

**Arlington Housing Authority
Regular Meeting**

Minutes

March 16, 2022, at 7:00 PM

Call to Order

The virtual meeting was called or order at 7:04 by Mr. Connor.

Roll Call

Present: Nicholas Mitropoulos (Departed at 8:05 PM &
Returned at 8:44 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 March 11, 2022 and posted by the Arlington Town Clerk in accordance with the provisions of the Open Meeting Law.

Executive Director's Report

Capital Projects

Mr. Nagle indicated that the ADA bathroom project at Winslow Towers and Chestnut Manor, as well as the AC project at Winslow Towers are nearing completion.

Work has begun on the units affected by the fire at Chestnut Manor.

The fire alarm system upgrade at the Hauser Building is out to bid.

An engineer from DHCD has been out to Chestnut Manor to start the planning process for the Electrical Upgrade at Chestnut Manor

The Drake Cottage door replacement project, Menotomy Manor flood study and Hauser Building roof replacement will be moving into the design phase pending board approval of designer fee contracts tonight.

Menotomy Manor is being considered by DHCD for a deep energy retrofit study through the Rocky Mountain Institute's REALIZE-MA program. This could lead to additional

funding opportunities for the Window Replacement and Building Envelope Upgrades at Menotomy Manor.

Our LEAN Application has been approved. Mr. Nagle then explained what LEAN is. Eversource is in the process of fixing light outages around Menotomy Manor.

COVID-19 Update

The Town of Arlington is continuing to provide free testing on Mondays at Town Hall.

The AHA has secured additional COVID-19 testing kits for residents through MEMA and is in the process of issuing them out to residents.

Tenant Training Events

Emergency Preparedness Training was held at Cusack Terrace this past month.

The APD animal control officer, Diane Welch, held an event for Children during February vacation. She brought an owl to show the children.

The AHA Resident Services Coordinator is in process of scheduling additional events and trainings at different developments related to fire safety, emergency preparedness, pest management and others.

Grievance Procedures

Mr. Nagle updated the board that the AHA is still waiting for DHCD approval of the Grievance Procedures.

Elderly Annual Rent Redeterminations

Staff are working hard to complete the Senior Public Housing annual rent redeterminations. The new rents will be effective 5/1/2022.

SHERA

Mr. Nagle indicated that the SHERA program will end 4/15/2022.

Staff Updates

We are in the preliminary screening process for the Assistant Executive Director job. Once we have completed our preliminary screening, we will reach out to the LTO's so that they can participate in the process.

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

We are in the procurement process for the cleaning and landscaping services at Winslow Towers.

Mr. Connor indicated that the potential for the additional work at Menotomy Manor is a great opportunity.

Ms. Preston indicated that she had some concerns with the process and had some questions related to it and potentially wrapping the building.

Mr. Nagle provided some clarification related to the process and the potential wrapping of the building.

Mr. Connor provided some additional clarification.

Ms. Badilla indicated that she has concerns with Abacus Architects and Planners and the contractor that worked on the previous projects at Menotomy Manor such as the kitchen floor.

Mr. Nagle provided some explanation of the process related to bidding and evaluation.

Ms. Badilla indicated that she is very concerned about the quality of work completed by previous contractors and the work done by the architect.

Mr. Mitropoulos suggested that Ms. Badilla contact the state regarding her concerns.

Ms. Badilla indicated that she had additional concerns that were sent to Mr. Nagle at 6:00 PM about other areas too that she wanted to discuss at the end of the meeting.

Mr. Connor agreed to review those at that time as long as they pertained to the items on the agenda.

Approval of an Amendment to the Personnel Policy to Add Juneteenth as a Paid Holiday

Upon a motion made by Mr. Mitropoulos and seconded by Ms. Badilla it was unanimously voted in favor to Approve the Amendment to the Personnel Policy to Add Juneteenth as a Paid Holiday

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

Approval of Housing Choice Voucher (HCV) Payment Standards

Upon a motion made by Mr. Mitropoulos and seconded by Mr. Talanian it was unanimously voted in favor to Approve the Housing Choice Voucher (HCV) Payment Standards.

