

The Minutes of the Regular Meeting of the Somerville Housing Authority (SHA) duly called and held on May 29, 2025.

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The Regular Meeting of the Somerville Housing Authority was held in-person at the Mystic Activity Center at 530 Mystic Avenue, Somerville on Thursday, May 29, 2025, at 4:30 PM.

The Executive Director Diane L. Cohen called the roll at 4:35 PM. Upon roll call Commissioners present and absent were as follows:

PRESENT

ABSENT

Chairman Capuano

Comm. Mannion

Comm. Lemard (Arrived at 4:38 PM)

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; Ryan Cummiskey, Modernization Coordinator; Shannon Bennett, Director of Resident Services; Matt Lincoln, Director of Leased Housing; Joe Whalen, Director of Maintenance; Charlie Femino, Public Safety Consultant; Joe Macaluso, Development Consultant; Emily Eschmann, Executive Secretary; Denise Lauers, Mystic Tenant Association President; Charlie Snyder, Resident; Rey Santana, Mystic Tenant Association Vice-President.

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## 1. APPROVAL OF MINUTES

### (a) Meeting of SHA Capen Court Corporation – April 17, 2025

Commissioner Mannion made a motion to approve the minutes of the SHA Capen Court Corporation Meeting on April 17, 2025. Commissioner Rances seconded the motion.

All in favor: 4-0

### (b) Meeting of SHA Support Corporation – April 17, 2025

Commissioner Zamer made a motion to approve the minutes of the SHA Support Corporation Meeting on April 17, 2025. Commissioner Mannion seconded the motion.

All in favor: 4-0

### (c) Regular Board Meeting – April 17, 2025

Commissioner Mannion made a motion to approve the minutes of the Regular Board Meeting on April 17, 2025. Commissioner Zamer seconded the motion.

All in favor: 4-0

## 2. COMMUNITY INPUT/RESIDENT COUNCILS

Mystic Tenant Association (MTA) President Denise Lauers asked for SHA staff vehicles to stop parking on sidewalks. Deputy Director Adam Garvey stated that SHA has communicated to all staff to stop parking in prohibited areas. D. Cohen stated the point will be reiterated to staff to ensure this stops.

MTA Vice-President Rey Santana asked if staff vehicles could be parked somewhere else after business hours. A. Garvey stated that SHA is trying to locate another offsite lot for SHA vehicles to free up as many spots as possible. He also informed the MTA that vehicle ticketing and towing will increase due to better enforcement of SHA's updated Parking Policy. R. Santana informed SHA that there is a motorcycle parked in the hallway of her building that needs to be removed. D. Cohen received the address of the motorcycle owner following the Board Meeting.

## 3. COMMUNICATIONS

### (a) SHA Section 8 Management Assessment Program Submission FY 2025

Leased Housing Director Matt Lincoln informed the Board of that this is a required submission by the U.S. Department of Housing and Urban Development (HUD). He stated SHA performs an internal audit of Section 8 files. He stated based on the assessment he believes SHA will be a high performer.

### (b) Executive Office of Housing & Livable Communities (EOHLC) Award Letter for State Self-Sufficiency Program (SSP) Grant Funding

D. Cohen stated that this award is for funding the State Resident Services SSP Coordinator position held by Abigail Abreu.

## 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 stated that updated financial reports would be provided at the next meeting regarding the year-end review.

## 5. DEVELOPMENT UPDATE (IF NECESSARY)

Development Consultant Joe Macaluso stated that the Clarendon Redevelopment Phase 1 is projected to be completed in August/September 2025. He stated Phase 2 is out for pricing, but is pending due to market uncertainty.

J. Macaluso stated that Waterworks II has had air quality issues causing a delay in the occupation of the building. He stated that a Geotech team has been assembled to address the issue and is bringing a monitoring device to the property to locate the source causing the poor air quality. Once this issue is mitigated, the property will be ready for leasing.

J. Macaluso informed the Board of other opportunities that SHA is reviewing, including the prospect of a Rental Assistance Demonstration (RAD) conversion of the federal family property Mystic View. He stated that the Board will vote on agenda item 7(c) to approve a contract with Dominion Due Diligence Group for a Capital Needs Assessment Study of the property. This study will determine if the property requires substantial improvements to receive funding via the RAD conversion. Additionally, he stated that he and D. Cohen viewed several properties that the City of Somerville is hoping to convert to affordable housing. He stated that no decisions have been made due to market conditions, but SHA will prepare to take opportunities when the market settles.

D. Cohen stated that Lisa Davidson with Somerville's Office of Strategic Planning and Community Development has initiated conversations with SHA to discuss supportive housing opportunities as well.

## 6. PUBLIC SAFETY UPDATE (IF NECESSARY)

Public Safety Consultant Charlie Femino updated the Board on the results of the Public Safety Survey completed by over 250 SHA residents. He stated that the results were received prior to the Board Meeting, therefore a more thorough analysis will be completed in the coming days. He stated after his initial review of the results, there was positive feedback regarding the Public Safety Department.

## 7. NEW BUSINESS

### (a) Permanent status of Tegegne Damena, Maintenance Mechanic.

Commissioner Mannion made a motion to approve the permanent status of Tegegne Damena, Maintenance Mechanic. Commissioner Lemard seconded the motion.

Maintenance Director Joe Whalen stated that Tegegne is an experienced Mechanic that has done a great job for SHA since December 2024.

