

**Arlington Housing Authority
Regular Meeting**

Minutes

August 25, 2021, at 7:00 PM

Call to Order

The virtual meeting was called or order at 7:06 by Mr. Connor.

Roll Call

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

Absent: Fiorella Badilla

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

Notice to Town Clerk

Notice of this meeting was delivered electronically on August 23, 2021 and posted by the Arlington Town Clerk in accordance with the provisions of the Open Meeting Law.

Interim Executive Director's Report

COVID-19

Mr. Nagle has been in contact with the town health department regarding proper procedures related to the Delta Variant. He has taken steps to ensure staff are in compliance with the town mask mandate and have also posted flyers around our developments notifying residents of the town's mask mandate.

Our maintenance staff are continuing their cleaning and other protocols related to COVID-19.

Winslow Towers

The window replacement and building envelope repair project is moving along. The property manager, Lynne Sullivan, is continuing to communicate schedule changes to residents.

The low bids for the fire pump replacement project and air conditioning split system project at Winslow Towers are both being voted on tonight.

The ADA Bathroom project for the Winslow Towers and Chestnut Manor community rooms is currently out to bid.

Chestnut Manor

The balcony resurfacing project should begin at Chestnut Manor in about 2-3 weeks. The property manager, Caitlin Roberts, will be communicating the schedule to residents and following up with residents that still need to clear off their balcony. I want to thank the residents for the work they have done clearing their balconies for this project.

Cusack Terrace

The low bid for the roof replacement project will be voted on this evening. As soon as the Arlington Housing Authority receives confirmation related to when the project begins, the property manager will notify the effected residents where they can park during the duration of the project.

Drake Village Cottages

The entry door improvement project at the cottages is still in the planning stage.

Menotomy Manor

Mr. Nagle has had productive conversations with the Town Manager and the Director of the Department of Planning and Community Development related to additional funding and supports from the Town of Arlington including the American Rescue Plan Act (ARPA). The AHA is hopeful that the Town of Arlington will keep this ARPA funding earmarked for Arlington Housing Authority capital improvements. This funding will be very important in our pursuit to replace the windows at Menotomy Manor.

There is also additional money earmarked in ARPA that could potentially be used for support services. Jo Anne Preston is helping to look into this as well as compile some of the necessary supporting information.

Mr. Nagle indicated that he hopes to have more information related to this at the October Board Meeting.

Also, DHCD has notified us that they received a grant from another state agency to implement climate resilient improvements at housing authority developments. The AHA has decided to participate. As part of this, a flood survey will be conducted at Menotomy Manor. With this information on record, DHCD will be able to design resilient improvements to Menotomy Manor and target funding accordingly.

Additionally, the AHA will continue to seek out grants and other resources. Mr. Nagle encouraged residents with window related issues to report them to maintenance in order that the AHA can try to address them. To request a work order residents should call 781-646-1272.

Picnic Tables

Six additional picnic tables have been delivered and assembled at Menotomy Manor. They will be placed around Menotomy Manor in the coming days.

Inspections

Unit inspections will be held at the Hauser Building, Chestnut Manor and Cusack Terrace during September. The AHA will be using an outside service again. Residents will be notified in accordance with their lease.

Laundry Management Service

The Request for Proposal has been advertised for the Laundry Service. Proposals are due 9/9/2021 at 2:00 PM.

Also, notices have been posted at each of the developments notifying residents that the free laundry service will end on 9/1/2021. Residents that have difficulty getting change are encouraged to reach out to their property manager.

Grievance Panel

Mr. Nagle and Mr. Greco are in the process of confirming the rotating members of the panel. The members will include a tenant representative, a housing authority representative, and a disinterested party.

Once the procedures are confirmed and finalized, they will be submitted it to DHCD for approval.

Staff Updates

The new resident services coordinator, Tricia Horgan, started this month. She is working on assisting residents find resources, mediating conflict, and seeking our other programs that could benefit our residents.

The Director of Maintenance and Modernization job posting has closed. Resumes will begin being reviewed.

Approval of Low Bidder and Award of Contract to MDM Engineering Company, Inc. for the Arlington Housing Authority Roof Replacement, Cusack Terrace 667-5, DHCD Project Fish #010098 in the amount of \$336,000.00

Upon a motion made by Mr. Mitropoulos and seconded by Mr. Talanian it was voted in favor to approve the Low Bidder and Award the Contract to MDM Engineering Company, Inc. for the Arlington Housing Authority Roof Replacement, Cusack Terrace 667-5, DHCD Project FISH #010098 in the amount of \$336,000.00.

