

**Arlington Housing Authority  
Regular Meeting**

**Minutes**

**February 16, 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 (Arrived at 7:23 PM),  
Gaar Talanian, Brian Connor,  
Jo Anne Preston and Fiorella Badilla

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

**Notice to Town Clerk**

Notice of this meeting was delivered electronically on February 11, 2022, and posted by the Arlington Town Clerk in accordance with the provisions of the Open Meeting Law.

**Executive Director's Report**

**Chestnut Manor**

Mr. Nagle extended his condolences to the resident that passed away and their family. He also thanked Chief Kelley and the Arlington Fire Department for their swift action and professionalism. He also thanked Lieutenant Burns and Lieutenant Paone from AFD for conducting fire safety and prevention classes over the past few weeks.

Mr. Nagle updated the board that they have found permanent housing for all those displaced from the fire at Chestnut Manor. Mr. Nagle thanked the Town of Arlington's Health and Human Services, Somerville Homeless Coalition, Minuteman Senior Services, the Red Cross, Arlington EATs, Food Link and others for their assistance in making this happen. Mr. Nagle also thanked the AC Marriot in Cambridge as well as the Hampton Inn and Suites and Hilton Garden Inn in Waltham for working with the AHA and the Red Cross to ensure displaced residents were taken care of. Mr. Nagle also thanked the generous donors that have donated to the fund that was set up by the Town of Arlington for victims of the Chestnut Manor fire.

Mr. Nagle also acknowledged the AHA administrative staff's determination in helping residents get housed as well as the AHA maintenance staff for their speed and hard work in turning over vacant units so displaced residents could be rehoused as soon as possible. Additionally, Mr. Nagle praised the Council on Aging and Town of Arlington for their assistance in helping the AHA relocate Chestnut Manor residents to Town Hall while electrical bus duct testing took place at Town Hall.

Mr. Nagle also indicated that the ADA bathroom project at Winslow Towers and Chestnut Manor is in progress. The bathroom project at Chestnut Manor was not affected by the fire at Chestnut Manor.

### **Winslow Towers**

The AC project at Winslow Towers is still in progress. The AHA is working with the contractor to minimize disruptions to the office and community room.

### **Drake Village Cottages**

The fire alarm system upgrade project at the Hauser Building is out to bid. Mr. Nagle also indicated that a presentation was held today at the Hauser Building for the Creative placemaking project at Drake Village. The architect was able to provide some concepts based off the survey results from residents. It was an informative event. The AHA and design team look forward to moving forward in the process and continuing to seek resident feedback.

### **Menotomy Manor**

The Community Preservation Committee voted to provide the AHA \$600,000 in CPA funding towards the window project at Menotomy Manor this year. There is potential that the AHA will receive an additional \$500,000 next year as well for a total of \$1,100,000.

The Town of Arlington has indicated that the next steps for Town ARPA funding will take place sometime in March.

The Window Study will be starting pending board approval of the designer fee at this meeting.

### **COVID-19 Update**

The Town of Arlington is continuing to provide free testing on Mondays at Town Hall. They have also provided the Arlington Housing Authority with some additional testing kits, which we will begin distributing to residents. There is not enough for all residents so we will prioritize those that did not receive testing kits during the first round.

**Grievance Procedures**

The Grievance Procedures that were approved by the board last month have been submitted to DHCD for approval. Once approved, copies will be distributed to residents.

**LTO Suggestion Boxes**

Mr. Nagle indicated that LTO Suggestion boxes are located in the foyer of the Senior Public Housing developments and that one is located by the Food Pantry/Laundry Room at Menotomy Manor.

**Elderly Annual Rent Redeterminations**

A reminder was mailed out to residents regarding the annual rent determinations for senior public housing residents. Residents with questions related to the process should contact their property managers.

**SHERA**

Mr. Nagle indicated that the AHA has applied for and received over \$40,000 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. The AHA will continue to encourage resident participation in this program. It will be ending in April 2022.

**Staff Updates**

The Assistant Executive Director job is currently posted and has a submission deadline of 3/4/2022. Once the AHA has completed its preliminary screening, they will reach out to the LTO's so they can participate in the process.

The Family Self-Sufficiency Coordinator job is also currently posted.

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.

**Approval of Reasonable Accommodation Policy**

Upon a motion made by Ms. Badilla and seconded by Mr. Talanian it was unanimously voted in favor to Approve the Reasonable Accommodation Policy.

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

Jo Anne Preston	X
Fiorella Badilla	X

**Approval of Credit Card Policy**

Upon a motion made by Mr. Talanian and seconded by Ms. Badilla it was unanimously voted in favor to Approve the Credit Card Policy.

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

**Authorization to Provide Jack Nagle a Credit Card to be used Strictly for Arlington Housing Authority Purchases**

Upon a motion made by Mr. Talanian and seconded by Ms. Preston it was unanimously voted in favor to Approve the Authorization to Provide Jack Nagle a Credit Card to be used Strictly for Arlington Housing Authority Purchases.

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

**Approval of Abacus Architects and Planners Designer Services Contract in the amount of \$20,000 for the Menotomy Manor, 200-1/200-2, Window Replacement Study, DHCD Project #010107**

Upon a motion made by Ms. Badilla and seconded by Mr. Talanian it was unanimously voted in favor to Approve Abacus Architects and Planners Designer Services Contract in the amount of \$20,000 for the Menotomy Manor, 200-1/200-2, Window Replacement Study, DHCD Project #010107.

