

**Arlington Housing Authority
Regular Meeting**

Minutes

January 18, 2022, 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, Executive Director,
John Greco, Attorney and Richard Conlon, CPA

Notice to Town Clerk

Notice of this meeting was delivered electronically on January 13, 2022, and posted by the Arlington Town Clerk in accordance with the provisions of the Open Meeting Law.

Executive Director's Report

COVID-19 Testing, Booster Clinics, and Masks

Mr. Nagle indicated that the Town of Arlington is continuing to provide free testing on Mondays at Town Hall. They are also providing a Booster Clinic this Thursday at Town Hall. Residents have been notified.

Additionally, the federal Department of Health and Human Services has announced an initiative that will provide each household 4 free at home COVID-19 test kits. We will distribute information about this to residents this week.

Also, the AHA was able to secure KN95 masks through MEMA this past week and will be distributing them to residents.

Mr. Nagle also indicated that he would like to extend his thanks again to Keyes Drug for conducting a successful booster clinic last month and to the Town of Arlington for their continued support and resources.

Winslow Towers

Mr. Nagle indicated that the AC project at Winslow Towers is under way and that they are working with the contractor to minimize disruptions to the office and community room.

The ADA bathroom project at Winslow Towers and Chestnut Manor is also under way.

Drake Village Cottages

Mr. Nagle indicated that the fire alarm system upgrade project at the Hauser Building is currently out to bid.

The creative placemaking project at Drake Village is in the design phase and the architect will be scheduling a meeting with the residents in the next month or so to engage the residents for feedback related to the project.

Menotomy Manor

Mr Nagle indicated that he will be attending a CPA Committee meeting this month as part of the presentation component of the CPA application for the window project.

Additionally, Mr. Nagle indicated that he met with Ray Santilli from the Town of Arlington to discuss the ARPA process and the AHA's request. He indicated that he is hopeful that the AHA will be able to enter into an agreement with the town related to ARPA funding in next couple of months.

The AHA is also in the process of seeking out other funding sources for the window project like High Leverage Asset Preservation Program (HILAPP) funding.

Elderly Annual Rent Redeterminations

Mr. Nagle indicated that the annual rent redetermination packets for senior public housing were mailed out mid-December. Residents will need to complete the packets and provide the required documentation by February 28, 2022. The AHA will plan to send out a reminder to residents in mid-February. Residents with questions related to the process should contact their property managers.

SHERA

Mr. Nagle indicated that the AHA is continuing to submit SHERA applications for residents and that they have received over \$35,000 in rental assistance for residents that have been approved so far. This program helps residents maintain their tenancy and address financial hardships related to COVID-19.

Laundry Management Service

Mr. Nagle indicated that Automatic Laundry replaced the laundry machines this past month. Staff and Automatic Laundry have been assisting residents get acclimated to the new machines.

Family Self Sufficiency Grant

Mr. Nagle indicated that the AHA received notification from HUD that the AHA has been awarded \$121,588 for its FSS coordinator grant this year. This is a \$49,588 increase from the 2021 award. Due to the large increase in funding, the AHA is looking into hiring a full time FSS coordinator.

Staff Updates

Pending the approval of the budget by the board and DHCD the AHA will be advertising for an Assistant Executive Director position. This job is part of the reorganization and will replace the Operations Manager position.

The AHA is also looking into cleaning and landscaping contracts at Winslow Towers as part of a pilot program that will help support the maintenance team.

Mr. Conlon presented the 2022 budget to the AHA Board of Commissioners.

Approval of State 400-C Budget as Presented

Upon a motion made by Mr. Mitropoulos and seconded by Ms. Preston it was unanimously voted in favor to Approve the State 400-C Budget as Presented.

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

Approval of State 689-1 Budget as Presented

Upon a motion made by Mr. Talanian and seconded by Ms. Badilla it was unanimously voted in favor to Approve the State 689-2 Budget as Presented.

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

Nicholas Mitropoulos	X
Jo Anne Preston	X
Fiorella Badilla	X

Approval of State MRVP Budget as Presented

Upon a motion made by Ms. Badilla and seconded by Mr. Mitropoulos it was unanimously voted in favor to Approve the State MRVP Budget as Presented.

