

**Arlington Housing Authority  
Regular Meeting**

**Minutes**

**December 15, 2021, at 7:00 PM**

**Call to Order**

The virtual meeting was called or order at 7:03 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  
And John Greco, Attorney

**Notice to Town Clerk**

Notice of this meeting was delivered electronically on December 10, 2021 and posted by the Arlington Town Clerk in accordance with the provisions of the Open Meeting Law.

**Executive Director's Report**

**COVID-19 Testing**

The Department of Health and Human Services will be providing the Arlington Housing Authority with COVID-19 tests to distribute to AHA residents. The AHA and Dept. of Health and Human Services are in the process of determining a distribution plan for these tests.

**Booster Clinics**

The Arlington Housing Authority has partnered with Keyes Drug to administer Moderna booster shots to AHA residents. We provided Keyes Drug the results from the questionnaire that was sent out earlier this month to poll interest for a booster clinic. After reviewing the numbers of those that would participate in the clinic, they decided

that clinics would be scheduled at Chestnut Manor, Cusack Terrace, Drake Village and Winslow Towers on 12/23/2021. Notices for this clinic with instructions and requirements will be going out to resident's tomorrow. We are very grateful to Keyes Drug and look forward to completing these Booster Clinics next week.

### **Chestnut Manor**

The balcony resurfacing project is complete.

### **Cusack Terrace**

The Cusack Terrace roof replacement project is wrapping up. We are grateful to the residents of Cusack Terrace and to Arlington Catholic for their patience and understanding related to the loss of parking spaces and other interruptions during this time.

### **Menotomy Manor**

The Arlington Housing Authority will submit its final application for CPA funding for the Menotomy Manor window project this month. We are working with DHCD related to the next steps for the window study, and window project. Additionally, we will be working with the Town of Arlington to complete requirements and agreements related to the ARPA funding earmarked for this project and others.

### **Elderly Annual Rent Redeterminations**

Annual rent redetermination packets for senior public housing are being mailed out to residents. Residents will need to complete the packets and provide the required documentation by February 28, 2022. Residents with questions related to the process should contact their property managers.

### **SHERA**

The AHA is continuing to apply for eligible residents through the SHERA program. Property managers are also reaching out to residents that have been determined to be "likely" eligible for SHERA to help them get rental assistance and maintain tenancy.

### **Main Office Closure 12/27/21 to 12/31/21**

In order for the contractor to complete the asbestos abatement portion of the Winslow Towers AC project, the main office will not be accessible by staff, public or residents from 12/27/21 to 12/31/21. Offices at the other buildings will continue to be open, applications will be available in the main office entrance area, the drop box will be monitored daily for those dropping off paperwork or rent, and staff will be accessible by phone and email. Calls to the receptionist, maintenance clerk and others will be

forwarded to offsite phone lines ensuring communication is not disrupted. Also, as a reminder Friday, 12/31/2021, is a holiday for staff and all offices will be closed.

### **Laundry Management Service**

Automatic Laundry service installed the new laundry machines at each of the buildings on Monday and Tuesday this past week. Instructions have been posted at each of the sites in English and Mandarin Chinese. Residents that have questions are encouraged to call their property managers.

### **Grievance Panel**

We are still in the process of confirming the rotating members of the panel. We have also submitted our grievance procedure to DHCD for a preliminary review to ensure it meets regulatory requirements.

### **Staff Update**

We are currently completing an internal promotion process to fill the vacant working foreman position.

Ms. Preston asked if there are any arrangement for Menotomy Manor residents to get shots.

Mr. Nagle indicated that Thompson School and other Schools have held clinics for children. He also said Keyes Drug decided based off the questionnaire results and the age demographic to pursue shots at the Senior Public Housing sites. He confirmed with Ms. Preston that Menotomy Manor residents could get shots through local pharmacies like Walgreens, CVS, and others.

Ms. Preston asked if a notice could be issued out to Menotomy Manor residents indicating the options for getting a shot.

Ms. Badilla confirmed that notices to Menotomy Manor residents would work best.

Mr. Nagle indicated that the AHA would be able to create/issue out these notices.

Mr. Connor suggested using email to distribute the information.

