



Ipswich Housing Authority (IHA)

April 7, 2020 IHA Board of Directors (Board) Meeting Minutes

Due to the COVID-19 pandemic, the meeting was held remotely pursuant to Open Meeting Law waiver/guidance contained in Governor Baker's 3/12/20 Executive Order

1. Roll Call

On roll call vote, Board members Charlie Allen, Chair; Richard Kallman, Vice-Chair; Susan Monahan, Treasurer; Judith Butterly, Secretary; and Glenn Gibbs all voted present. Also present were Kate McGuire, IHA Executive Director (ED); and Alex Russell, IHA Maintenance Director (MD). Chair Allen brought the meeting to order at 6:00 pm.

2. Query Time

Judith Butterly asked the ED to address the issue of buildings entrances being propped open while tenants are outside. Judith stated that a mouse was found in the common area of one building and they assume it's because the doors were left open. The ED stated she would send a notice to residents.

3. Bills

Board members reviewed a list of recent IHA expenses. Butterly asked about the maintenance vehicle. The ED stated the van was purchased but due the DMV closures cannot be registered until the stay at home order is lifted. Motion made by Kallman, seconded by Susan Monahan, to approve payment of bills. Vote was 5 to 0 in favor.

4. Minutes of the regular meeting of March 3, 2020

Board members expressed satisfaction with the draft minutes as presented. Motion to approve 2/4/20 minutes made by Monahan, seconded by Gibbs. Vote was 5 to 0 in favor.

5. Correspondence: NONE

6. Executive Director Report

ED reported on the following matters:

COVID-19

The ED gave an update on the IHA response to the COVID-19 pandemic. The IHA office is closed to the public and all community rooms remain closed. Monahan asked about laundry rooms; the ED stated they will remain open with one person in the laundry room at a time. The IHA is conducting weekly check-in calls with residents and will connect at-risk residents with services. The ED is in regular contact with The Open Door, COA, DHCD and HUD. The ED presented all notices sent to residents, DHCD PHN 2020-10 thru 13.

ModPhase

The ED stated the ModPhase is continuing with little interruption, since most work is on exteriors and in vacant units. The flooring subcontractor has been delayed due to restrictions from their Boston based union.

Agawam Village Rehab

The ED stated she will send out an RFP this month for a project manager, who will be funded by a repayable grant from MHP. She has not yet received the most recent CNA but expects it to arrive in a few weeks.

Creative Placemaking

The working group continues to meet weekly to prepare grant application. The ED and Gibbs described the project - a 'town square' surrounding the Open Door Food pantry. The community space would include a kids play area with a boat and a stage with seating. There will also be a quiet seating area with shade for seniors and other adults. The seating area will have a 'loveseat library' with benches custom designed to have a small library underneath. The ED requested Board's support of the IHA application. Motion to approve submission of application made by Kallman, seconded by Monahan. Vote was 5 to 0 in favor.

T144084 & 144083 Low Bid

The ED presented the low bid for 144084, which was S.I. Services in the amount of \$13,800. The references were conducted by the RCAT and were all positive. Motion to approve the low bid for 144084 made by Gibbs, seconded by Kallman. Vote was 5 to 0 in favor.

The ED presented the low bid for 144083, which was Caruso & McGovern Construction in the amount of \$39,950. References were conducted by RCAT and were all positive. Motion to approve low bid for 144084 made by Gibbs, seconded by Monahan. Vote was 5 to 0 in favor.

7. Budget 2021

The ED presented the budget for 2021, which had been revised to include the Resident Service Coordinator position and the exact cost of the MD's vehicle. Motion to approve the budget for 2021 made by Gibbs, seconded by Monahan. Vote was 5 to 0 in favor.

8. ModPhase Change Order

The ED presented Change Order #1 for the ModPhase project. The costs were accepted by both the ED and the DHCD Construction Manager. Motion to approve the ModPhase Change Order #1 made by Kallman, seconded by Gibbs. Vote was 5 to 0 in favor.

9. Merger of the 667-4 and 705

The ED requested the Board vote to approve the merging of the 667-4 and 705 projects. Going forward the project will be treated as one 'Agawam Village' property. Motion to approve the merger made by Gibbs, seconded by Kallman. Vote was 5 to 0 in favor.

10. Hamilton Management Agreement

The ED presented the updated Hamilton Management Agreement that includes the 2020 allowable increase to the management fee of \$49,440. Motion to approve the management agreement amendment with Hamilton made by Gibbs, seconded by Monahan. Vote was 5 to 0 in favor.

11. Maintenance Report

MD reported that the maintenance team is focused on cleaning/sanitizing common areas and working in vacant units and outdoors. He announced that the IHA has hired a new maintenance mechanic, Miguel Lopez. They are very excited to have him on board.

12. Adjournment

There being no other business to come before the Board, a motion to adjourn was made by Kallman, seconded by Butterfly, and passed unanimously. Meeting adjourned at 6:58 pm.

Documents/Exhibits Used at Meeting

- IHA Vendor Accounting Check Register for checks dated 4/7/20
- 3/3/20 IHA Meeting Minutes
- Executive Director Report: April 7, 2020
- IHA Work Order Complete/Incomplete Report
- Current Vacant and Offline Units Report
- ED 3/17 and 3/24 letters to residents re COVID-19 action plan
- PCN Notices 10 thru 13 re COVID-19