

The Minutes of the Regular Meeting of the Somerville Housing Authority (SHA) duly called and held on July 18, 2024.

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The Regular Meeting of the Somerville Housing Authority held in-person at the Mystic Activity Center at 530 Mystic Avenue, Somerville on Thursday, July 18, 2024, at 4:00 PM.

The Executive Director called the roll at 4:04 PM. Upon roll call those present and absent was as follows:

PRESENT	ABSENT
	Chairman Capuano
Comm. Mannion	
	Comm. Rances
Comm. Lemard	
Vice-Chairman Zamer	

1. APPROVAL OF MINUTES

(a) Regular Board Meeting of Somerville Housing Authority (SHA) – June 20, 2024

Commissioner Mannion made a motion to approve the minutes of the Regular Board Meeting held June 20, 2024. Commissioner Lemard seconded the motion.

All in favor: 3-0

2. COMMUNITY INPUT/RESIDENT COUNCILS

None this month.

3. COMMUNICATIONS

None this month.

4. EXECUTIVE DIRECTOR'S REPORT

Executive Director Diane Cohen updated the Board on the SHA financial reports and offered to respond to any questions regarding the department reports provided. D. Cohen informed the Board that recently SHA had two (2) audits, including an audit by the Department of Housing and Urban Development (HUD) for the Section 8 Voucher Management System (VMS), resulting in no findings. An Independent Public Audit (IPA) reviewing various public housing and Section 8 programs, financials, and contracts is ongoing by Rector, Reeder, and Lofton. An update will be provided at the next board meeting regarding the results of this audit.

D. Cohen updated the Board on union contract negotiations stating contracts are complete for the Clerical union (Firemen and Oilers, Local 3, SEIU) and Maintenance union (Teamsters Local 25). Some changes include Clerical staff receiving a 4% annual increase for the cost of living, an increased stipend for eyeglasses, changes in bereavement time granted and other minor changes. She stated the Public Safety and Director's contract negotiations are ongoing and hope to be completed soon.

Deputy Director Adam Garvey informed the Board of a recent resident caused flood that displaced thirty (30) residents from their units at Properzi Manor. He stated early Friday evening SHA staff made great efforts to quickly accommodate the displaced households and relocate them as quickly as possible. He stated twenty-one (21) households have been allowed back to their units. The other nine (9) families will remain out of their units while repairs are made. How long that will be is undetermined at this time, therefore SHA is working to accommodate those families as quickly as possible with appropriate replacement housing. A. Garvey stated the response in handling this emergency went as smooth as possible thanks to the quick staff response and the cooperation of the residents.

## 5. DEVELOPMENT UPDATE

Development Consultant Joe Macaluso updated the Board regarding its two (2) development projects. He stated that the Clarendon Hill Redevelopment received funding for Phase 2 of the project, allowing all of SHA's public housing residents to return to the development when construction is complete. He stated initial occupancy of Phase 1 may be delayed a month, but hopeful time can be made up to meet the previous deadline. J. Macaluso stated that Waterworks II is on schedule. He stated modulars are being stored on Broadway and will be stacked in two (2) phases at the Waterworks property in August.

## 6. NEW BUSINESS

- (a) Approval of Public Housing Grievance and Pet Grievance Panel Members Dianne Santiago (SHA Employee Member) and Domenique DiVirgilio (Resident Member) for a three (3) year term. Commissioner Mannion made a motion to approve Panel Members Santiago and DiVirgilio. Commissioner Lemard seconded the motion.

Executive Secretary Emily Eschmann stated that public housing residents have the opportunity for a grievance panel hearing when any adverse actions are taken against them. This request for approval is to add a resident member and employee member to the panel pool.

All in favor: 3-0

- (b) Approval of SHA Travel Policy.

Commissioner Mannion made a motion to approve the SHA Travel Policy. Commissioner Lemard seconded the motion.

A. Garvey stated this policy serves to establish how business travel arrangements and employee reimbursements will be handled.

All in favor: 3-0

- (c) Approval of SHA Parking Policy.

Commissioner Lemard made a motion to approve the SHA Parking Policy. Commissioner Mannion seconded the motion.

A. Garvey stated this is an important policy that required updates for better enforcement by SHA's Public Safety Department and Management. He stated that due to limited parking in SHA developments, changes were made to limit parking passes to two (2) vehicles per household for new lease-ups. He stated families currently residing at SHA properties will be grandfathered in to keep their current number of vehicles. He stated that the policy details requirements for guest parking,

snow emergencies and other parking related situations. Residents will be provided this policy at lease-up and will be required to update their parking stickers annually.

All in favor: 3-0

- (d) Declare SHA property located at 17 Monmouth Street, Somerville MA 02145, parcel ID 14821, as surplus for future disposition.

Commissioner Mannion made a motion to approve the future disposition of the property located at 17 Monmouth Street in Somerville, MA. Commissioner Lemard seconded the motion.