Ms. Badilla indicated that delivering them door to door would work best.

### **Integrated Pest Management Proposal for Arlington Housing Authority - Terminix**

Mr. Nagle indicated that Terminix was the responsive, responsible, and lowest bidder. He indicated that both proposers were determined to be advantageous, but that Terminix was determined to be the lowest bidder.

Ms. Preston asked about whether training and education will be available for maintenance staff through the IPM.

Mr. Nagle said that training will be available for residents and staff through the IPM program. The AHA will be working with Terminix to work through this and other details.

Ms. Preston asked if it is part of the contract for the training.

Mr. Nagle said we may seek outside training to supplement it, but that the expectation is that Terminix be able to provide education for all stakeholders.

Ms. Badilla asked if they will work with the property managers and suggested that the tenant associations be involved as well.

Mr. Connor indicated that this is a good idea. He also suggested having a representative from Terminix show up on a recurring basis at the tenant presidents meeting.

Mr. Nagle indicated that this or other tenant meetings could be a good opportunity for Terminix to educate residents.

Ms. Badilla wanted to know how they would identify housekeeping challenges.

Mr. Nagle said they would address it with the property managers to determine root cause and that the property manager would work with resident and try to connect them with services where possible.

**Approval of Certificate of Substantial Completion, Balcony Resurfacing Project, Chestnut Manor 667-2, DHCD Project #010094**

Upon a motion made by Ms. Preston and seconded by Mr. Mitropoulos it was unanimously voted in favor to Approve the Certificate of Substantial Completion, Balcony Resurfacing Project at Chestnut Manor 667-2, DHCD Project #010094.

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

**Approval of the Proposed Change Order (PCO) Requests PCO-004 through PCO-009 for the Arlington Housing Authority Window Replacement and Building Exterior Renovation, Winslow Towers 667-3, DHCD Project #010090.**

- a. PCO-004 in the amount of \$3,309.16
- b. PCO-005 in the amount of \$5,685.11
- c. PCO-006 in the amount of \$5,298.33
- d. PCO-007 in the amount of \$34,861.38
- e. PCO-008 in the amount of (\$58,000.00)
- f. PCO-009 in the amount of \$44,663.00

Upon a motion made by Ms. Badilla and seconded by Mr. Talanian it was unanimously voted in favor to Approve the Proposed Change Order (PCO) Requests PCO-004 through PCO-009 for the Arlington Housing Authority Window Replacement and Building Exterior Renovation, Winslow Towers 667-3, DHCD Project #010090

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- d. PCO-007 in the amount of \$34,861.38
- e. PCO-008 in the amount of (\$58,000.00)
- f. PCO-009 in the amount of \$44,663.00

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

**Approval of Submission of Community Development Block Grant Application for Hauser Building Roof Replacement Project**

Upon a motion made by Ms. Badilla and seconded by Mr. Mitropoulos it was unanimously voted in favor to Approve the Submission of Community Development Block Grant Application for Hauser Building Roof Replacement Project.

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

### **Tenant Association Funding**

Mr. Connor said that regulation mandates that Local Tenant Associations (LTO) are given \$6.00 per unit to run the LTO's. He indicated that the plan would be to allocate these funds in January. He also indicated that in the past funds were provided for Christmas parties and other events. He wants to work with the LTO's so they can budget and request funding for these events subject to board approval.

Ms. Preston said by regulation they are to get \$6.00 per unit. That is for materials to run the LTO. We have given them more money in the past.

Mr. Connor said that LTO's need to provide receipts for what has been purchased.

Mr. Talanian asked what other authorities do?

Mr. Nagle and Mr. Greco indicated that the AHA is very generous in comparison to the other housing authorities.

### **Resident Holiday Meals and Gift Cards**

Mr. Connor said that we are offering meal from D'Agostino's. The meals will be delivered on December 24, 2021. Menotomy Manor will be getting gift cards. Menotomy Manor residents will get \$10.00 per resident.

Ms. Badilla indicated that this relates to a correction she would like made to the November Regular meeting minutes. She indicated that she had indicated at that meeting that the Menotomy Manor Tenants Association wanted meals to be delivered instead of gift cards.