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

Approval of Low Bidder and Award of Contract to Homer Contracting, Inc. for the Arlington Housing Authority Office Air Conditioning Split Systems, Winslow Towers 667-3, DHCD Project Fish #010106 in the amount of \$362,000.00

Upon a motion made by Mr. Talanian and seconded by Ms. Preston it was unanimously voted in favor to Approve the Low Bidder and Award the Contract to Homer Contracting, Inc. for the Arlington Housing Authority Office Air Conditioning Split Systems, Winslow Towers 667-3, DHCD Project Fish #010106 in the amount of \$362,000.00.

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

Approval of Low Bidder and Award of Contract to Rustic Fire Protection, Inc. for the Arlington Housing Authority Fire Pump Replacement, Winslow Towers 667-3, DHCD Project Fish #010101 in the amount of \$95,750.00

Upon a motion made by Mr. Mitropoulos and seconded by Mr. Talanian it was unanimously voted to Approve the Low Bidder and Award the Contract to Rustic Fire Protection, Inc. for the Arlington Housing Authority Fire Pump Replacement, Winslow Towers 667-3, DHCD Project Fish #010101 in the amount of \$95,750.00.

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

Approval of Change Order Requests PCO-001, PCO-002, and PCO-003 for the Arlington Housing Authority Window Replacement and Building Exterior Renovation, Winslow Towers 667-3, DHCD Project Fish #010090 in the amount of \$17,514.57

Upon a motion made by Mr. Talanian and seconded by Mr. Mitropoulos it was unanimously voted in favor to Approve the Change Order Requests PCO-001, PCO-002, and PCO-003 for the Arlington Housing Authority Window Replacement and Building Exterior Renovation, Winslow Towers 667-3, DHCD Project Fish #010090 in the amount of \$17,514.57.

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

Quarterly Operating Statements Ending 6/30/2021

Mr. Nagle explained the quarterly statements.

Mr. Talanian asked if Mr. Nagle noticed anything out of the ordinary.

Mr. Nagle indicated that they were reviewed and prepared by AHA CPA, Rich Conlon, and that nothing out of the ordinary was found.

Upon a motion made by Mr. Talanian and seconded by Ms. Preston it was unanimously voted in favor to Approve the Quarterly Operating Statements Ending 6/30/2021.

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

Integrative Pest Management Update

Mr. Nagle said that he had a meeting with the Health Department. He said that they will provide a staff member to help with these issues.

Ms. Preston indicated that it looks like we are low on funds to bring in the exterminators.

Mr. Nagle said that our year end is September and that there will be a new budget as of October 1, 2021.

Approval of Regular Meeting Minutes of 7/21/2021

Upon a motion made by Mr. Mitropoulos and seconded by Mr. Talanian it was unanimously voted in favor to approve the Regular Meeting Minutes of 7/21/2021.

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

Appointments

Local Tenant Organizations

Mr. Connor acknowledged the passing of Cathy Spencer, Tenant President at Drake Village. He thanked her for her service to the residents of Drake.

Pamela Hauser, Tenant President Winslow Towers, asked if there is anyway when there is a booster shot can they get them to come back. She also said that last year the Board did a holiday dinner, and she is wondering if they could do it again?

Mr. Connor said that if things are like they were last year the Board will do it again.

Pamela Hauser wanted to know if they could have free laundry until November.

Mr. Connor said that he will poll the Board Members. He said the machines will be turned back on.

Lisa from Menotomy Manor is speaking on behalf of Rachel.

At the last meeting Mr. Nagle said he was going to set up a meeting. She wanted to know if this is going to happen.

Mr. Nagle said yes.

Mr. Connor said that when Mr. Greco ran the Medford Housing Authority, he would rotate the Board Members, so the tenants got to know them.

The elections are in September for Menotomy Manor. Once the Presidents are in place this will be put on the agenda.

Lisa said the candidate's night is 9-9-21 and the election will with be the 9-15-21 or 9-16-21. Lisa asked if there is someone temporarily in Mr. Cronin's position.

Mr. Connor said Mr. Cronin has not retired yet.

Mr. Mitropoulos wanted to know how many candidates.

Lisa said that she did not know. She said Mr. Cooper hasn't said.

Mr. Mitropoulos said that Pamela Hauser said her father, the first Executive Director of the Arlington Housing Authority, passed away on this day.

Adjourn

Upon a motion made by Mr. Mitropoulos and seconded by Mr. Talanian it was unanimously voted in favor to adjourn the Regular Monthly Meeting.

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

The next Board Meeting will be September 15, 2021.