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

Acceptance of Office of Labor and Workforce Development Wage Rates

a. Electrician	\$45.09
b. Groundskeeper/Custodian	\$28.91
c. Laborer	\$32.22
d. Maintenance Aide	\$26.71
e. Maintenance Mechanic	\$33.78
f. Working Foreman	\$35.94

Upon a motion made by Ms. Badilla and seconded by Ms. Preston it was unanimously voted in favor to Accept the Office of Labor and Workforce Development Wage Rates.

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

Approval of Capital Improvement Plan Budget Revisions

Upon a motion made by Mr. Mitropoulos and seconded by Ms. Preston it was unanimously voted in favor to Approve the Capital Improvement Plan Budget Revisions.

a. Electrical Panel Upgrade at Hauser Building

	<u>Yes</u>	<u>No</u>
Brian Connor	X	
Nicholas Mitropoulos	X	

Gaar Talanian	X
Jo Anne Preston	X
Fiorella Badilla	X

Approval of Abacus Architects and Planners Designer Services Contract in the amount of \$37,520.00 for the Drake Village Cottages, 667-1, Entry Door Improvements, DHCD Project #010105

Ms. Preston wanted to know why Abacus is getting \$37,250.00.

Mr. Nagle indicated that the fee is calculated based off the construction cost.

Ms. Preston wanted to know what the designer does.

Mr. Nagle said that they design the project as well as provide oversight and organization throughout the different phases of construction.

Ms. Preston wanted to know if this was put out to bid.

Ms. Preston said it seems to be a lot of money to design the door.

Mr. Connor said that DHCD picks the architects. The State is funding this. That this type of detail is outside of the board's responsibilities.

Ms. Badilla said isn't this the purpose of these meetings to discuss this.

Mr. Connor indicated that it is not the boards responsibility to discuss this level of detail.

Mr. Connor said that DHCD picks these people.

Ms. Preston said that there should be a breakdown of the bill.

Mr. Greco explained how the State picks the designers. He explained how the designer does a punch list after the work is done.

Ms. Badilla wanted to know who does the estimates.

Mr. Greco said DHCD sets the range on what the designer can get.

Mr. Mitropoulos wanted to know how they knew the construction workers used the wrong glue.

Ms. Badilla said that she was told by someone who was there.

Mr. Connor said that things are not going to last forever.

Mr. Mitropoulos suggested that Ms. Badilla and Ms. Preston call DHCD to submit complaints related to previous capital work.

Mr. Talanian said that materials have improved over the years.

Ms. Badilla wants to make sure that we do the best that we can.

Ms. Preston said the State has a long list of people they use. She is concerned on how they get \$37,520.00. She said they should submit a breakdown.

Mr. Mitropoulos said that it is not a requirement by the State.

Upon a motion made by Mr. Talanian and seconded by Ms. Preston it was unanimously voted in favor to Approve Abacus Architects and Planners Designer Services Contract in the amount of \$37,520.00 for the Drake Village Cottages, 667-1 Entry Door Improvements, DHCD Project #010105.

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

Approval of CBI Consulting's Designer Services Contract in the amount of \$52,400.00 for the Hauser Building, 667-4, Roof Replacement, DHCD Project #010108

Upon a motion made by Mr. Talanian and seconded by Ms. Badilla it was unanimously voted in favor to Approve CBI Consulting Designer Services Contract in the amount of \$52,400.00 for Hauser Building, 667-4 Roof Replacement, DHCD Project #010108.

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

Approval of Waterfield Design Group's Designer Services Contract in the amount of \$13,500.00 for the Menotomy Manor, 200-1 & 200-2 SHMCAP Flood Elevation Survey, DHCD Project #010110.

Mr. Nagle said this is funded 100% by the State through a grant. Mr. Nagle said this is all inclusive for flooding and climate change.

Upon a motion made by Ms. Badilla and seconded by Ms. Preston it was unanimously voted in favor to Approve the Waterfield Design Group's Designer Services Contract in the amount of \$13,500.00 for the Menotomy Manor, 200-1 & 200-1 SHMCAP Floor Elevation Survey, DHCD Project #010110.