Mr. Connor said that the call was made that gift cards are the best option for Menotomy Manor for a number of reasons.

Mr. Connor also wanted to thank the staff in advance for assisting with this on Christmas Eve.

### **Arlington Housing Authority Charitable Foundation**

Mr. Connor said we should form a charitable foundation. We would seek Grants, donations and be organized as 501(c)(3). The foundation would fund various initiatives for residents that would be difficult to do otherwise.

Ms. Badilla said it would be good to consider including the president of the Menotomy Manor Tenants Association as a family housing resident representative.

Mr. Connor said this could be taken into consideration as it gets formalized.

Mr. Talanian asked if we can go after CDBG funds?

Mr. Connor said yes.

Ms. Preston said there are lots of additional grants out there through banks and other organizations. These grants could be relative to specific types of initiatives or projects.

Mr. Talanian said that all banks have charitable foundations.

Mr. Connor said the possibilities are open ended.

Ms. Preston indicated that she has experience writing grants and has had success acquiring funding from various sources.

Mr. Talanian indicated that the grant funding opportunities at his bank are not earmarked for specific types of projects.

Mr. Talanian asked if this foundation could assist with the purchase or creation of affordable housing.

Mr. Mitropoulos said this is a great idea.

Upon a motion made by Mr. Mitropoulos and seconded by Ms. Badilla it was unanimously voted in favor for the Arlington Housing Authority to form a Charitable Foundation.

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

#### **Executive Director Hiring Update**

Mr. Connor received ten applicants. They have it down to two. They are meeting Monday night. The two candidates will be interviewed. There will be a Special Meeting next Wednesday.

#### **Approval of Regular Meeting Minutes of October 20, 2021**

Upon a motion made by Ms. Badilla and seconded by Ms. Preston it was unanimously voted in favor to Approve the Regular Meeting Minutes of October 20, 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 Special Meeting Minutes of November 9, 2021**

Upon a motion made by Ms. Badilla and seconded by Mr. Talanian it was unanimously voted in favor to Approve the Special Meeting Minutes of November 9, 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 November 17, 2021**

Upon a motion made by Ms. Badilla and seconded by Mr. Mitropoulos it was voted unanimously in favor to Approve the Regular Meeting Minutes of November 17, 2021, as amended.

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

**Approval of Executive Session Meeting Minutes of November 17, 2021**

Upon a motion made by Ms. Badilla and seconded by Mr. Mitropoulos it was unanimously voted in favor to Approve the Executive Session Meeting Minutes of November 17, 2021.

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

### Appointments

#### Local Tenant Organizations

Ellen Leigh said that they appreciate the booster clinics and testing kits. She also indicated that there typically would be funding available for the LTO to hold or subsidize smaller events that encourage socialization like pizza parties, tea, and others. She requested that this be taken into consideration and that LTO's be provided a smaller amount of money in addition to the \$6/unit that would cover these types of costs.

Mr. Connor said he agrees and that this will be taken into consideration and discussed at the Presidents Meeting.

Jennifer Hernandez indicated that tomorrow evening at 5:30 the Executive Counsel of the Menotomy Manor Tenant Association along with Janet Doyle would be having the holiday party for the children and she indicated that she hoped that the Board would be able to attend. She also indicated that Menotomy Manor is also intending to be filing as a nonprofit and has already started looking into the application process.

Ms. Hernandez indicated that the MMTA would have been happy to assist with the distribution of meals and/or gift cards to residents of Menotomy Manor. Also, they wished that residents would have been provided a choice between meals or gift cards. The MMTA would have liked to have had a larger voice in this process.

Ms. Hernandez indicated that she was disappointed with the Executive Director interview process and felt that the LTO's had a larger role than was being provided to them. She indicated that she will be reaching out to someone from the state related to the LTO's involvement in the hiring process.

Mr. Connor said that the LTO's have been invited to the zoom meeting on Monday with the two finalists. He said that the process has been conducted properly and in accordance with regulation.

Mr. Mitropoulos asked what time the party is tomorrow?

Mr. Connor said 5:30.

Upon a motion made by Ms. Badilla and seconded by Ms. Preston it was unanimously voted in favor the 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 will be January 19, 2022.