

The Minutes of the Regular Meeting of the Somerville Housing Authority duly called and held on August 24, 2023.

The Regular Meeting of the Somerville Housing Authority held at the SHA Administrative office and virtually via GoToMeeting on Thursday, August 24, 2023 at 4:00 PM.

The Chairman instructed the Secretary to call the roll at 4:01 PM 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 June 15, 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 at the SHA Administrative office and virtually via GoToMeeting on Thursday, August 24, 2023 at 4:00 PM.

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 August 17, 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 August 25, 2023.

Joseph Macaluso

Joseph R. Macaluso
Executive Director

2. APPROVAL OF MINUTES OF PREVIOUS MEETING

- (a) No meeting held in July.

3. COMMUNICATIONS

- (a) Letter from Executive Office of Housing and Livable Communities (EOHLC) Division of Housing Development dated August 9, 2023, confirming a subsidy layering review for Waterworks II has been completed. The EOHLC has approved SHA to attach project-based assistance to 21 affordable rental housing units.

Executive Director Joe Macaluso stated to proceed with the Waterworks II development it is required to get approval by EOHLC (formally Department of Housing and Community Development) to receive funding and approve proposed rental amounts high enough to fund operations.

- (b) Letter from the U.S. Department of Housing and Urban Development (HUD) dated July 20, 2023, notifying SHA that their overall Section 8 Management Assessment Program (SEMAP) score for Fiscal Year ending 3/31/2023 is 93%. SHA is designated as a High Performer.

Joe stated that SEMAP is one of several management assessments SHA is required to participate in. He stated if SHA fails to meet certain criteria, there are repercussions including ineligibility for funding. He stated that he is proud of the administrative staff for continuing to keep SHA as a high performer.

4. RESIDENT CONCERNS

Pat Wilber from Properzi Manor thanked Maintenance Director Joe Whalen for deep cleaning the trash chutes earlier this week. Joe W. stated that there has been a roach infestation for several weeks that is being prioritized. Pat requested for signage in multiple languages to be hung in the building stating not to bring trash in from the dumpsters. Additionally, Pat requested an update on the new elevators at Properzi. Director of Modernization Brian Langton stated that plans are currently with the engineers. He stated depending on supply chain, he hopes for construction to begin at the beginning of the new year. Pat requested an update on receiving a larger rug and having the front entryway repainted with darker gray paint. Joe W. stated he would follow up with Purchasing about the status of the larger rug and would reach back out to Pat with an update.

5. REPORT OF THE EXECUTIVE DIRECTOR

Executive Director Joe Macaluso stated that there are no significant budgetary changes to report on. Joe updated the Board on the Waterworks II and Clarendon redevelopments. He stated Waterwork II will be closing after Labor Day and all parties involved are in the process of compiling final documents for the close. He also discussed putting out new procurement for

Phase II of the Clarendon Redevelopment since current partner Redgate is having difficulty getting investors from the private market. He stated a Request for Proposal will be posted soon to ensure there is no delay in the start of Phase 2 when Phase 1 is complete.

Upon motion made by Comm. Mannion, seconded by Comm. Rances, it was voted to approve the Report of the Executive Director.

SO VOTED

6. NEW BUSINESS

- (a) Consideration of request by the Executive Director to adopt the City of Somerville's Code of Conduct for Board, Commission and Committee Members.

Joe stated that while the Board has already signed the Code of Conduct Acknowledgement form for the City, SHA must adopt the policy.

Upon motion made by Comm. Mannion, seconded by Comm. Rances, it was voted to approve the 6(a).

- (b) Consideration of request by the Executive Director to appoint the following employees permanent:

Nancy Melendez, Tenant Selection Assistant

Paul King, Painter

Chris Houghton, Mechanic Aide

Alqi Dinka, Maintenance Mechanic

Joe stated that employees are recommended to be made permanent by their supervisors after a six (6) month probationary period either at the beginning of their employment or six (6) months after being promoted to a new position.

Upon motion made by Comm. Mannion, seconded by Comm. Rances, it was voted to approve the 6(b).

- (c) Consideration of request by the Executive Director to approve the State quarterly reports for the quarter ending 6/30/2023.

Finance Director Kelly Yin stated these are routine reports that must be submitted to EOHLC.

Upon motion made by Comm. Mannion, seconded by Comm. Rances, it was voted to approve the 6(c).

- (d) Consideration of request by the Executive Director to write off Somerville Housing Authority tenant account receivable balance in the amount of \$38,101.

