

The Minutes of the Regular Meeting of the Somerville Housing Authority duly called and held on February 22, 2023.

The Regular Meeting of the Somerville Housing Authority held virtually via GoToMeeting on Wednesday, February 22, 2023, at 11:00 a.m.

The Chairman instructed the Secretary to call the roll at 11:02 a.m. and upon roll call those present and absent was as follows:

PRESENT

Eleanor Rances

Adeleine Mannion

James Zamer

Joe Capuano

ABSENT

The Chairman read Notice of Meeting dated February 16, 2023, given in accordance with Section 23B, Chapter 39 of the General Laws with certificate as to Service of Meeting attached which was ordered spread upon the minutes.

NOTICE OF MEETING

Notice is hereby given in accordance with Section 23B, Chapter 39 of the General Laws that a meeting of the Somerville Housing Authority will be held virtually on Wednesday, February 22, 2023, at 11:00 a.m.

CERTIFICATE AS TO SERVICE OF NOTICE
OF MEETING
(Sec. 23B, Chapter 39, General Laws)

I, Joseph R. Macaluso, the duly appointed qualified Secretary of the Somerville Housing Authority, do hereby certify that on February 16, 2023, I filed, in the manner provided by Sec. 23B, Chapter 39 of the General Laws with the Clerk of the City of Somerville, a Notice of Meeting of which the following is a true and correct copy.

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal of the said Authority this February 23, 2023.

Joseph Macaluso

Joseph R. Macaluso

2. APPROVAL OF MINUTES OF PREVIOUS MEETING

(a) Monthly Board Meeting held January 20, 2023 **(Roll Call Vote Required)**.

Motion made by Commissioner Zamer, seconded by Commissioner Rances.

Upon roll call the ayes and nays is as follows:

Ayes

Nays

Absent

Eleanor Rances

Adeleine Mannion

James Zamer

Joe Capuano

SO VOTED

3. COMMUNICATIONS

None this month.

4. RESIDENT CONCERNS

Properzi Manor resident Pat Wilber thanked SHA Electrician Richie for a good job installing cameras at the front door. Executive Director Joseph Macaluso stated that there was a delay in updating the system due to supply chain issues but is happy that the installation is complete and working well. Pat requested a follow-up on handicap signs for the parking lot. Maintenance Director Joe Whalen responded letting her know they were already installed in the lot. Additionally, Pat requested a handrail for the back entrance into the building. Commissioner Rances stated that walkway was steep in the back of the building, therefore requiring a handrail. She also stated the fence out back was deteriorating. Joe W. stated he would address immediately. Pat also asked for a fan to be installed in the laundry room. Pat requested for a black rug to be placed in the entry way of the building and a large clock to be placed in the community room. Joe W. stated he would follow up on these requests. Pat requested an update on the installation of a new elevator. Director of Modernization Brian Langton stated that SHA is in process of getting an engineer and hopes the project will begin in August 2023. Commissioner Rances thanked Brian for updating and fixing the back stairs at Bryant Manor, stating both her and the residents are very happy with the update.

5. REPORT OF THE EXECUTIVE DIRECTOR

Executive Director Joe Macaluso provided a brief overview of the monthly report provided to the Board. He stated that the report is compiled with information from different departments at SHA. He detailed the data provided and stated that in addition to the report he discusses the status of ongoing special projects. The most significant update is that the closing of the Clarendon Hill Redevelopment Project Phase One occurred on Friday, February 17th. He stated construction has commenced and this project is the biggest affordable housing development in the city of Somerville in the last 50 years. He stated once complete, 600 units including over 200 affordable units will have been built. Joe also updated the Board on the status of the Waterworks II Project that will include 21 new affordable units. He stated that SHA is awaiting bidding proposals for contractors and is hoping to close on this project in March or April.

Motion made my Commissioner Mannion, seconded by Commissioner Rances.
Upon roll call it was voted to accept the Executive Director's report as written.

The ayes and nays is as follows:

Ayes

Nays

Absent

Eleanor Rances

Adeleine Mannion

James Zamer

Joe Capuano

SO VOTED

6. NEW BUSINESS

- (a) Consideration of request by the Executive Director to appoint Matthew Lincoln to the position of Director of Leased Housing. **(Roll Call Vote Required).**

Joe stated that Matt has a culmination of education, experience, and expertise when it comes to leased housing and is happy to seek approval of his appointment for the Director of Leased Housing position.

Motion made my Commissioner Zamer, seconded by Commissioner Mannion.

Upon roll call the ayes and nays is as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Eleanor Rances		
Adeleine Mannion		
James Zamer		
Joe Capuano		
SO VOTED		

- (b) Consideration of request by the Executive Director to approve the 400-C State Budget Revision for the DHCD legal settlement of \$12,000 and updates to extraordinary line item for actual costs. **(Roll Call Vote Required).**

Joe stated due to legal settlements a revision to our budget is sometimes required.

Motion made my Commissioner Rances, seconded by Commissioner Zamer.

Upon roll call the ayes and nays is as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Eleanor Rances		
Adeleine Mannion		
James Zamer		
Joe Capuano		
SO VOTED		

- (c) Consideration of request by the Executive Director to approve the State Quarterly Reports for the quarter ending 12/31/22. **(Roll Call Vote Required).**

Joe stated this is a quarterly report submitted to DHCD.

