

**Ipswich Housing Authority (IHA)**  
February 4, 2020 IHA Board of Directors (Board) Meeting  
6 Caroline Avenue

**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 Gary Dean, IHA Maintenance Director (MD). Chair Allen brought meeting to order at 6:02 pm.

**2. Query Time**

Deb Ford from 31A Caroline Ave. informed Board that some dog-walking tenants and neighbors are not picking up their dogs' excrement from the walkways behind the buildings. Allen suggested installing a dispenser for excrement bags, which hopefully would encourage walkers to pick up after their dogs. Gibbs said he would enquire at town hall about the dispensers employed on town properties.

Heidi Pearson from 5 Caroline Ave, the tenant representative and newly elected president of the Whittier Manor Tenants Association, wished everyone a happy and peaceful new year.

**3. Bills**

Board members reviewed list of recent IHA expenses and had no questions. Butterly made motion, seconded by Kallman, to approve payment of all bills. Vote was 5 to 0 in favor.

**4. Minutes -- 1/14/20 meeting**

Board deferred taking action on 1/14/20 meeting minutes until next meeting. ED asked Gibbs to review draft and send her suggested edits, requesting that the minutes be simple and precise. Gibbs agreed.

**5. Correspondence**

None. Kate noted that the Jan./Feb. edition of the NAHRHO newsletter had yet to be published.

**6. ED Report**

ED reported on the following:

Mod phase: Roof on Building B at Southern Manor has been replaced and is a huge improvement. Door colors were selected and samples are provided in Board packet.

Agawam Village: ED spoke of need to perform Capital Needs Assessment. Discussion ensued about public housing construction contracts, including the need to file a Home Rule Petition to be exempted from holding sub-bids. ED talked about **D3G** and Allen listed the staff persons at MHP that IHA will be working with.

Creative Placemaking Grant: On February 3rd, the application committee reviewed draft user survey for proposed improvements, embraced Kerrie Bates' idea about creating natural amphitheater for children's play, and agreed to meet bi-weekly until application is submitted in April.

CHAMP Public Housing Notice (PHN): DHCD issued PHN on 12/27/19, informing local housing authorities it will incorporate new Common Housing Application tenant selection into FY20 Performance Management Reviews. Housing Committee believes CHAMP is being rolled out prematurely and is pushing back against DHCD.

Financial Statement: ED reviewed financial statement from IHA's accountants, Fenton and Ewald. To maintain reserves at required 35%, ED will request DHCD reimbursement for administrative costs on capital projects, which she does not typically do. On another note, Chair and ED talked about how Section 8 spending is influenced by a community's rental market. ED indicated she will soon be speaking with a director at HUD about this matter.

**7. Maintenance Report**

MD reported there are currently no unit vacancies, and that January was a busy month work order-wise. Gibbs asked a couple of questions about the format of the work order report. MD explained how the report helps the maintenance department manage time, keep track of work orders and assess complexity of individual work orders.

**8. Adjournment**

There being no other business to come before the Board, a motion to adjourn was made by Butterly, seconded by Kallman. Vote to adjourn passed unanimously. Meeting adjourned at 7:07 pm.

*The 1/14/20 minutes were prepared by Gary Dean and approved by Board at its meeting of \_\_\_\_\_, 2020.*