All in favor: 5-0

### (b) Permanent status of Jonathan Paul, Tenant Selector.

Commissioner Mannion made a motion to approve the permanent status of Jonathan Paul, Tenant Selector. Commissioner Lemard seconded the motion.

M. Lincoln stated Jonathan came to SHA from Cambridge Housing Authority and has been doing a good job in Tenant Selection.

All in favor: 5-0

- (c) Contract with Dominion Due Diligence Group for Mystic View Capital Needs Assessment Study.

Commissioner Lemard made a motion to enter a contract with Dominion Due Diligence Group for the Mystic View capital needs assessment study for the sum of \$9,995.00. Commissioner Mannion seconded the motion.

D. Cohen stated this contract is for the Study discussed by J. Macaluso during his Development Update for the RAD conversion of the Mystic View Development.

All in favor: 5-0

- (d) Proposed Revision to Section 8 Administrative Plan for Housing Opportunities Through Modernization Act of 2016 (HOTMA) and update to the Insufficient Funding policy. Commissioner Mannion made a motion to approve the revision to the Section 8 Administrative Plan. Commissioner Lemard seconded the motion.

M. Lincoln stated the updated Administrative Plan includes some HOTMA provisions that SHA is allowed to put into practice prior to the full HOTMA implementation. Additionally, he stated that the Section 8 program is in financial shortfall and must take precautions if SHA needs to terminate participants due to insufficient funding. He stated that SHA is hopeful that HUD will level fund the current shortfall, however SHA must prepare for the worst-case scenario.

D. Cohen stated SHA has been working closely with HUD's shortfall team to avoid terminating participants due to insufficient funding. She stated that unfortunately the program is shrinking due to funding shortage, but is hopeful that SHA will receive more funding in future to continue to grow the program and assist more families.

All in favor: 5-0

- (e) Proposed Revisions to the SHA Admissions and Continued Occupancy Policy (ACOP) for HOTMA and other procedural changes.

Commissioner Mannion made a motion to approve the revision to the Admissions and Continued Occupancy Policy. Commissioner Lemard seconded the motion.

Director of Admissions, Occupancy and Compliance Lisa Taylor stated that the updated ACOP includes similar HOTMA provisions that are being implemented in the Section 8 Administrative Plan. Additionally, she stated that revisions to the transfer policy and unit offer policy have been made to streamline processes and allow SHA to fill vacancies quicker and easier.

All in favor: 5-0

- (f) Approval of FY2025 year-end financials including the Top 5 Employee Compensation Form, Lead Paint Certificate, and Wage Match Certification.

Commissioner Lemard made a motion to approve the FY2025 year-end financials including the Top 5 Employee Compensation Form, Lead Paint Certificate, and Wage Match Certification. Commissioner Mannion seconded the motion.

Director of Finance and Administration Arnaldo Velazquez stated that the State

Program financials were received at 1 PM prior to the Board Meeting. He stated that there is a subsidy loss due to lower utility costs and increases in rent being paid by residents. He stated that the deadline to submit the Top 5 Employee Compensation Form, Lead Paint Certificate, and Wage Match Certification to EOHLC is May 31, 2025. He stated the financial statements for the Federal Program will be received next week and presented at the next Board Meeting.

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 Mannion made a motion to adjourn at 5:15 p.m. Commissioner Zamer seconded the motion.

All in favor: 5-0

*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 3/27/2025.

- Agenda
- Copy of minutes from the SHA Capen Court Corporation Meeting – April 17, 2025
- Copy of minutes from the SHA Support Corporation Meeting – April 17, 2025
- Copy of minutes from the Regular Board Meeting – April 17, 2025
- Communication 3(a): SHA Section 8 Management Assessment Program Submission FY 2025
- Communication 3(a): SEMAP Certification Submission
- Communication 3(b): EOHLC Letter: State Self-Sufficiency Program (SSP) Grant Funding
- Executive Director's Report
  - Report: Tenant Selection Report – April 2025: Public Housing and Leased Housing Waitlists
  - Report: Vacancy Report April 2025
  - Report: Section 8 Voucher Utilization & Spending Projection Reports as of May 2025
  - Report: Resident Services April 2025
  - Report: Public Safety – Incidents Reported by Area
  - Report: Public Safety - Incidents Reported by Date
  - Report: Work Orders Issued: April 2025
  - Report: SHA Modernization Contract Log – Active Jobs April 2025
- New Business 7(a): Memo: Tegegne Damena (Permanent Mechanic Recommendation)
- New Business 7(b) Memo: Jonathan Paul (Permanent Tenant Selector)
- New Business 7(c) Memo: Mystic View Capital Needs Assessment Contract
- New Business 7(c): Dominion Due Diligence Group Price Quotation
- New Business 7(c): Dominion Due Diligence Group Bid Terms and Conditions
- New Business 7(d): Memo: Proposed Revisions to the SHA Section 8 Administrative Plan
- New Business 7(d): Insufficient Funding
- New Business 7(e): Memo: Proposed Revision to the SHA Admissions and Continued Occupancy Policy (ACOP)
- New Business 7(f): Top 5 Compensation Form – Fiscal Year: 2025
- New Business 7(f): Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws
- New Business 7(f): Certification of Top 5 Compensation Form
- New Business 7(f): Executive Director/Board Approval Regarding Wage Match