

**Arlington Housing Authority
Regular Meeting**

Minutes

October 20, 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,
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 October 18, 2021 and posted by the Arlington Town Clerk in accordance with the provisions of the Open Meeting Law.

Executive Director's Report

Winslow Towers

The window replacement and building envelope repair project is nearing completion. The Arlington Housing Authority is meeting with DHCD representatives, the contractor, and the architect to discuss some potential change orders that will be needed related to the building envelope repairs.

The Notice to Proceed has been provided to Rustic Fire Protection to start the work on fire pump at Winslow Towers.

The recommended low bid for the common area ADA Bathroom project at Winslow Towers and Chestnut Manor will be voted on by the board tonight.

Chestnut Manor

The balcony resurfacing project is underway. The property manager, Caitlin Roberts, will continue to provide project updates and notices to residents as needed.

Cusack Terrace

The contractor has begun work on the roof replacement project. Barriers have been set up in the Cusack Terrace parking lot for resident and public safety.

Drake Village Cottages

One of the committee members from the Creative Placemaking Committee, Cecily Miller, from Arlington Commission for the Arts and Culture is working on implementing a Haiku project with the residents of Drake Village. Interactive art projects like this will play a major role in the creative piece of the Creative Place Making project. Mr. Nagle indicated that the AHA is excited to work with Cecily, the residents and other committee members.

Menotomy Manor

Mr. Nagle indicated that he hopes to have more information soon related to when the survey for the windows at Menotomy Manor will take place.

Mr. Nagle indicated that he and maintenance staff will be meeting with the residents of Menotomy Manor next week to discuss capital needs. He also indicated that this will help the AHA continue to engage and receive feedback as it prepares for next year's Capital Improvement Plan. He indicated that they plan to do this at all developments throughout the course of the year.

Verizon

Mr. Nagle indicated that the AHA has met with representatives from Verizon regarding upgrading to Verizon Fios. The meetings have been productive, and Verizon agreed to send out a letter to residents indicating that their service would not be terminated on 10/26/2021 as indicated in a letter that was sent out on 9/7/2021.

Resident Services Coordinator Update

Mr. Nagle indicated that the resident services coordinator, Tricia Horgan, has been doing a great job working with residents. She is also currently working on a few different initiatives that will provide residents an opportunity to give back in the community as well connect them to other residents and agencies. One of these initiatives is to enlist the help of residents in writing letters to veterans and active-duty service members.

SHERA

Mr. Nagle indicated that the Arlington Housing Authority is participating in the Subsidized Housing Emergency Rental Assistance program better known as SHERA. This program allows residents to self-certify and provide authorization for the Arlington Housing Authority to apply for rental assistance on behalf of eligible residents. He also indicated that the AHA has received over \$17,000 in rental assistance for residents that have been approved so far.

APD Matthew Shepard Foundation Training Panel Discussion

Mr. Nagle indicated that he and Board Chair, Brian Connor, have been invited to attend a training/panel conversation by Chief Flaherty from the Arlington Police Dept. and Jillian Harvey, the Town of Arlington's Diversity, Equity & Inclusion Division Director. Mr. Nagle indicated that he is hopeful that the AHA can collaborate with Jillian Harvey further on creating new training programs for Arlington Housing Authority staff.

Laundry Management Service

Mr. Nagle indicated that due to supply chain related issues, Automatic Laundry will not be able to install the new laundry machines until mid-December. The AHA will work with them to get the units installed as soon as possible.

Mr. Nagle also indicated that property managers are available to provide change for residents that are having difficulty getting quarters. Residents that are interested in this should schedule an appointment with their property manager.

Approval of Low Bidder and Award of Contract to Mill City Construction, Inc. for the Arlington Housing Authority Accessibility Alterations to Common Bathrooms, Chestnut Manor 667-2, and Winslow Towers 667-3, DHCD Project #010093 in the amount of \$191,414.00

Upon a motion made by Mr. Talanian and seconded by Mr. Mitropoulos it was voted unanimously in favor to Approve the Low Bidder and Award of Contract to Mill City Construction, Inc. for the Arlington Housing Authority Accessibility Alterations to Common Bathrooms, Chestnut Manor 667-2, and Winslow Towers 667-3, DHCD Project #010093 in the amount of \$191,414.00.

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

**Approval of the Proposed Change Order Requests PCO-001 and PCO-002 for the
Arlington Housing Authority Balcony Resurfacing Project, Chestnut Manor 667-2,
DHCD Project #010094**

- a. PCO-001 in the amount of \$854.25
- b. PCO-002 in the amount of \$9,847.39

Upon a motion made by Mr. Talanian and seconded by Mr. Mitropoulos it was unanimously voted in favor to Approve PCO-001 in the amount of \$854.25.

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

Upon a motion made by Mr. Talanian and seconded by Mr. Mitropoulos it was unanimously voted in favor to Approve PCO-002 in the amount of \$9,847.39.

	<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 Update

Mr. Nagle said that a Request for Proposal is currently being advertised and that proposals are due on November 4, 2021.

Mr. Talanian asked if the pest control is available for the tenant in the interim period.

Mr. Nagle said yes.

