

The Minutes of the Regular Meeting of the Somerville Housing Authority duly called and held on March 21, 2024.

The Regular Meeting of the Somerville Housing Authority was held in person at the Mystic Activity Center, 530 Mystic Avenue, Somerville, MA on Thursday, March 21, 2024, 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
Dennis Lemard
Joe Capuano

ABSENT

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 in person at the Mystic Activity Center, 530 Mystic Avenue, Somerville, MA on Thursday, March 21, 2024, at 4:00 PM.

CERTIFICATE AS TO SERVICE OF NOTICE OF MEETING

(Sec. 23B, Chapter 39, General Laws)

I, Diane L. Cohen, the duly appointed qualified Secretary of the Somerville Housing Authority, do hereby certify that on March 15, 2024, 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 March 21, 2024.

Diane L. Cohen
Executive Director

2. APPROVAL OF MINUTES OF PREVIOUS MEETING

(a) Monthly Board Meeting held February 15, 2024.

Upon motion made by Commissioner Zamer, seconded by Commissioner Mannion, it was voted to approve 2(a).

SO VOTED

3. COMMUNICATIONS

(a) Letter from U.S. Department of Housing and Urban Development (HUD) dated February 22, 2024, granting approval of SHA's Designated Housing Plan.

Executive Director Diane Cohen stated this is a two (2) year extension through 2026.

(b) Letter from HUD dated February 26, 2024, approving SHA's Annual Plan for FY beginning April 1, 2024.

Diane stated the Annual Plan contains policies and rules established by SHA to assist families under federally funded programs.

(c) Letter from HUD dated February 26, 2024, awarding 10 Veterans Affairs Supportive Housing (HUD-VASH) vouchers and funding to SHA.

Diane stated that the Leased Housing Department will administer these vouchers to help provide veterans with access to permanent housing.

Diane updated the Board on the opportunity to provide free Wi-Fi access to all family developments. Once established, she hopes to receive additional funding to extend this program to the elderly developments to ensure digital equity for all public housing residents.

4. RESIDENT CONCERNS

None this month.

5. DIRECTOR'S REPORT

Diane stated in addition to the provided reports, a presentation on the budget will be provided

by Fee Accountant Rich Conlon.

Upon motion made by Commissioner Mannion, seconded by Commissioner Rances, it was voted to approve the Director's Report.

SO VOTED

6. NEW BUSINESS

- (a) Consideration of request by the Executive Director to write off uncollectible vacated tenant account receivable balances in the amount of \$48,802.

Deputy Director Adam Garvey stated this item relates to twelve (12) former SHA residents. The amount is less than 1% of SHA's total billing, which reflects the excellent job of SHA's housing managers collecting rent.

Upon motion made by Commissioner Zamer, seconded by Commissioner Mannion, it was voted to approve 6(a).

SO VOTED

- (b) Consideration of request by the Executive Director to appoint Matt Lincoln permanent as the Leased Housing Director and Antonio Xelhua permanent as a Leased Housing Coordinator. Diane stated that Matt has reached the end of his twelve (12) month probationary period, whereas Antonio's probationary period is expiring at six (6) months. She stated both have performed well at SHA and would recommend both for permanent status.

Upon motion made by Commissioner Mannion, seconded by Commissioner Lemard, it was voted to approve 6(b).

SO VOTED

- (c) Consideration of request by the Executive Director to approve renewal funding for eight (8) Mystic and Clarendon Service Programs for a total annual amount not to exceed \$130,000, combined, for the 2024-2025 fiscal year.

Director of Resident Services Shannon Bennett stated that grants have been given to providers since 2011 for various programs at the Mystic and Clarendon developments. These programs provide services and activities for free or reduced costs to residents in those communities. Funded programs include the Mystic Activity Learning Center, Groundworks Somerville, ESL classes, the Interpreters Program and many more. Activities coordinated included apple picking,

snow tubing, free football and cheer programs and many more. Diane stated these critical programs are amazing for SHA residents.

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

SO VOTED

- (d) Consideration of request by the Executive Director to approve a three (3) year Fire Alarm System Maintenance contract for Pine Ridge Technologies, Inc. in the amount \$394,977.

Adam stated this is an important contract for testing, updating, and replacing fire alarm systems as needed. Four (4) bids were received. After receiving good references SHA would like to proceed with Pine Ridge Technologies, Inc.

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

SO VOTED

- (e) Consideration of request by the Executive Director to enter into a contract with MJS Construction, INC from Danvers, MA to complete FISH #274144 Mystic River Building Envelope Concrete Repairs Phase 2 for the sum of \$269,494.83.

