session to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel and reconvene in open session following executive session. Commissioner Lemard seconded the motion.

Roll Call Vote:

Chairman. Capuano	Yes
Comm. Mannion	Yes
Comm. Rances	Yes
Comm. Lemard	Yes

Comm. Zamer                      Absent

At 6:02 P.M. Commissioner Mannion made a motion to close executive session and reconvene in open session. Commissioner Lemard seconded the motion.

Roll Call Vote:

Chairman. Capuano	Yes
Comm. Mannion	Yes
Comm. Rances	Yes
Comm. Lemard	Yes
Comm. Zamer	Absent

(m) Contract of Executive Director, Diane L. Cohen.

Commissioner Mannion made a motion to approve the Executive Director Contract with Diane L. Cohen to be SHA's full-time Executive Director for a five (5) year term, with the effective date ending March 31, 2031, paid at \$236,198 per annual, as presented, subject to EOHLC approval. Commissioner Lemard seconded the motion.

Roll Call Vote:

Chairman. Capuano	Yes
Comm. Mannion	Yes
Comm. Rances	Yes
Comm. Lemard	Yes
Comm. Zamer	Absent

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

9. ADJOURNMENT

Commissioner Mannion made a motion to adjourn the regular meeting at 6:06 pm. Commissioner Lemard seconded the motion.

All in favor: 4-0

*Diane L. Cohen*

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Diane L. Cohen  
Executive Director

ATTEST

A True Copy

Documents presented during the Somerville Housing Authority Board Meeting on December 11, 2025.

- Agenda
- Copy of minutes from the Regular Board Meeting – November 20, 2025
- Communication 3(a): U.S. Department of Housing and Urban Development (HUD) Section 8 Housing Choice Voucher Program – Award for Additional Funding Point of Obligation Letter for \$1,008,634.
- Communication 3(b): HUD Section 811 Mainstream Program – Award for Additional Funding Point of Obligation Letter for \$159,938.
- Executive Director’s Report
  - Report: Financial Report –October 2025
  - Report: Tenant Selection Report – November 2025: Public Housing and Leased Housing Waitlists
  - Report: Vacancy Report November 2025
  - Report: Section 8 Voucher Utilization & Spending Projection Reports as of December 2025
  - Report: Resident Services November 2025
  - Report: Public Safety – Monthly and Yearly Report - November 2025
  - Report: Work Orders Issued: November 2025
  - Report: SHA Modernization Contract Log – Active Jobs December 2025
- New Business 7(a): Memorandum of Agreement Between the Somerville Housing Authority and Teamsters Local Union No. 25/International Brotherhood of Teamsters
- New Business 7(b): Draft Memorandum of Agreement – Successive Collective Bargaining Agreement April 1, 2025-March 31, 2028 – Somerville Housing Authority and Service Employees’ International Union, Local 888
- New Business 7(c): Memo: Proposed Changes to Somerville Housing Authority CORI Policy
- New Business 7(d): Copy of Section 8 Administrative Plan revised chapters
- New Business 7(e): Copy of ACOP revised chapters
- New Business 7(f): Executive Office of Housing and Livable Communities (EOHLC) Massachusetts State-Aided Property Insurance Program Participation Agreement
- New Business 7(g): Memo: Certificate of Final Completion - Weston Manor Window Replacement Phase 2 - SHA Job #2412
- New Business 7(g): Certificate Of Final Completion
- New Business 7(h): Certificate of Final Completion - Bryant Manor Panelboard and Transformer Replacement - SHA Job #2420
- New Business 7(h): Certificate of Final Completion
- New Business 7(i): Capen Court HVAC Controls Replacement - Certification of Substantial Completion - SHA Job #2419



- New Business 7(i): Certificate of Substantial Completion
- New Business 7(j): Certificate of Final Completion - Capen Court HVAC Controls Replacement - SHA Job #2419
- New Business 7(j): Certificate of Final Completion
- New Business 7(k): Professional Services Contract Somerville Housing Authority and Charles J. Femino, (Dba Public Safety Solutions, Inc.)
- New Business 7(l): Contract of Employment – Executive Director – Somerville Housing Authority