COVID-19 Update

a. Update from DHCD on Vaccine Booster

Mr. Nagle said that the state has provided updated information indicating that the program that provided vaccines to Local Housing Authorities previously will likely not be reinstated.

Discussion: Resident Holiday Meals

Mr. Nagle said that we cannot forecast what the state of the pandemic will be in December.

Mr. Connor said that the status in Arlington is that masks are mandatory indoors. He also said that we can do the meals again if they can't have the parties.

Mr. Mitropoulos said to get the meals like we did last year.

Ms. Preston asked if they have the same meals for Menotomy Manor?

Mr. Connor said that D'Agostino's did a great job.

Ms. Preston said that we have to hear back from the tenants. Menotomy Manor had the gift cards last year.

Mr. Connor said yes. He said this will be put on the agenda next month.

Request to be Recognized by Menotomy Manor Local Tenant Organization

Ms. Bardilla said there are things that haven't been added to the by-laws.

Mr. Connor asked if the Board had to vote on the by-laws?

Mr. Greco said the Board should vote to accept the by-laws. He said that things can be added to the by-laws.

Mr. Connor asked if we vote now or wait until next meeting.

Mr. Greco said that he hasn't been able to fully review them yet.

Mr. Connor wanted to know if there was an urgency to this.

Mr. Greco said he doesn't think so. It shouldn't affect anything.

Mr. Connor said we can add the by-laws to next meeting and vote to approve the election at Menotomy Manor at this meeting.

Upon a motion made by Mr. Mitropoulos and seconded by Ms. Badilla it was unanimously voted in favor to Approve the Election at Menotomy Manor.

	<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 Griffin

Mr. Connor said that John Griffin is going to retire at the end of October. Mr. Connor said that there will be a committee to hire the next Executive Director. The committee will be Mr. Connor, Mr. Mitropoulos, Mr. Greco, Mr. Conlon and a Tenant President appointed by Mr. Connor to hire an Executive Director.

Ms. Preston asked if there are any requirements on applying.

Mr. Connor said DHCD has clear guidance on this.

Mr. Nagle said it could be two weeks to a month.

Mr. Connor said that he has to follow DHCD guidelines.

Mr. Mitropoulos said we need to do something for Mr. Griffin.

Mr. Connor agrees. He said that Mr. Griffin is well deserving to be recognized.

Approval of Regular Meeting Minutes of September 22, 2021

Ms. Preston requested that her remark made at the September meeting indicating that flu shots should be available to Menotomy Manor residents be added to the meeting minutes from September 22, 2021.

Upon a motion made by Ms. Preston and seconded by Mr. Talanian it was unanimously voted in favor to Approve the Regular Meeting Minutes of September 22, 2021, with the addition of Ms. Preston's comment at the end of Mr. Nagle's report.

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

Appointments

Local Tenant Organizations

Ellen Leigh requested to speak on behalf of Michael McGinty, President of Cusack Terrace.

She wants to know when they are going to receive this annual distribution check.

Mr. Connor said that DHCD mandates each Tenant Association get \$6.00 per unit in their development. We are working to come up with a plan.

She asked if there is a check list for maintenance and whether the Tenant Association can get a copy of it.

She said that the flu shots were not given out at two buildings.

Mr. Connor asked who did that.

She said the Council on Aging. She said Cusack Terrace and Chestnut Manor did not get them, but that a makeup clinic was scheduled at Town Hall.

Pamela Hauser, President of Winslow Towers said that there was an incident that the fire alarm went off and it took the fire department ten minutes to get to Winslow Towers.

She said she can't get quarters at the office. She doesn't have checks.

She said it is going to be hard to have a holiday party because the caterers are booked.

Jennifer Hernandez, Menotomy Manor wanted to thank the Board for acknowledging the elections. She said that she and the secretary edited the by-laws. She asked if the decision not vote on their recognition could be reconsidered.

Mr. Connor said that the board technically needs documents 48 hours prior to a meeting.

Mr. Connor said whatever by-laws Menotomy Manor Tenant Association presents next month will be voted on by the board.

Jennifer said she is looking forward to building a good relationship with the Board.

General Public

Mr. Connor requested that Ms. Fontenot contact the AHA Attorney John Greco with her concern.

John Ward asked a question about the position of the Director of Maintenance. He said that at the end of June Winslow Towers had the tenants meeting and Mr. Cronin said he would retire in July.

Mr. Connor said that he has not retired. Mr. Connor said that Mr. Cronin will retire when he submits his papers.

Mr. Ward said that the tenants need to know this information.

Mr. Connor said they don't need to know. He said that Mr. Nagle needs to know. Mr. Connor said the employee has not retired.

Maryann Donovan wanted to acknowledge the retirement of Mr. Griffin. She indicated the residents of Drake Village would like to say goodbye to him.

Vanessa Rowsell of Menotomy Manor said that last year the tenants received gift cards from Stop and Shop. They would like meals this year. She said that they voted on the by-laws. She said the by-laws weren't supposed to be handed out to the tenants.

Mr. Connor said that they didn't get a 48-hour notice and that there isn't an urgency for this to be voted on.

Mr. Connor said that the residents and Menotomy Manor Tenant Association will need to work out any applicable corrections.

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
Fiorella Badilla	X

The next Board Meeting will be November 17, 2021.