Director of Modernization Brian Langton stated that SHA has previously used this company with great results.

Upon motion made by Commissioner Lemard, seconded by Commissioner Zamer, it was voted to approve 6(e).

SO VOTED

- (f) Consideration of request by the Executive Director to enter into a service contract with Adilson De Aguilar from Everett, MA for electrician's labor not to exceed \$50,000 in one (1) calendar year.

Brian stated SHA would like to proceed with the lowest of three (3) bids, Adilson De Aguilar, who has provided reliable services to SHA in the past.

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

SO VOTED

- (g) Consideration of request by the Executive Director to approve the CENTRAL OFFICE COST CENTER Budget for Fiscal Year Ending March 31, 2025.

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.

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

SO VOTED

- (h) Consideration of request by the Executive Director to approve the HUD AMP 1 FAMILY PUBLIC HOUSING Budget for Fiscal Year Ending March 31, 2025.

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

SO VOTED

- (i) Consideration of request by the Executive Director to approve the HUD AMP 2 ELDERLY/DISABLED HOUSING Budget for Fiscal Year Ending March 31, 2025.

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

SO VOTED

- (j) Consideration of request by the Executive Director to approve the SECTION 8 HOUSING CHOICE VOUCHER PROGRAM Budget for Fiscal Year Ending March 31, 2025.

Upon motion made by Commissioner Mannion, seconded by Commissioner Lemard, it was voted to approve 6(j).

SO VOTED

- (k) Consideration of request by the Executive Director to approve the SECTION 8 MAINSTREAM PROGRAM Budget for Fiscal Year Ending March 31, 2025.

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

SO VOTED

- (l) Consideration of request by the Executive Director to approve the SECTION 8 SRO#1 and SRO#3 Budgets for Fiscal Year Ending March 31, 2025.

Upon motion made by Commissioner Lemard, seconded by Commissioner Mannion, it was voted to approve 6(l).

SO VOTED

- (m) Consideration of request by the Executive Director to approve the HUD ROSS FAMILY SELF-SUFFICIENCY GRANT Budget for Fiscal Year Ending March 31, 2025.

Upon motion made by Commissioner Lemard, seconded by Commissioner Mannion, it was voted to approve 6(m).

SO VOTED

- (n) Consideration of request by the Executive Director to approve the HUD SECTION 8 NC/SR BYRANT MANOR Budget for Fiscal Year Ending March 31, 2025.

Upon motion made by Commissioner Rances, seconded by Commissioner Adeleine, it was voted to approve 6(n).

SO VOTED

- (o) Consideration of request by the Executive Director to approve the HUD SECTION 8 NC/SR HAGAN MANOR Budget for Fiscal Year Ending March 31, 2025.

Upon motion made by Commissioner Lemard, seconded by Commissioner Mannion, it was voted to approve 6(o).

SO VOTED

- (p) Consideration of request by the Executive Director to approve the STATE CONSOLIDATED (400-C) Budget for Fiscal Year Ending March 31, 2025.

Upon motion made by Commissioner Zamer, seconded by Commissioner Mannion, it was voted to approve 6(p).

SO VOTED

- (q) Consideration of request by the Executive Director to approve the CLARENDON HILL TOWERS (400-9/667-7) Budget for Fiscal Year Ending March 31, 2025.

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

SO VOTED

- (r) Consideration of request by the Executive Director to approve the 689-C (MONMOUTH and BROADWAY) Budget for Fiscal Year Ending March 31, 2025.

Upon motion made by Commissioner Lemard, seconded by Commissioner Mannion, it was voted to approve 6(r).

SO VOTED

- (s) Consideration of request by the Executive Director to approve the MASSACHUSETTS RENTAL VOUCHER PROGRAM Budget for Fiscal Year Ending March 31, 2025.

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

SO VOTED

- (t) Consideration of request by the Executive Director to approve the PUBLIC SAFETY PROGRAM Budget for Fiscal Year Ending March 31, 2025.

Upon motion made by Commissioner Lemard, seconded by Commissioner Mannion, it was voted to approve 6(t).

SO VOTED

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

- (a) Scheduling for next Regular Board Meeting: Thursday, April 18, 2024, at 4:00 PM
Diane stated she plans to put the Wi-Fi contract before board in April. Additionally, she will provide audit updates.

8. ADJOURNMENT

Upon motion made by Commissioner Mannion, seconded by Commissioner Lemard, it was voted to adjourn the meeting at 4:35 PM.

SO VOTED

Diane L. Cohen
Executive Director

ATTEST
A True Copy