Joe stated that this is an unusually high amount to write-off and is a result of legal advisement to make an agreement with a single household that had a large past due balance. The agreement waived repayment of the unpaid rent if the resident vacated the unit. Joe said this is not typical and rental arrears are usually sent to collections, but was appropriate in this situation.

Upon motion made by Comm. Mannion, seconded by Comm. Rances, it was voted to approve 6(d).

- (e) Consideration of request by the Executive Director to enter into a contract with Shea's Center Inc. for Countertop Services development wide for SHA Job #2315 for the sum of \$58,000. Director of Modernization Brian Langton stated the countertops are for unit turnovers. He stated this was the lowest of three (3) bids.

Upon motion made by Comm. Mannion, seconded by Comm. Rances, it was voted to approve 6(e).

- (f) Consideration of request by the Executive Director to approve Change Order #01 to Edward Paige Corporation for a no cost time extension of 81 days due to unseen weather circumstances. Brian stated that due to the usually large amount of rain delays, more time is needed to complete the required work.

Upon motion made by Comm. Mannion, seconded by Comm. Rances, it was voted to approve 6(f).

- (g) Consideration of request by the Executive Director to enter into an Electrical Services Contract with Singh Electric LLC for development wide labor at a cost not to exceed \$49,999. Brian stated that this is a Somerville company that bid 35% cheaper than the other bidders. He stated that SHA has had three (3) previous contracts with Singh Electric and have been successful. Joe stated that SHA's in-house electrician will be out on paternity leave soon, therefore additional electrical services will be greatly needed.

Upon motion made by Comm. Mannion, seconded by Comm. Rances, it was voted to approve 6(g).

- (h) Consideration of request by the Executive Director to appoint Chairman Capuano as Chairman of the SHA Support Corporation.

Joe explained how Limited Liability Companies are utilized when setting up tax credit properties. He stated that private investors receive tax credits, while SHA's LLCs are considered managing members of the property. He stated that SHA Support Corporation is a mirror Board of SHA's Board, however a set of officers is voted separately for the SHA Support Corporation.

Upon motion made by Comm. Mannion, seconded by Comm. Rances, it was voted to approve 6(h).

- (i) Consideration of request by the Executive Director to approve a rooftop lease with T-Mobile at Highland Garden.

Brian stated that this is an updated contract approved by HUD for SHA to receive entrepreneurial incomes of \$55,000/year. Joe stated that SHA has highly sought after properties for cell towers.

Upon motion made by Comm. Mannion, seconded by Comm. Rances, it was voted to approve 6(i).

- (j) Consideration of request by the Executive Director to adopt resolutions pertaining to the Waterworks II Project. **(Roll Call Vote Required).**

Joe requested to waive a reading of the resolutions but summarized the two (2) sets of resolutions. Joe stated that the first set of resolutions includes granting SHA authority to collaborate with SHA Support Corporation with respect to the demolition and construction of Waterworks II. Other items included awarding Project Based Section 8 vouchers to SHA Waterworks II and allowing SHA to execute any and all agreements required for the completion of the Project.

Upon motion made by Comm. Mannion, seconded by Comm. Rances, it was voted to approve 6(j) – Somerville Housing Authority Resolutions. 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		

Joe detailed the second set of resolutions [Ratification of Construction Manager at Risk Contract for 2 Capen Court] stating that while the Board has previously approved the use of the Construction Manager at Risk method for Water Works II, additional resolutions need approval to authorize new actions in connection with a Construction Manager at Risk contract for the Project.

Upon motion made by Comm. Mannion, seconded by Comm. Rances, it was voted to approve 6(j) – Somerville Housing Authority Resolutions [Ratification of Construction Manager at Risk Contract for 2 Capen Court]. 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		

Upon motion made by Comm. Mannion, seconded by Comm. Rances, it was voted to at 4:41 to recess the Regular Board Meeting to open the Annual Meeting of the SHA Support Corporation.

At 4:44 the SHA Regular Board Meeting resumed.

- (k) Consideration of request by the Executive Director to enter into executive session to undertake Contract Negotiations. **(Roll Call Vote Required)**.

Upon motion made by Comm. Mannion, seconded by Comm. Rances, it was voted to approve 6(k)]. 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		

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

Scheduling for next Regular Board Meeting: TBD

- 8. ADJOURNMENT

The Regular Board Meeting was adjourned at 5:35 p.m. following Executive Session.

Joseph Macaluso

Joseph R. Macaluso
Executive Director

ATTEST
A True Copy