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

Approval of Federal Section 8 Budget as Presented

Upon a motion made by Ms. Preston and seconded by Ms. Badilla it was unanimously voted in favor to Approve the Federal Section 8 Budget as Presented.

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

Approval of Federal ROSS Budget as Presented

Upon a motion made by Ms. Badilla and seconded by Mr. Mitropoulos it was unanimously voted in favor to Approve the Federal ROSS Budget as Presented.

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

Nicholas Mitropoulos	X
Jo Anne Preston	X
Fiorella Badilla	X

Approval of Local Affordable Housing Budget as Presented

Upon a motion made by Mr. Mitropoulos and seconded by Ms. Preston it was unanimously voted in favor to Approve the Local Affordable Housing Budget as Presented.

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

Approval of State Modernization Budget as Presented

Upon a motion made by Mr. Talanian and seconded by Ms. Badilla it was unanimously voted in favor to Approve the State Modernization Budget as Presented.

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

Authorization to Provide Jack Nagle and Christopher Partridge a Credit Card to be Used Strictly for Arlington Housing Authority

Mr. Nagle said that we have a credit card that is under Mr. Griffin's name.

Mr. Mitropoulos wanted to know what the limit is on that card.

Mr. Connor said that we need a policy for the credit card.

Ms. Badilla wanted to know if there was a policy before.

Mr. Connor said no.

Mr. Mitropoulos wanted to know if there is a standard State policy.

Mr. Greco said that you cannot use it for personal things.

Ms. Badilla wanted to know if the Board could see the policy before voting on it.

Mr. Conlon said the credit card should always stay in the office.

Mr. Mitropoulos asked if there is any limit.

Mr. Conlon said no.

Mr. Connor said that the policy has four points.

Ms. Badilla asked if we can add to the monthly report so the Board can see what was purchased.

Mr. Connor said yes.

Mr. Conlon said you cannot go to the ATM and get cash.

Ms. Preston asked if it would be a problem to wait to vote on this until next month.

Mr. Nagle said it would not be a problem.

Mr. Connor said we will do this the next meeting.

**Approval of Grievance Procedure and Authorization for Executive Director
Appoint Appropriate AHA Representatives to Grievance Panel for Proper and
Efficient Implementation of Grievance Panel**

Mr. Nagle said that he is working with Mr. Greco on this.

Ms. Badilla asked if this is just to have an outline.

Mr. Nagle explained the grievance procedure and approval process.

Mr. Connor said to put it on the website.

Ms. Preston said it should show the steps and that it should be given to the tenants.

Mr. Connor said that maybe we should look into making it into a pamphlet and having versions in different languages.

Ms. Badilla said it should be given to the tenants.

Mr. Connor said maybe we should send it out every year to the tenants.

Mr. Connor said that we need to vote on this.

Upon a motion made by Mr. Talanian and seconded by Ms. Badilla it was unanimously voted in favor to Approve the Grievance Procedure and Authorization for the Executive Director to Appoint Appropriate AHA Representatives to Grievance Panel for Proper and Efficient Implementation of Grievance Panel.

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

Approval of Space Heater Policy

Mr. Nagle said that it is important to have a policy in order to avoid what happened in the Bronx and Philadelphia.

Ms. Badilla wanted to know if Mr. Nagle could add condition for those that have a timer on the space heater.

Ms. Preston said the policy had some exceptions. What if the tenant does not have heat?

Ms. Preston said the units are drafty. She thinks that space heaters are widely used. She said that everyone should be notified.

Mr. Connor said that every tenant should get a copy. Mr. Connor said there should be a cover letter.

Ms. Preston said that if there is a draft maintenance can fix it.

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

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

Approval of Staff Covid-19 Testing Policy

Mr. Nagle explained that the policy is for staff members that have not received their COVID-19 vaccination.

Upon a motion made by Mr. Talanian and seconded by Ms. Badilla it was unanimously voted in favor to Approve the Staff Covid-19 Testing Policy.

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

Discussion on Commissioners Responsibilities and Interaction with Staff and Tenants

Mr. Connor said that some of the Commissioners have been harassed. He said that if a board member is being harassed, they should contact Mr. Nagle, Mr. Connor, or Mr. Greco.