Motion made my Commissioner Mannion, seconded by Commissioner Zamer.

Upon roll call the ayes and nays is as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Eleanor Rances		
Adeleine Mannion		
James Zamer		
Joe Capuano		
SO VOTED		

- (d) Consideration of request by the Executive Director to enter into a contract with Aalanco Service Corporation from Westborough, MA to complete SHA Job #2207 Capen Court Chiller Replacement for the sum of \$234,300. **(Roll Call Vote Required).**

Brian stated this is the lowest bid of five bids received. He stated that the project could begin in May or June therefore, SHA would like to order the system to receive in time for the project to begin. Joe stated that Capital Reserves for Capen Court fully fund this. He stated that the building is 15 years old.

Motion made my Commissioner Zamer, seconded by Commissioner Mannion.

Upon roll call the ayes and nays is as follows:

Ayes

Nays

Absent

Eleanor Rances

Adeleine Mannion

James Zamer

Joe Capuano

SO VOTED

- (e) Consideration of request by the Executive Director to accept DHCD Amendment #16 for the Contract of Financial Assistance 5001 in the amount of \$621,796.00. **(Roll Call Vote Required).**

Joe stated this Amendment is for increases in capital improvements and vacant unit turnover.

Motion made my Commissioner Rances, seconded by Commissioner Mannion.

Upon roll call the ayes and nays is as follows:

Ayes

Nays

Absent

Eleanor Rances

Adeleine Mannion

James Zamer

Joe Capuano

SO VOTED

- (f) Consideration of request by the Executive Director to enter a design contract with EHA Design INC. for Mystic View Roof Replacement Phase 3 for the sum of \$32,475.00. **(Roll Call Vote Required).**

Brian stated that Mystic View has 23-year-old asphalt shingles. He stated this a multi-phase project, which two phases have been completed. Entering the third phase Brian recommends using EHA Design INC, who were used and did a good job in phase two.

Motion made my Commissioner Zamer, seconded by Commissioner Mannion.

Upon roll call the ayes and nays is as follows:

Ayes

Nays

Absent

Eleanor Rances

Adeleine Mannion

James Zamer

Joe Capuano

SO VOTED

- (g) Consideration of request by the Executive Director to enter a design contract with Nangle Engineering INC. for Properzi Manor Electrical Upgrades for the sum of \$29,025.00. **(Roll Call Vote Required).**

Brian stated that five companies responded to a Request for Proposal. This company was previously used on a project and did a good job.

Motion made my Commissioner Zamer, seconded by Commissioner Rances.

Upon roll call the ayes and nays is as follows:

Ayes

Nays

Absent

Eleanor Rances

Adeleine Mannion

James Zamer

Joe Capuano

SO VOTED

- (h) Consideration of request by the Executive Director to approve the use of Wage Match for state-aided public housing tenants and participants in the Massachusetts Rental Voucher Program (MRVP) and Alternative Housing Voucher Program (AHVP). **(Roll Call Vote Required)**.

Joe stated that the approval to use Wage Match allows the staff to corroborate that income provided by applicants and residents is correct for the completion of recertifications.

Motion made my Commissioner Zamer, seconded by Commissioner Mannion.

Upon roll call the ayes and nays is as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Eleanor Rances		
Adeleine Mannion		
James Zamer		
Joe Capuano		
SO VOTED		

- (i) Consideration of a request by the Executive Director to enter into a contract with Nan McKay and Associates, Inc. for Section 8 Housing Voucher Support Services in the amount of \$313,200.00. **(Roll Call Vote Required)**.

Joe stated that due to turnover in the Section 8 Department SHA is proposing to work with Nan McKay, a prominent housing consultant, to assist the department with compliance. He stated the contract is up to two years but will be reviewed at the end of year one.

Motion made my Commissioner Rances, seconded by Commissioner Zamer.

Upon roll call the ayes and nays is as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Eleanor Rances		
Adeleine Mannion		
James Zamer		
Joe Capuano		
SO VOTED		

- (j) Consideration of request by the Executive Director to approve Change Order #04 from Megco Electric to add 5 smoke detectors in the basement of Brady Towers. This change order was directed by the Somerville Fire Department to meet code requirements. The sum of this change order is \$9,009.00. **(Roll Call Vote Required).**

Brian stated the fire department required additional fire alarms in the basement to be installed.

Motion made by Commissioner Zamer, seconded by Commissioner Mannion.

Upon roll call the ayes and nays is as follows:

Ayes

Nays

Absent

Eleanor Rances

Adeleine Mannion

James Zamer

Joe Capuano

SO VOTED

7. ANY OTHER MATTERS THAT MAY PROPERLY COME BEFORE THE BOARD

- (a) Scheduling for next Regular Board Meeting:

Wednesday, March 22, 2023 at 11:00 a.m. (Tentative)

8. ADJOURNMENT

Motion made by Commissioner Mannion, seconded by Commissioner Zamer.

Upon Roll Call it was voted to adjourn at 11:39 a.m. The ayes and nays is as follows:

Ayes

Nays

Absent

Eleanor Rances

Adeleine Mannion

James Zamer

Joe Capuano

SO VOTED

Joseph Macaluso

Joseph R. Macaluso
Executive Director

ATTEST

A True Copy