



April 12, 2022 IHA Board of Directors (Board) Meeting Minutes

Roll Call

On a roll call, Board members Charlie Allen, Chairperson; Richard Kallman, Vice-Chair; Jacqueline Hayward, Treasurer; and Glenn Gibbs all voted present. Also present: Kate McGuire, IHA Executive Director (ED), Jessica Sadoway, Finance Director/Assistant Director; Paul Pavia, Fee Accountant and Alex Russell, Maintenance Director (MD). Member Richard Bromby was absent.

Charlie Allen brought the April 12, 2022 Board meeting to order at 6:00 pm.

Query Time

Jaqueline Hayward asked if the cost for using the washers/dryers will increase when the new machines are installed. MD said that a decision has yet to made, but he didn't anticipate an immediate cost increase.

Payment of Bills

Gibbs made a motion to approve payment of bills, seconded by Kallman. Vote was 4 to 0 in favor.

Correspondence

None

Minutes

Motion by Gibbs to approve the minutes of 2/15/2022 and 3/8/2022. Second by Kallman. Vote was 4 to 0 in favor.

Budget 2023

The FY2023 Budget was presented by Fee Accountant Paul Pavia.

Motion by Kallman to approve the FY2023 budget. Second by Hayward. Vote was 4 to 0 in favor.

Motion by Kallman to approve the ED Salary Calculation Sheet. Second by Hayward. Vote was 4 to 0 in favor.

Executive Director Report

Mileage

ED stated that DHCD released a Public Housing Notice allowing LHA's to increase the mileage reimbursement from \$0.45 to \$0.585. She added that the rate has not been increased in many years and this will be helpful for staff who use their own vehicles for IHA business.

Motion by Gibbs to approve the increase in the mileage reimbursement to \$0.585 per mile. Second by Kallman. Vote was 4 to 0 in favor

ARPA Funds

ED reported that IHA will be receiving ARPA funds in the coming months. The funds will be the equivalent of a full year of formula funding and will be used to move forward some capital improvement projects already in the pipeline. There will also be some special awards which the IHA may qualify for.

Tenant Board Member

ED reported that she filed a waiver request for the Tenant Board Member seat on behalf of the Board. The waiver is valid for one year and can be renewed annually until Hayward's term expires in 2025.

Fair Market Rents

ED presented the Fair Market Rents for the Housing Choice Voucher Program. She noted that the rents are revised from an earlier version released a few months ago. ED recommended the Board approve the Fair Markets Rents at 100%, effective June 1, 2022. Gibbs asked what the implication of the Fair Market Rent was; Allen said it's the maximum rent the landlord can charge for the Section 8 program.

Motion by Kallman to approve the Fair Market Rents at 100%, effective June 1, 2022. Second by Hayward.

Agawam Village Pre-Construction Funding

ED reported that the Agawam Village renovation contractor, Colantonio Inc., has asked IHA to release funds prior to construction to allow them to order supplies and secure sub contractors. ED noted that due to the volatile market and the difficulty procuring supplies, the funds would reduce downtime at the beginning of the project and possibly save money. The funds would all reimbursed at closing or shortly thereafter; until then, IHA would be at risk. ED stated the contractor had asked for \$500,000 - \$1,000,000. Allen said that while he supports releasing some pre-construction funds for Colantonio, he'd like more information about exactly how then plan to use the funds. Allen added that the risk of the project not closing was very small, and thus IHA's exposure would not be minimal. Allen asked if CEDAC would be willing to front the funds and ED said no. Allen suggested that Harborlight Community Partners be asked to contribute some money to the pre-construction funds to share the risk. ED responded that she would discuss this with the contractor and Harborlight Community Partners and report back to the Board.

27 Essex Rd

ED reported that construction on the bathroom renovation project at 27 Essex Rd is now complete. One change order was required due to the relocation of the shower valve to make the bathroom ADA compliant. The cost of the change order was \$1,1073, which was covered by the contingency.

Motion by Hayward to approve change order #1. Second by Kallman. Vote was 4 to 0 in favor.

Motion by Hayward to approve the Certificate of Substantial Completion. Second by Kallman. Vote was 4 to 0 in favor.

Oak Hill Board Liaison

ED reported that the management agent for Oak Hill has asked if the Board is interested in assigning one of its members to serves as a liaison to the Oak Hill Board. Apparently years ago a Board member attended Oak Hill Board meetings. Kallman said that he's not able to attend in person, he would be willing to listen to most of their meetings while they remain remote. The Board decided that this would be sufficient. ED said she will notify the Oak Hill agent of this response.

Institution for Savings Charitable Foundation

ED reported that IHA has been awarded \$60,000 by the Institution for Savings Charitable Foundation for the Creative Placemaking Project. She expressed her gratitude to Gibbs for putting his time and effort into the grant application; Board members echoed that sentiment. Gibbs noted that the Institution for Savings requested in their award that the IHA mention the Institution's involvement in the project when ever the project is mentioned in any local media or social media announcement, and asked that the ED ensure that it happen.

Agawam Village Rehab Tenant Meeting

ED reported that the IHA held a very successful presentation for the Agawam Village rehab project. Almost half of the tenant population attended, and the response was overwhelmingly positive. Present at the meeting were representatives from Harborlight Community Partners, SV Design, Anser Advisory, Colantonio Inc and Housing Opportunities Unlimited (HOU). ED said that the majority of tenant questions were regarding the relocation, thus having HOU at the presentation was valuable in reassuring tenants.

Maintenance Report

MD reported that the team is currently working on two vacancies that have extensive cigarette smoke damage and wear and tear from long-term tenants. He expects that these units would take longer than 60 days to turn over. MD noted that a a new Groundskeeper and Maintenance Mechanic had been hired, and that both would be starting in the next few weeks.

There being no other business to come before the Board, Hayward made a motion to adjourn, seconded by Kallman. Vote to adjourn passed unanimously.

Documents/Exhibits Used at Meeting

- *IHA Vendor Accounting Check Register for Checks Dated 4/12/22*
- *IHA Minutes for February 15, 2022 and March 8, 2022 Board meetings*
- *April 12, 2022 ED Report*
- *144083 Change Order #1*
- *Institution for Savings Grant Award Letter*
- *Agawam Village Rehab Fact Sheet*
- *Agawam Rehab Presentation*
- *Current Vacant Units/Work Order Complete/Incomplete Report*