Mr. Greco said that public officials do not have the same protections that regular citizens do relative to harassment.

Ms. Preston said that it is very important for board members to report this to other people.

Mr. Mitropoulos said it is a great recommendation and that it should be reported to the housing authority attorney.

Capital Improvement Plan Revision

a. Boiler Replacement at Chestnut Manor, 667-2

Upon a motion made by Mr. Mitropoulos and seconded by Mr. Talanian it was unanimously voted in favor to Approve the Capital Improvement Plan Revision.

	<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-001 & PCO-002 for the Arlington Housing Office Air Conditioning Split Systems Project, Winslow Towers 667-3, DHCD Project #010106

- a. PCO-001 in the amount of \$4,420.89**
- b. PCO-002 in the amount of \$4,985.66**

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-001 & PCO-002 for the Arlington Housing Authority Office Air Conditioning Split Systems Project, Winslow Towers 667-3, DHCD Project #010196.

- a. PCO-001 in the amount of \$4,420.89
- b. PCO-002 in the amount of \$4,985.66

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

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

Upon a motion made by Ms. Badilla and seconded by Mr. Talanian it was unanimously voted in favor to Approve the Certificate of Final Completion, Balcony Resurfacing Project, Chestnut Manor 67-2, 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 Certificate of Final Completion, Building Exterior Renovations, Drake
Village 667-1, DHCD Project #010096**

Upon a motion made by Mr. Talanian and seconded by Ms. Badilla it was unanimously voted in favor to Approve the Certificate of Final Completion, Building Exterior Renovations, Drake Village 667-1, DHCD Project #010096.

	<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 Sustainability Grant from DHCD for an Energy
Efficient Roof Material for Hauser Building Roof Replacement Project, DHCD
Program #010108**

Upon a motion made by Ms. Badilla and seconded by Mr. Mitropoulos it was unanimously voted in favor to Approve the Submission of Sustainability Grant from DHCD for an Energy Efficient Roof Material for Hauser Building Roof Replacement Project, DHCD Program #010108.

	<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 Sustainability Grant from DHCD for Energy Efficient Air Source Heat Pumps for Winslow Towers A/C Project, DHCD Project #010106

Upon a motion made by Ms. Badilla and seconded by Ms. Preston it was unanimously voted in favor to Approve the Submission of Sustainability Grant from DHCD For Energy Efficient Air Source Heat Pumps for Winslow Towers A/C Project, DHCD Project #010106.

	<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 Regular Meeting Minutes of 12/15/2021

Upon a motion made by Mr. Mitropoulos and seconded by Ms. Badilla it was unanimously voted in favor to Approve the Regular Meeting Minutes of 12/15/2021.

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

Approval of the Special Meeting Minutes of 12/22/2021

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 12/22/2021.

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

Appointments

Local Tenants Organizations

Jennifer Hernandez from Mentomy Manor thanked the Board for the gift cards. She said that she would be happy to work with the Board for the Grievance Panel.

Mr. Connor said that maybe she could work with Mr. Nagle.

She wanted to know how the masks were going to be distributed.

Mr. Nagle said that he will check with Mr. Demers. It will be 10 per family and they would be put in the mail slot.

She said that she would help with the distribution of the masks. She also wanted to know if the Budgets could be sent to her. She also had questions related to snow removal.

Mr. Connor wanted to know if we only have one person down at Menotomy Manor doing snow removal.

Mr. Nagle said that the Director of Maintenance and Modernization moves maintenance staff members to address snow removal needs. He is confident in his ability to address snow removal needs by utilizing equipment and staff appropriately.

Ms. Badilla said there should be another person down there during a snowstorm.

Mr. Connor said to bring it up at the Tenant President's Meeting.

Mr. Nagle said the men did a great job during the snowstorm.

Mr. Connor wanted to know how many languages are at Mentomy Manor.

Mr. Nagle said that we have an interpreter service.

Jennifer Hernandez said that they have an EIN number. She asked if she should talk to Ms. Melanson.

Mr. Nagle said yes.

General Public

NONE

Mr. Connor wanted to thank Mr. Demers and the entire staff who handed out the meals and they also wanted to thank D'Agostino's for the great job that they did in preparing the meals.

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

	<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 February 16, 2021.