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

Fiorella Badilla X

**Acceptance of DHCD Compliance Reserve Award for \$49,500 for the Winslow Towers, 667-3, Office AC Split Systems Asbestos Abatement, DHCD Project #010106**

Upon a motion made by Mr. Talanian and seconded by Ms. Preston it was unanimously voted in favor to Approve Acceptance of DHCD Compliance Reserve Award for \$49,500 for the Winslow Towers, 667-3, Office AC Split Systems Asbestos Abatement, DHCD Project #010106.

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

**Acceptance of State ARPA  
Bill Earmark for \$100,000 for Domestic Violence Initiative.**

Upon a motion made by Mr. Mitropoulos and seconded by Ms. Badilla it was unanimously voted in favor to Approve the Acceptance of State ARPA Bill Earmark for \$100,000 for Domestic Violence Initiative.

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

**Approval of Regular Meeting Minutes of January 18, 2022**

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 January 18, 2022.

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

Fiorella Badilla X

**Approval of Special Meeting Minutes of February 2, 2022**

Upon a motion made by Mr. Mitropoulos and seconded by Mr. Talanian it was unanimously voted in favor to Approve the Special Meeting Minutes of February 2, 2022.

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

**Appointments**

**Local Tenants Organizations**

Pamela Hauser, President, Winslow Towers said residents of Winslow Towers need more shopping carts. She said that they also need another maintenance staff member.

Mr. Connor asked her if she attended the President's meeting.

Pamela Hauser said yes.

Mr. Connor said that we have to forgive the month of February due to the fire. He asked her to email Jack and himself after the meeting.

Pamela Hauser said that sometimes they pull the maintenance staff to another building.

Mr. Connor said to send specifics to Jack.

Mr. Nagle said the AHA is looking for a cleaning service.

Pamela Hauser said it would cost more for a cleaning company than a maintenance staff member.

Mr. Mitropoulos asked her how many shopping carts do they need?

Pamela Hause said two more.

Mr. Mitropoulos asked how many do they have?

Pamela Hause said five.

Mr. Mitropoulos asked if we could take three out of Drake?

Mr. Connor said Mr. Nagle could order more.

Mr. Connor said that Mr. Nagle will take care of this.

Jennifer Hernandez thanked the Board for receipt of the funds. She said this past Wednesday the camera company was not accompanied by maintenance staff. She said that a maintenance man was unlocking the basement doors and then left.

Mr. Nagle indicated that he was not aware of this.

Jennifer Hernandez said that there is a massive breakdown of communication. She said she looks forward to resolving this.

Ms. Hernandez indicated that she should be apprised of everything that is going on. She said they are out of the loop.

Ms. Badilla said the maintenance staff unlocked the doors, then left and returned later. The notice said they would be supervised, and they were not.

Jennifer Hernandez said that the basement doors were open all day.

Mr. Connor asked if it was protocol for an AHA maintenance man being there.

Mr. Nagle said he will look into this.

Mr. Connor said it will be looked into.

Ms. Preston said it is a breakdown of communication. If all the officers of the LTO knew they could let the tenants know.

Mr. Nagle said they will look into the breakdown of communication.

Ms. Badilla said that if you don't want maintenance, you should call the office and tell them.

Ellen Leigh asked if there is a general list.

Ms. Badilla said there was a paper to sign. She said to call the maintenance department.

Mr. Nagle said there is a list.

Ellen Leigh asked if there is something in writing for the Reasonable Accommodation Policy.

Mr. Connor said it will be on the web site.

Ellen Leigh said there was a table where packages were delivered to where the soda and snack machine is now located. She said that she was told that shelves were to be built. She said that the packages are left on the floor.

Mr. Connor said that is an easy fix.

Ellen Leigh wanted to know what the status of the maintenance check list is. Can a copy be sent to all the Presidents?

Mr. Nagle said there is a check list, and he will give one to her.

Ellen Leigh wanted to know if Terminix was selected.

Mr. Nagle said they are providing services to all developments.

Mr. Connor asked that if residents are finding mice, they should call the office immediately so that Terminix can be called.

Ellen Leigh said that she calls right away if there is a problem. She wants to know how often they come.

Mr. Connor said it is a monthly program.

Mr. Nagle said that if a tenant will call, and they will come out.

Mr. Nagle said they put traps outdoors and in certain common areas. He also indicated that there are residents that need extra training and assistance to address conditions that increase the chances for pest activity.

Ms. Preston asked if there are certain days they go to Cusack. She asked if there is a regular schedule.

Mr. Nagle said they are scheduled for a certain day each week.

Ms. Badilla asked if a tenant finds a hole does Terminix have a plan?

Ellen Leigh said they put a pad on the baseboard heater. She asked if that can be taken care of.

Mr. Connor said to send the Tenant Presidents the schedule for Terminix.

Mr. Nagle said there will be trainings related to rodents, and other pests.

**General Public**

Marta wanted to know why the camera people had to go into the units.

Mr. Nagle said it was necessary for them to complete their work.

Lisa Hersey asked if resident electricity would be used for the cameras.

Mr. Nagle said that the electricity is coming from the poles not resident units.

**Adjourn**

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

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

The next Board Meeting will be March 16, 2021.