

The Minutes of the Regular Meeting of the Somerville Housing Authority (SHA) duly called and held on October 16, 2025.

The Regular Meeting of the Somerville Housing Authority was held in-person at the Mystic Activity Center at 530 Mystic Avenue, Somerville on Thursday, October 16, 2025, at 4:30 PM.

The Executive Director Diane L. Cohen called the roll at 4:37 PM. Upon roll call Commissioners present and absent were as follows:

PRESENT

ABSENT

Chairman Capuano

Comm. Mannion

Comm. Lemard

Comm. Rances

Vice-Chairman Zamer

Others in Attendance: Arnaldo Velazquez, Director of Finance & Administration; Brian Langton, Director of Modernization; Shannon Bennett, Director of Resident Services; Lisa Taylor, Director of Admissions, Occupancy & Compliance; Charlie Femino, Public Safety Consultant; Joe Whalen, Maintenance Director; Joe Macaluso, Development Consultant; Matt Lincoln, Director of Leased Housing; Billy Rymill, Public Safety Officer; Emily Eschmann, Executive Secretary.

1. APPROVAL OF MINUTES

(a) Regular Board Meeting – September 18, 2025

Commissioner Mannion made a motion to approve the minutes of the Regular Board Meeting on September 18, 2025. Commissioner Rances seconded the motion.

All in favor: 5-0

2. COMMUNITY INPUT/RESIDENT COUNCILS

None this month.

3. COMMUNICATIONS

None this month.

4. EXECUTIVE DIRECTOR'S REPORT

D. Cohen offered to respond to any questions from the Board. She reported that the organization remains in good financial shape and that all relevant reports are available. She also confirmed that the transaction for Capen Court was completed on October 2, and all executed documents have been received.

Director of Finance and Administration Arnaldo Velazquez informed the Board that updated financial reports are pending. He noted that a long-standing Finance Department employee recently retired after 30 years of service, resulting in a slight delay in financial processing. However, current financials are available, and comparative reports will be distributed via email.

A. Velazquez also noted that a potential budget revision is under consideration, primarily due to developments related to Clarendon. The Executive Office of Housing and Livable Communities (EOHLC) will determine whether a formal revision is necessary. SHA's fee accountant is scheduled to conduct a financial review in November. If no revision is required, the current budget will be updated as appropriate.

5. DEVELOPMENT UPDATE (IF NECESSARY)

Development Consultant Joe Macaluso stated the Capen Court transaction marks a significant milestone. SHA, previously a 1% managing member, now fully owns the property. Congratulations were extended to all involved in this important achievement.

J. Macaluso stated Phase 1 move-ins are underway at the Clarendon Hill Redevelopment, with 30 families expected to be housed by the end of October. To date, 15 families have moved in, 7 through Project-Based Vouchers (PBV) and 8 state public housing families. This project has been 9 years in the making and, once completed, will be the largest affordable housing development undertaken by SHA. D. Cohen announced that a celebration is being planned for November 19, 20, or 21st. The final date will be shared once confirmed by Preservation of Affordable Housing (POAH).

J. Macaluso stated SHA is continuing to work closely with engineers to address an air quality issue at Waterworks II. Although the source has not yet been identified, levels are trending downward. An update will be provided in the coming weeks as more data becomes available.

6. PUBLIC SAFETY UPDATE (IF NECESSARY)

Public Safety Consultant Charlie Femino discussed New Business item 7(a), informing the Board of 3 amendments made to the vehicle usage policy to strengthen safety and accountability measures. He stated better inventory tracking, stricter usage limits and mandatory inspections are now included in the policy. He stated the policy now prohibits personal use, including take-home privileges, and restricts unauthorized starting or movement of vehicles. All vehicles are subject to mandatory inspections to ensure safety and oversight. These changes are aimed at improving accountability and operational safety.

C. Femino discussed the revitalization of the Public Safety office. He also stated goals of the Public Safety Department include updating communications and internal systems and developing clear rules and regulations for officers.

Chairman Capuano inquired about SHA's response to U.S. Immigration and Customs Enforcement (ICE) activity. C. Femino explained that the Somerville Police Department (SPD) notifies him when ICE activity is detected in the area, allowing him to inform SHA officers and staff accordingly.

D. Cohen acknowledged that recent ICE activity has caused concern among residents. She emphasized that SHA does not provide information to ICE without a warrant. Additionally, SHA will recirculate "Know Your Rights" materials among staff to ensure informed and consistent responses.

D. Cohen also addressed the ongoing federal budget uncertainty and its impact on SHA operations. She confirmed that funding for Section 8 landlord payments is secured through November and December. However, SHA is currently in a budget shortfall, paying out more than it receives from the U.S. Department of Housing and Urban Development (HUD). SHA is actively working with HUD's Shortfall Prevention Team to address this funding gap and is closely monitoring federal developments.

7. NEW BUSINESS

(a) Amendment of the SHA Vehicle Usage Policy.

Commissioner Lemard made a motion to approve to approve the amendment of the SHA Vehicle Usage Policy. Commissioner Zamer seconded the motion.

All in favor: 5-0

- (b) Certificate of Substantial Completion to Aegean Builders, LLC for the Weston Manor Window Replacement Phase 2 project.

Director of Modernization B. Langton stated that the windows were 22 years old and had fallen into disrepair. The project was divided into two phases beginning with the rear portion of the building in Phase 1, and the front portion in Phase 2.

