



IPSWICH HOUSING AUTHORITY
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January 18, 2022 IHA Board of Directors (Board) Meeting Minutes

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

Roll Call

On a roll call, Board members Charles Allen, Chair; Jacqueline Hayward and Glenn Gibbs all voted present. Absent; Richard Bromby and Richard Kallman.
Also present: Kate McGuire, IHA Executive Director (ED); Alex Russell, Maintenance Director (MD).
Chair Allen brought the January 18, 2022 Board meeting to order at 6:00 pm.

Annual Plan

No members of the public present for the hearing. Glenn Gibbs requested the edits he suggested be incorporated into the plan. The ED stated she would incorporate all edits that were not a part of the DHCD boilerplate.

Motion by Jacqueline Hayward to approve the plan. Second by Glenn Gibbs. Vote was 3 to 0 in favor.

Query Time

There were no queries.

Payment of Bills

Gibbs made a motion to approve payment of bills, seconded by Hayward. Vote was 3 to 0 in favor.

Regular Minutes of December 14, 2021 Board Meeting

Gibbs moved to approve the 12/14/21 meeting minutes. Hayward seconded. Vote was 3 to 0 in favor.

Correspondence

The ED presented the October and November financial statements. The ED stated that the fee accountant is a little behind on delivering the statements due to staff absences. She added that the reserves are healthy.

Executive Director Report

Flooring Bids

The ED presented the results received for the Request for Bids released for the annual flooring contract. The ED stated that the low bid came in from a contractor the IHA has used for many years and has been very happy with the contractor.

Motion by Glenn Gibbs to award the annual flooring contract to Carpet Liquidators. Second by Jaqueline Hayward. Vote was 3 to 0 in favor.

Office Copier

The ED stated that IHA has been having many issues with one of the copier machines in the office. The ED stated that the copier is no longer reliably working and the IHA have been informed that replacing the parts for the copier is not possible. The ED stated that she has purchased a new copier for \$6,500 and is requesting the board vote to dispose of the old copier.

Motion by Jaqueline Hayward to dispose of the old copier. Second by Glenn Gibbs- Vote was 3 to 0 in favor.

State & Federal Audit

The ED presented the AI33 and AUP audit reports and stated that the IHA had no findings across the board. She added that this is a testament to the hard work of the team and congratulated all of the staff on their work.

Collective Bargaining Agreement (CBA)

The ED stated that the Maintenance Union sent a letter requesting that the IHA renegotiate the CBA. The ED stated that she has engaged attorney Kier Wachterhauser from law firm Murphy, Hesse, Toomey & Lehane to represent the IHA. The ED stated that in the past the Board has elected to have a board member present during negotiations, but she is recommending that the Board allow the attorney to handle the negotiations. Charlie Allen stated he would prefer to have the attorney take the lead. Glenn Gibbs asked what other LHA's do and the ED stated that it is most common for the Board to not be involved in negotiations. She added that the Board will vote on the CBA when both sides have agreed on terms.

Snow Removal Equipment

The ED stated that the IHA staff have been looking to upgrade the snow removal equipment and have found a used Ventrac 3400Y for sale for \$18,000. The machine will cut down on the time spent removing snow from sidewalks and will also spread salt. Charlie asked if the IHA found comparable machines and the ED stated the comparable machines for around \$24,000.

Motion by Glenn Gibbs to approve the purchase of the Ventrac 3400Y. Second by Jaqueline Hayward. Vote was 3 to 0 in favor.

Maintenance Director Report

The MD presented the vacancy report for January. Glenn Gibbs asked if there was an update on 2 Southern Heights. The MD stated the team is still working on the unit and can not give a date it will be ready due to impending snow storms that will occupy the maintenance team's time. The MD stated that IHA is working on the electrical emergency at Caroline Ave, replacing the cables and trying to locate all of the areas that have been affected.

Adjournment

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

Documents/Exhibits Used at Meeting

- IHA Vendor Accounting Check Register for Checks Dated 2/14/22
- IHA Minutes for December 14, 2021 Board meeting

- IHA Operating Budget Statements for 12 months ending October 31, 2021
- IHA Operating Budget Statements for 12 months ending November 30
- January 18, 2022 ED Report
- Current Vacant Units/Work Order Complete/Incomplete Report