

The Minutes of the Regular Meeting of the Somerville Housing Authority (SHA) duly called and held on March 27, 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, March 27, 2025, at 4:30 PM.

The Executive Director Diane L. Cohen called the roll at 4:37. 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; Lisa Taylor, Director of Admissions, Occupancy and Compliance; Brian Langton, Director of Modernization; Shannon Bennett, Director of Resident Services; Charlie Femino, Public Safety Consultant; Rich Conlon, Fee Accountant; Emily Eschmann, Executive Secretary; Denise Lauers, Mystic Tenant Association President; Charlie Snyder, Resident; Rey Santana, Mystic Tenant Association Vice-President.

1. APPROVAL OF MINUTES

(a) Regular Board Meeting – February 20, 2025

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

All in favor: 5-0

2. COMMUNITY INPUT/RESIDENT COUNCILS

Mystic Tenant Association (MTA) President Denise Lauers thanked SHA for formally recognizing MTA and stated she is looking forward to collaborating with SHA to serve the residents living in the Mystic developments.

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.

5. DEVELOPMENT UPDATE (IF NECESSARY)

D. Cohen updated the Board on the status of ongoing development projects. She stated that SHA is in the process of purchasing Capen Court after the expiration for the fifteen-year compliance period. She informed the Board that the leasing of 21 units at Waterworks II is now projected for May 1, 2025. Additionally, she stated Chairman Capuano toured Waterworks II as well as the Clarendon Redevelopment with Commissioner Lemard and is happy to provide tours to any Commissioner or staff member interested in the Project's progress.

6. NEW BUSINESS

- (a) Permanent status of Arnaldo Velazquez, Director of Finance and Administration.
Commissioner Mannion made a motion to approve the permanent status of Arnaldo Velazquez, Director of Finance and Administration. Commissioner Zamer seconded the motion.
D. Cohen informed the Board that several employees have successfully completed their probationary period and therefore, SHA is seeking approval of permanent status for their positions.
All in favor: 5-0
- (b) Permanent status of Lisa Taylor, Director of Admissions, Occupancy & Compliance.
Commissioner Mannion made a motion to approve the permanent status of Lisa Taylor, Director of Admissions, Occupancy & Compliance. Commissioner Rances seconded the motion.
All in favor: 5-0
- (c) Permanent status of Chad Sherman, Carpenter.
Commissioner Lemard made a motion to approve the permanent status of Chad Sherman, Carpenter. Commissioner Mannion seconded the motion.
All in favor: 5-0
- (d) Permanent status of Evens Bouloute, Maintenance Mechanic Aide.
Commissioner Mannion made a motion to approve the permanent status of Evens Bouloute, Maintenance Mechanic. Commissioner Lemard seconded the motion.
All in favor: 5-0

- (e) Executive Office of Housing and Livable Communities (EOHLC) Amendment 18 to Contract for Financial Assistance (CFA) for FY 2027 and FY 2028 Formula Funding Award.

D. Cohen stated this CFA provides formula funding for the modernization of SHA's state-funded properties. She stated this award includes \$29,000 for modifications at Jaques Street, including raised toilet seats and grab bars to help elderly residents aging in place.

Commissioner Lemard made a motion to approve the EOHLC Amendment 18 to Contract for Financial Assistance for FY 2027 and FY 2028 Formula Funding Award in the amount of \$840,598.01. Commissioner Rances seconded the motion.

All in favor: 5-0

- (f) GE Appliance contract for new refrigerators and stoves.

Deputy Director Adam Garvey stated GE Appliance was the lowest bidder to provide stoves and refrigerators for public housing units. Commissioner Rances asked if the new stoves would have better safety features than current models used at SHA. A. Garvey responded that the 6(g) contract for PC Richard and Son Long Island includes stoves with the necessary safety features that will be installed at elderly developments due to recent safety concerns.

Commissioner Lemard made a motion to approve a 1-year contract with GE Appliance in the amount of \$79,350.00. Commissioner Mannion seconded the motion.

All in favor: 5-0

- (g) PC Richard and Son Long Island contract for new stoves.

A. Garvey stated 5 bids were received, with PC Richard and Son Long Island's bid coming in \$12,000 less than the next lowest bidder.

Commissioner Rances made a motion to approve a 3-year contract with PC Richard and Son of Long Island in the amount of \$238,090.00. Commissioner Mannion seconded the motion.

All in favor: 5-0

- (h) Boston Fire Sprinkler & Plumbing Company contract for fire alarm sprinklers.

A. Garvey stated 2 bids were received, with Boston Fire Sprinkler & Plumbing Company's bid coming in \$200,000 below the current vendor, Cogswell Sprinkler Company.

Commissioner Mannion made a motion to approve a 1-year contract with two 1-Year options to Boston Fire Sprinkler & Plumbing Company in the amount of \$363,630.00.

Commissioner Lemard seconded the motion.

All in favor: 5-0

- (i) Waterworks II Promissory Note.

