

**Arlington Housing Authority
Regular Meeting**

Minutes

July 21, 2021, at 7:00 PM

Call to Order

The virtual meeting was called or order at 7:02 by Mr. Connor.

Roll Call

Present: Nicholas Mitropoulos,
Gaar Talanian, Brian Connor,
Jo Anne Preston and Fiorella Badilla

Also Present: John Nagle, Interim Executive Director
John Greco, Attorney

Notice to Town Clerk

Notice of this meeting was delivered electronically on July 16, 2021 and posted by the Arlington Town Clerk in accordance with the provisions of the Open Meeting Law.

Interim Executive Director's Report

Winslow Towers Window Project – Mr. Nagle said that the windows for the second block of units are just about finished. The contractors are continuing to work on building envelope repairs as well as installing shades and screens on completed windows. Once completed they will move onto the next block of windows.

The fire pump replacement project and air conditioning split system project for the first two floors are both out to bid.

The new doors are being delivered in the next week and should be installed shortly after.

Drake Village Cottages – The exterior renovations project is nearing completion.

Mr. Nagle indicated that they are working with their project manager and architect from DHCD regarding the entry door improvements at the cottages. This project is still in the planning stage.

Chestnut Manor Balcony Resurfacing – Mr. Nagle indicated that the recommended bid has been presented to the board for vote at this meeting.

If approved, the project can be scheduled. Residents will be notified once the start date has been confirmed.

The property manager, Caitlin Roberts, has been following up with residents to ensure that they are getting their balconies ready and know of available resources to help them get ready.

Cusack Terrace – The roof replacement project is out to bid. Some resident parking may be impacted by the crane. These residents will be notified where they can park while this work is being completed.

Menotomy Manor – Mr. Nagle indicated that the AHA is in the process of determining next steps related to the Window Survey at Menotomy Manor. Board Vice Chair, Jo Anne Preston, has been helping to determine outside funding opportunities. The AHA will continue to seek out grants and other resources. Mr. Nagle also encouraged residents with window related issues to report them to maintenance in order that maintenance can try to address them. Resident can call 781-646-1272 to call a work order.

Picnic Tables – Six additional picnic tables of a more traditional design have been ordered.

Inspections – Unit inspections were held at Menotomy Manor, Drake Village Cottages and Winslow Towers last week. Mr. Nagle indicated that the staff are in the process of generating the necessary letters, reports and work orders related to it. All residents will be receiving a copy of the inspection report. A meeting will also be scheduled at Menotomy Manor as a means for residents to voice their concerns related to their units and capital needs. However, as a reminder maintenance issues need to be reported by calling the maintenance line at 781-646-1272.

Laundry Management Service – Mr. Nagle indicated that they are in the process of creating a Request for Proposal for laundry services at each of our developments for the management of our laundry machines. The company that is awarded this contract will install all new laundry machines that are card operated. Residents will be able to recharge these cards with cash or credit cards at stations located in either the laundry room or a common space for that development. All service calls for laundry machines would be addressed by this company. The AHA is also working on putting the laundry room at Menotomy Manor on a timer so that residents will be able to access it during certain period of time regardless of whether they have a FOB or not.

Agreed Upon Procedure (AUP) Audit Report – Mr. Nagle indicated that the AHA received the results of its agreed upon procedure audit in which the AHA received zero findings. The AUP reviews housing authority financial records such as General Accounting, Tenant Accounting, Payroll, Accounts Payable, Inventory, Procurement and Eligibility Compliance during the previous fiscal year. This positive report is a testament to AHA staff’s hard work and flexibility throughout the pandemic.

Staff Updates – The Director of Maintenance, Bob Cronin, will be retiring at the end of this month. Mr. Nagle thanked Mr. Cronin for his service to the Arlington Housing Authority as well as for his mentorship.

The Director of Maintenance and Modernization position is currently being advertised. The title has been updated to better reflect the responsibilities associated with this position.

The AHA Maintenance Clerk, Lisa, started this past week. She is currently being trained. Maintenance calls during business hours will start being directed to her very soon.