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

Acceptance of DHCD Compliance Reserve Award for \$80,320.00 for the Hauser Building, 667-4, Fire Alarm Upgrade Asbestos Abatement, DHCD Project #010102.

Upon a motion made by Mr. Talanian and seconded by Ms. Badilla it was unanimously voted in favor to Accept the DHCD Compliance Reserve Award for \$80,320.00 for the Hauser Building, 667-4, Fire Alarm Upgrade Asbestos Abatement, DHCD Project #010101.

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

Approval of Emergency Community Preservation Act (CPA) Application for Hauser Building Electrical Panel Upgrade

Mr. Nagle explained the Electrical Panel Upgrade.

Upon a motion made by Mr. Talanian and seconded by Ms. Preston it was unanimously voted in favor to Approve the Emergency Community Preservation Act (CPA) Application for Hauser Building Electrical Panel Upgrade.

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

Fiorella Badilla X

Approval of High Leverage Asset Preservation Program (HILAPP) Application for Menotomy Manor Window Replacement Project

Mr. Nagle explained the application for the window replacement project.

Ms. Preston wanted to know if there was a dollar amount.

Mr. Nagle said 3.6 million.

Ms. Preston said that we just have to submit the ratio.

Mr. Nagle said the ratio could be higher.

Upon a motion made by Mr. Talanian and seconded by Ms. Preston it was unanimously voted in favor to Approve the High leverage Asset Preservation program (HILAPP) Application for Meotomy Manor Window Replacement Project.

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

Status of AHA Charitable Foundation

Mr. Connor updated the board that the AHA Charitable Foundation has been created.

Approval of Regular Meeting Minutes of February 16, 2022

Upon a motion made by Ms. Badilla and seconded by Mr. Talanian it was unanimously voted in favor to Approve the Regular Meeting Minutes of February 16, 2022.

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

Appointments

Local Tenants Organizations

Pamela Hauser, President, Winslow Towers thanked the Housing Authority for the carts. She wanted to know when the Board Meetings were going back to in person.

Mr. Connor said that we still have to do these until July. The zoom allows a lot of flexibility.

Pam Hauser said that they still have 44 apartments that don't have new windows. They are the people that live in the middle.

Jennifer Hernandez said they passed out maintenance surveys. They will have information shortly.

Jennifer Hernandez had questions about the approval status of the grievance procedures.

Mr. Nagle indicated that DHCD is still reviewing them.

Jennifer Hernandez had questions related to the Window Study status.

Mr. Nagle provided an update and indicated that the study is still in progress.

Jennifer Hernandez had questions about permits and the cameras. She also had concerns and questions about the communication process related to this and other projects.

Mr. Nagle said he will look into this with the Director of Maintenance and Modernization.

General Public

Marta Cayarga had questions about the installation of the cameras and the cables that were installed in the basements.

Mr. Nagle said he can verify no cameras were installed in any basement.

Marta Cayarga wanted to know where the electricity is coming from.

Ms. Badilla indicated that she had concerns about the electricity for the cameras.

Jennifer Hernandez said that there is a meter on the end of the building, and it goes to the office.

Ms. Badilla wanted to know if they could have a walk through.

Marta Cayarga had concerns about staff and contractors entering her unit as well as the placement of the cameras.

Mr. Connor said that a walkthrough can be arranged.

Jennifer Hernandez said the cameras are low.

Mr. Connor said that once the cameras are set up and operational to have the Tenant President make sure they can't see in the apartments.

Marta Cayarga indicated that she felt the contractor used cheap material in the kitchen.

Mr. Connor said the State determines the tiles that are used.

Jennifer Hernandez said the tiles are really bad.

Mr. Connor said that ceramic tiles last longer than VCT tiles. He said that these issues belong in the Maintenance Meetings not the Board Meetings.

Jennifer Hernandez indicated that she had concerns about residents being told information before it is confirmed. She indicated that it causes confusion.

Mr. Connor said that the Presidents have a different status that you can call Jack & Chris.

Jennifer Hernandez indicated that she has concerns about communication.

Mr. Nagle indicated that he is always open to pursuing ways to improve communication.

Mr. Connor said they will meet after Easter to talk about this.

Adjourn

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 April 20, 2021.