Director of Finance and Administration Arnaldo Velazquez stated SHA intends to loan \$750,000 from the Affordable Housing Program account to Waterworks II for beginning operating costs, which will be paid back to SHA with a 3% interest rate.

Commissioner Lemard made a motion to approve the Waterworks II Promissory Note for the advance of \$750,000 for initial operating costs of the project. Commissioner Mannion seconded the motion.

All in favor: 5-0

- (j) EOHLC Grant Renewal for the State Self-Sufficiency Program (SSP).

D. Cohen stated that SHA must certify annually that staff in the Resident Services Department will adhere to program requirements for state-aided public housing. Commissioner Mannion made a motion to accept the renewal terms set forth in the EOHLC State Self-Sufficiency Program (SSP) Notice of Funding Availability (NOFA). Commissioner Lemard seconded the motion.

All in favor: 5-0

- (k) Section 8 New Construction/Substantial Rehabilitation Compliance Certification for Bryant Manor and Hagan Manor.

D. Cohen stated this is an annual certification confirming Bryant Manor and Hagan Manor are being managed in compliance with program requirements. Commissioner Rances made a motion to approve the Section 8 New Construction/Substantial Rehabilitation Compliance Certification for Bryant Manor and Hagan Manor. Commissioner Mannion seconded the motion.

All in favor: 5-0

- (l) Contract with Corolla Contracting to complete SHA Job #2501 Mystic View Roof Replacement Phase 4.

Director of Modernization Brian Langton stated this is the last phase for replacing roofs of 6 buildings. The shingles installed have a 50-year lifespan.

Commissioner Lemard made a motion to approve a contract with Corolla Contracting to complete SHA Job #2501 Mystic View Roof Replacement Phase 4 for the sum of \$352,500.00. Commissioner Mannion seconded the motion.

All in favor: 5-0

- (m) Contract with Aegean Builders LLC. to complete SHA #2412 Weston Manor Window Replacement Phase 2.

B. Langton stated he is recommending Aegen Builders LLC to complete Phase 2 to replace windows in the back of Weston Manor. He stated they completed the first phase and did a very good job.

Commissioner Mannion made a motion to approve a contract with Aegean Builders LLC. to complete SHA #2412 Weston Manor Window Replacement Phase 2 for the sum of \$527,000.00. Commissioner Lemard seconded the motion.

All in favor: 5-0

- (n) Certificate of Substantial Completion to Northeast Construction, Inc. for the Bryant Manor Mailroom Renovation project.
B. Langton stated the Mailroom Renovation is almost complete, with a remaining punch list to be completed. He stated the mail area looks great and has more space for package delivery and storage.
Commissioner Rances made a motion to approve the Certificate of Substantial Completion to Northeast Construction, Inc. for the Bryant Manor Mailroom Renovation project. Commissioner Mannion seconded the motion.
All in favor: 5-0
- (o) Certificate of Substantial Completion to New England Builders and Contractors Inc. for the Properzi Manor Elevator Modernization.
B. Langton stated both elevators at Properzi have been updated and are working well. Commissioner Lemard made a motion to approve the Certificate of Substantial Completion to New England Builders and Contractors Inc. for the Properzi Manor Elevator Modernization. Commissioner Mannion seconded the motion.
All in favor: 5-0
- (p) Lease with Cellco Partnership DBA Verizon for rooftop space at Bryant Manor.
B. Langton stated Verizon approached SHA to use rooftop space on Bryant Manor. He stated this is a 5-year contract, generating \$2,400/month.
Commissioner Lemard made a motion to approve a 5-year antenna lease with Cellco Partnership DBA Verizon for rooftop space at Bryant Manor for \$30,000/year.
Commissioner Mannion seconded the motion.
All in favor: 5-0
- (q) Design contract with Socotec AE Consulting LLC for the Mystic River Roof Replacement Phase 6 project.
B. Langton stated Socotec AE Consulting LLC has handled all previous phases of this project and has done a great job.
Commissioner Rances made a motion to approve a design contract with Socotec AE Consulting LLC for the Mystic River Roof Replacement Phase 6 Project for the sum of \$21,600.00. Commissioner Lemard seconded the motion.
All in favor: 5-0
- (r) Smoke-Free Policy.
Director of Admissions, Occupancy and Compliance Lisa Taylor stated that updates to the Policy include residents receiving 3 warnings when violating the Policy, rather than 4. Additionally, SHA may elect to install a smoke detection device in the resident's unit for more efficient monitoring. Mystic Tenants Association members D. Lauers and Rey Santana stated residents are concerned about people smoking in the hallways. They stated they can smell the smoke in their units when this occurs. They asked if cameras/smoke detection devices could also be installed in the hallways to deter smoking near buildings. A. Garvey stated that it may take time due to limited funding and WIFI access, but the SHA intends to increase enforcement for those violating the Policy and plans to install devices/cameras as needed. D. Lauers stated that residents

have been advised to call Public Safety or the Somerville Police non-emergency line to report smoking issues. D. Cohen stated management should be notified immediately to document and verify all smoking complaints.