The Resident Service Coordinator, Tricia, will be starting 8/2/2021.

Mr. Connor said great news and congratulations to Bob.

Approval of Low Bidder and Award of Contract to Homer Contracting Inc., for the Arlington Housing Authority balcony resurfacing, Chestnut Manor 667-2, DHCD Project #010094 in the amount of \$129,000.00

Upon a motion made by Mr. Mitropoulos and seconded by Mr. Talanian it was unanimously voted to Approve the Low Bidder and Award of Contract to Homer Contracting, Inc., for the Arlington Housing Authority balcony resurfacing, Chestnut Manor 667-2, DHCD Project #010094 in the amount of \$129,000.00.

	<u>Yes</u>	<u>No</u>
Brian Connor	X	
Gaar Talanian	X	
Nicholas Mitropoulos	X	
Jo Anne Preston	X	
Fiorella Badilla	X	

Approval of Air Conditioner Policy

Mr. Connor said that if you only have one window then you can’t put an air conditioner in. Can they put a unit in it?

Ms. Preston said that we should discuss this. Do the tenants have to have a professional put them in?

Mr. Nagle said that he would have to have the persons credentials and proper bonding.

Ms. Preston said it is quite expensive at Cusack Terrace. She said a company could offer a better price instead of doing them individually.

Mr. Connor asked isn't that what happens now?

Mr. Nagle said there are people that do it.

Mr. Mitropoulos agreed with Ms. Preston and thought it was a good idea.

Mr. Connor asked what the rate was that they are charging.

Ms. Preston said it is quite expensive.

Mr. Connor said to bring this up at the Tenant Presidents meeting.

Mr. Greco said that DHCD wants people that are insured to do the installing.

Ms. Preston said she doesn't know if this is a good process.

Mr. Connor said the Presidents' can ask the tenants how much it costs.

Ms. Preston wants to know if someone could do it a discount rate.

Upon a motion made by Mr. Talanian and seconded by Mr. Mitropoulos it was unanimously voted in favor to Approve of the Air Conditioning Policy.

	<u>Yes</u>	<u>No</u>
Brian Connor	X	
Gaar Talanian	X	
Nicholas Mitropoulos	X	
Jo Anne Preston	X	
Fiorella Badilla	X	

Integrative Pest Management

Ms. Preston explained that Integrative Pest Management is a pro-active approach to pest management which uses multiple strategies. She said that Boston and New York Housing

Authority's use this. She said it requires a team effort using tenants, maintenance, and property managers.

Mr. Nagle said that they should request a proposal for bid.

Upon a motion made by Ms. Preston and seconded by Ms. Badilla it was unanimously voted in favor to have Mr. Nagle research the plan and come up with an RFP and a plan that works for the Arlington Housing Authority.

	<u>Yes</u>	<u>No</u>
Brian Connor	X	
Gaar Talanian	X	
Nicholas Mitropoulos	X	
Jo Anne Preston	X	
Fiorella Badilla	X	

Approval of Annual Plan

Upon a motion made by Mr. Talanian and seconded by Ms. Preston it was unanimously voted in favor to Approve the Annual Plan.

	<u>Yes</u>	<u>No</u>
Brian Connor	X	
Gaar Talanian	X	
Nicholas Mitropoulos	X	
Jo Anne Preston	X	
Fiorella Badilla	X	

Approval of HCV Annual Hearing Minutes of June 16, 2021

Upon a motion made by Mr. Talanian and seconded by Ms. Badilla it was unanimously voted in favor to Approve the HCV Annual Hearing Minutes of June 16, 2021.

	<u>Yes</u>	<u>No</u>
Brian Connor	X	
Gaar Talanian	X	
Nicholas Mitropoulos	X	
Jo Anne Preston	X	
Fiorella Badilla	X	

Approval of Annual Plan hearing Minutes of June 16, 2021

Upon a motion made by Mr. Talanian and seconded by Ms. Badilla it was unanimously voted in favor to Approve the Annual Plan Hearing Minutes of June 16, 2021.