Commissioner Zamer made a motion to approve the Certificate of Substantial Completion to Aegean Builders, LLC for the Weston Manor Window Replacement Phase 2 project. Commissioner Mannion seconded the motion.

All in favor: 5-0

- (c) Contract with Corolla Contracting to complete Mystic River Roof Replacement Phase 7.

B. Langton stated there were 7 bidders for the project. The selected contractor has previously worked on 3 projects with SHA and submitted a bid that was significantly lower than the second-lowest bidder. The scope of work includes bump-out roof repairs, aiming to complete ten at a time.

Commissioner Mannion made a motion to enter a contract with Corolla Contracting to complete SHA Job #2512 Mystic River Roof Replacement Phase 7 for the sum of \$235,000.00. Commissioner Rances seconded the motion.

All in favor: 5-0

- (d) Design contract with Norian Siana Engineering, Inc. for the Weston Manor Rooftop Exhaust Fan Replacement Project.

B. Langton noted that the existing fans are old and not functioning effectively. He stated that SHA has previously worked with Norian and is confident they will develop an effective design.

Commissioner Mannion made a motion to enter a design contract with Norian Siana Engineering, Inc. for the Weston Manor Rooftop Exhaust Fan Replacement Project for the sum of \$19,900.00. Commissioner Lemard seconded the motion.

All in favor: 5-0

- (e) Design contract with NV5 Planning and Design Inc. for the Highland Garden Elevator Modernization.

B. Langton stated that Highland Garden and Hagan Manor are the remaining properties in need of elevator replacements. He stated that Highland is next for replacement, and during the upgrade process, at least one elevator will remain operational at all times to minimize disruption for residents. He stated that elevator work was recently completed at Properzi, and the contractor performed well on that project.

Commissioner Lemard made a motion to enter a design contract with NV5 Planning and Design Inc. for the Highland Garden Elevator's Modernization for the sum of \$116,030.00. Commissioner Mannion seconded the motion.

All in favor: 5-0

- (f) Permanent Status of Luc Francois, Maintenance Mechanic Aide.

Director of Maintenance Joe Whalen stated that Luc has been an employee with SHA for five years. During his time with the agency, he has completed several trainings, worked at multiple buildings, and is progressing toward becoming a mechanic. Commissioner Mannion made a motion to approve the permanent Status of Luc Francois, Maintenance Mechanic Aide. Commissioner Rances seconded the motion. All in favor: 5-0

- (g) Proposed SHA Federal Housing Program Flat Rents.

Director of Admissions, Occupancy and Compliance Lisa Taylor informed the Board that the Flat Rents have been updated.

Commissioner Zamer made a motion to approve the SHA Federal Housing Program Flat Rents effective January 1, 2026. Commissioner Mannion seconded the motion.

- (h) Executive Session: In accordance with MGL Ch. 30A, Section 21 (a)(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel, if an open meeting may have a detrimental effect on the negotiating position of the public body and the Chair so declares and NOT to reconvene in Open Session.
(Roll call)

At 5:00 P.M. Commissioner Rances made a motion to enter executive session and adjourn the meeting in executive session. Commissioner Mannion seconded the motion.

All in favor: 5-0

Roll Call Vote:

Chairman. Capuano	Yes
Comm. Mannion	Yes
Comm. Rances	Yes
Comm. Lemard	Yes
Comm. Zamer	Yes

8. ADJOURNMENT

Commissioner Mannion made a motion to adjourn the regular meeting at 5:20pm. Commissioner Zamer seconded the motion.

All in favor: 5-0

Diane L. Cohen

Diane L. Cohen
Executive Director

ATTEST

A True Copy

Documents presented during the Somerville Housing Authority Board Meeting on October 16, 2025.

- Agenda
- Copy of minutes from the Regular Board Meeting – September 18, 2025
- Executive Director’s Report
 - Report: Financial Report – August 2025
 - Report: Tenant Selection Report – September 2025: Public Housing and Leased Housing Waitlists
 - Report: Vacancy Report September 2025
 - Report: Section 8 Voucher Utilization & Spending Projection Reports as of October 2025
 - Report: Resident Services September 2025
 - Report: Public Safety – Monthly and Yearly Report - September 2025
 - Report: Work Orders Issued: September 2025
 - Report: SHA Modernization Contract Log – Active Jobs October 2025
- New Business 7(a): Memo: Vehicle Usage Policy
- New Business 7(a): Vehicle Usage Policy
- New Business 7(b): Memo: Certificate of Substantial Completion - Weston Manor Window Replacement Phase 2 - SHA Job #2412
- New Business 7(b): Socotec FIELD REPORT #01 – Punchlist and Scope of Work
- New Business 7(c) Memo: Mystic River Roof Replacement Phase 7 Contract - SHA #2512
- New Business 7(c): List of Bids – Mystic River Replacement
- New Business 7(c): Socotec Recommendation of Award – Corolla Contracting, Inc
- New Business 7(d): Memo: Design Contract - Weston Manor Rooftop Exhaust Fans Replacement - SHA Job #2514
- New Business 7(d): Norian/Siani Engineering, Inc Letter of Agreement
- New Business 7(e): Design Contract for Highland Garden Elevator Modernization - SHA Job #2513
- New Business 7(e): NV5 Proposal - Highland Gardens Elevator Replacement
- New Business 7(f): Memo: Luc Francois, Permanent Mechanic Aide recommendation
- New Business 7(g): Memo: Proposed Flat Rents