J. Macaluso stated that this single-room occupancy (SRO) property was occupied by elderly/disabled residents selected through the Walnut Street Center (WSC). He stated the building became functionally obsolete due to lack of handicap accessibility. Additionally, WSC no longer had clientele to house at Monmouth Street, therefore they voluntarily vacated the property several years ago. He stated when attempting to receive funding sources to develop Waterworks II, the Monmouth property was going to be sold to refund the State for funding loaned to SHA. At one point SHA had hoped to redevelop the property themselves but determined it would be too burdensome given that the property is historical.

All in favor: 3-0

- (e) Approval of an operating transfer from the Federal Low Income Public Housing Program to the SHA Affordable Housing Fund in the amount of \$100,000 to be used for low-income housing purposes. Commissioner Lemard made a motion to approve the operating transfer of \$100,000 to the Affordable Housing Fund. Commissioner Mannion seconded the motion.

A. Garvey stated this transfer involves funds gained from roof-top antenna leases. This income is used for future affordable housing opportunities. J. Macaluso stated money from Affordable Housing Fund is typically used as seed money to begin redevelopment projects and is a great source that can be used for various programs.

All in favor: 3-0

- (f) Approval of the Final Completion and Payment to Laracy Electrical Contractors Inc. for Bryant Manor Intercom Replacement.

Commissioner Lemard made a motion to approve the Certificate of Final Completion and Payment to Laracy Electrical Contractors Inc. Commissioner Mannion seconded the motion.

Director of Modernization Brian Langton stated this project is complete for the installation of an intercom system that includes video for the residents at Bryant Manor.

All in favor: 3-0

- (g) Approval of Change Order #1 to New England Builders and Contractors, Inc. an Electrical Panel Upgrade.

Commissioner Mannion made a motion to approve Change Order #1 to New England Builders and Contractors, Inc. Commissioner Lemard seconded the motion.

B. Langton stated this is a Change Order for \$2100 for the Properzi Elevator Modernization project to change the size of wiring due to updated Code.

All in favor: 3-0

- (h) Approval of Final Completion and Payment to Edward Paige Corporation for Mystic River Concrete Bumpout Repairs Phase 1.

Commissioner Lemard made a motion to approve the Certificate of Final Completion and Payment to Edward Paige Corporation. Commissioner Mannion seconded the motion.

B. Langton stated this work has been completed and inspected by the engineer.

All in favor: 3-0

- (i) Approval of Change Order #1 to KB Aruda Construction Inc. for Highland Garden Domestic Water and Sprinkler Line.

Commissioner Mannion made a motion to approve Change Order #1 to KB Aruda Construction Inc. Commissioner Lemard seconded the motion.

B. Langton stated that this is a time Change Order request for an additional thirty (30) days for KB Aruda Construction Inc. to inspect the updated water and sprinkler system.

All in favor: 3-0

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

8. ADJOURNMENT

Commissioner Mannion made a motion to adjourn at 4:25 p.m. Commissioner Lemard seconded the motion.

All in favor: 3-0

*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 7/18/2024.

- Agenda
- Copy of minutes from the SHA Regular Board Meeting held on 6/20/2024
- Executive Director's Report
  - SHA Operating Statements for Month Ending 5/31/2024
  - Report: Tenant Selection Report – June 2024: Public Housing and Leased Housing Waitlists
  - Report: Vacancy Report June 2024
  - Report: SHA Voucher Utilization
  - Report: Resident Services
  - Report: Public Safety: Incidents Reported By Area
  - Report: Public Safety: Incidents Reported By Month
  - Report: Work Orders Issued: June 2024
  - Report: SHA Modernization Contract Log – Active Jobs July 2024
- New Business 6(a) Memo: Grievance Panel Members
- New Business 6(a) SHA Grievance and Pet Grievance Panel Members 2024
- New Business 6(b) Memo: Travel Policy
- New Business 6(b) Copy of SHA Travel Policy
- New Business 6(c) Memo: Parking Policy
- New Business 6(c) Copy of SHA Parking Policy
- New Business 6(d) Memo: Declaration of Surplus for Future Disposition of 17 Monmouth Street
- New Business 6(d) Revised Letter Agreement from Ben Stone with the Executive Office of Housing and Livable Communities (EOHLC)
- New Business 6(d): Monmouth Street Property Assessment
- New Business 6(e) Memo: Operating Transfer from HUD Low Income Public Housing to SHA Affordable Housing Fund
- New Business 6(e) Clarification of permissible uses of rooftop lease income Letter from HUD
- New Business 6(f) Memo: Certificate of Final Completion for Bryant Manor Intercom Replacement
- New Business 6(f) Certificate of Final Completion to Laracy Electrical Contractors, Inc
- New Business 6(g) Memo: Properzi Manor Elevator Modernization Change Order #1
- New Business 6(g) PCO-1 Somerville HA Properzi Manor Elevator letter and proposal from New England Builders and Contractors, Inc.
- New Business 6(h) Memo: Certificate of Final Completion for Mystic River Concrete Bumpout Repairs Phase 1
- New Business 6(h) Certificate of Final Completion to Edward Paige Corporation
- New Business 6(i) Memo: Highland Garden Domestic Water and Sprinkler Line – Change Order #1
- New Business 6(i) Change Order #1 Breakdown from K.B. Aruda