	<u>Yes</u>	<u>No</u>
Brian Connor	X	
Gaar Talanian	X	
Nicholas Mitropoulos	X	
Jo Anne Preston	X	
Fiorella Badilla	X	

Approval of Regular Meeting Minutes of June 23, 2021

Upon a motion made by Ms. Badilla and seconded by Mr. Talanian it was unanimously voted in favor to Approve the Regular Meeting Minutes of June 23, 2021.

	<u>Yes</u>	<u>No</u>
Brian Connor	X	
Gaar Talanian	X	
Nicholas Mitropoulos	Abstained	
Jo Anne Preston	X	
Fiorella Badilla	X	

Antenna Bid for Rooftop Antenna Lease at 37 Drake Road – New Cingular Wireless PCS, LLC, a wholly owned subsidiary of AT & T Corporation

Mr. Connor said that we should grab the increase instead of the CPI,

Upon a motion made by Ms. Preston and seconded by Ms. Badilla it was voted unanimously in favor to Approve the Antenna Bid for Rooftop Antenna Lease at 37 Drake Road – New Cingular Wireless PCS, LLC, a wholly owned subsidiary of AT & T Corporation.

	<u>Yes</u>	<u>No</u>
Brian Connor	X	
Gaar Talanian	X	
Nicholas Mitropoulos	X	

Jo Anne Preston	X
Fiorella Badilla	X

Status of Executive Director, John J. Griffin

Mr. Connor said that Mr. Griffin has asked for additional leave time.

Ms. Preston wanted to know how long.

Mr. Connor said that it is indefinite.

Mr. Greco said that FMLA gives Mr. Griffin a certain amount of time. He can get twelve weeks for a 12-month period. He may still have some time.

Ms. Preston asked where does that leave us?

Mr. Connor said Mr. Nagle is still the Interim Executive Director.

Consideration of Executive Session if appropriate

It was not necessary to go into Executive Session.

Appointments

Local Tenants Organizations

Pamela Hauser, President of Winslow Towers, said that she would like to make a comment on the air conditioner policy. She said that there are two companies that will install and remove the air conditioners for the tenants for a fee of \$40.00 to \$50.00. One fee is to install them, and the second fee is to remove them. She said that there should be a separate policy of the Winslow air conditioners.

She also wanted to know if the Local Tenants Organizations are going to be their Annual Distribution. She also wanted to know if there is going to be cook-outs this year.

She also stated that the windows are wonderful.

Mr. Connor said that Mr. Nagle will get back to her.

Rachel Cravotta, Menotomy Manor said that the tenants at the last meeting felt a lot of disrespect. She said that the flooding at Menotomy Manor was bad. They called maintenance and they didn't get fans. She said that the sump pumps need to be checked.

Mr. Connor said that you are in your quest to get the Local Tenant Organization. He heard that people that cannot speak English cannot run for election. He said to check with Jack Cooper.

Ms. Preston said that the people that cannot speak English and couldn't run is in violation.

Mr. Connor said to have Mr. Nagle talk to Rachel.

Kelda Fontenot said that she attended the last meeting about antennas. She said that she wants the person who went into a tenant's apartment to stop.

Lisa Hersey, 108 Gardner Street, asked if Mr. Nagle could email her about the air conditioner policy. She said that the language proficiency was discussed and agreed upon so that the people have to speak English. They are encouraging people to attend.

Ms. Preston said that she is going to email Jack Cooper about this.

Lisa said that she has talked to Mr. Cooper, and he has taken it to his lawyer.

Ms. Preston wants to make sure it is done properly.

Lisa said Mr. Cooper gave her the nomination form. She typed it up and gave it to Mr. Cooper for his approval.

Adjourn

Upon a motion made by Ms. Badilla and seconded by Mr. Mitropoulos it was unanimously voted in favor to adjourn the meeting.

	<u>Yes</u>	<u>No</u>
Brian Connor	X	
Gaar Talanian	X	
Nicholas Mitropoulos	X	
Jo Anne Preston	X	
Fiorella Badilla	X	

The next Board Meeting is August 18, 2021.