Commissioner Lemard made a motion to approve the Smoke-Free Policy.

Commissioner Mannion seconded the motion.

All in favor: 5-0

- (s) Approval of the State Program Budgets for FY 2026 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

SHA's Fee Accountant Rich Conlon detailed the budget package for SHA's Federal, State and Local Programs. He explained classifications including operating receipts, non-utility expenditures, utilities and noncapitalized expenditures. Additionally, he detailed administrative costs, employee benefits, contract costs, and insurance coverage. He stated with the possibility of funding cuts from the U.S. Department of Housing and Urban Development (HUD) and EOHLC, a budget revision may be required. He stated SHA is being conservative in these uncertain times to protect its assets and to keep the reserves as healthy as possible. When a budget revision is necessary, the Board will be informed of any changes made.

Commissioner Zamer made a motion to approve the State Program Budgets for FY 2026 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. Commissioner Mannion seconded the motion.

All in favor: 5-0

- (t) Approval of the Federal Program Budgets for FY 2026 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 made a motion to approve the Federal Program Budgets for FY2026 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 Mannion seconded the motion.

All in favor: 5-0

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

8. ADJOURNMENT

Commissioner Zamer made a motion to adjourn at 5:12 p.m. Commissioner Lemard 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 3/27/2025.

- Agenda
- Copy of minutes from the Regular Board Meeting – February 20, 2025
- Executive Director’s Report
 - SHA Operating Statements for Month Ending – January 2025
 - Report: Tenant Selection Report – February 2025: Public Housing and Leased Housing Waitlists
 - Report: Vacancy Report February 2025
 - Report: SHA Voucher Utilization
 - Report: Resident Services
 - Report: Public Safety – Incidents Reported by Area
 - Report: Public Safety - Incidents Reported by Date
 - Report: Work Orders Issued: February 2025
 - Report: SHA Modernization Contract Log – Active Jobs March 2025
- New Business 6(a): Memo: Arnaldo Velazquez, Director of Finance and Administration – Permanent Status Recommendation
- New Business 6(b) Memo: Lisa Taylor, Director of Admissions, Occupancy & Compliance – Permanent Status Recommendation
- New Business 6(c) Memo: Chad Sherman - Permanent Carpenter Recommendation
- New Business 6(d): Memo: Evens Bouloute - Permanent Maintenance Aide Recommendation
- New Business 6(e): Memo: EOHLC CFA Amendment
- New Business 6(e): Correspondence from EOHLC regarding CFA Amendment #18 including Notice, Standard Contract Form, Certification of Grant Plan, and Attachment A/Scope of Services,
- New Business 6(f): Memo: Refrigerators and GE Stoves
- New Business 6(g): Memo: Stoves
- New Business 6(h): Memo: Fire Alarm Sprinklers
- New Business 6(i): Promissory Note for Waterworks II
- New Business 6(j): Somerville Housing Authority (SHA) Self-Sufficiency Program (SSP) Award
- New Business 6(j): NOTICE OF FUNDING AVAILABILITY (NOFA) For EOHLC
- New Business 6(k): Memo: Certification for Section 8 New Construction/Substantial Rehabilitation (S8 NC/SR) properties
- New Business 6(k): Section 8 New Construction/Substantial Rehabilitation Compliance Certification for 75 Myrtle Street, Somerville, MA 02145
- New Business 6(k): Section 8 New Construction/Substantial Rehabilitation Compliance Certification for 268 Washington Street, Somerville, MA 02143

- New Business 6(l): Memo: Mystic View Roof Replacement Phase 4 Contract SHA #2501
- New Business 6(l): General Bid Log – Project #2501
- New Business 6(l): Owner-Contract Agreement
- New Business 6(m): Memo: Weston Manor Window Replacement Phase 2 Contract SHA #2412
- New Business 6(m): List of Bids - Weston Manor Window Replacement
- New Business 6(m): Owner-Contract Agreement
- New Business 6(n): Memo: Bryant Manor Mailroom Renovation Certification of Substantial Completion SHA Job #2323
- New Business 6(n): Certification of Substantial Completion SHA Job #2323
- New Business 6(n): Bryant Manor Mailroom Renovation Punchlist
- New Business 6(o): Memo: Properzi Manor Elevator Modernization Certification of Substantial Completion SHA Job #2215
- New Business 6(o): Certificate of Acceptance – Acceptance of Work
- New Business 6(o): Memo: Certification of Substantial Completion SHA Job #2215
- New Business 6(p): Memo: Bryant Manor Roof Antenna Lease with Cellco Partnership d/b/a Verizon
- New Business 6(p): LEASE OF ROOFTOP SPACE FOR TELECOMMUNICATIONS DEVICES
- New Business 6(q): Memo: Design Contract Mystic River Roof Replacement Phase 6 FISH #274167
- New Business 6(q): Work Order/Scope of Services Signature Page
- New Business 6(r): SHA Smoke-Free Policy
- New Business 6(s) & 6(t): Federal and State Program Budgets