



## **October 12, 2021 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, Richard Bromby and Glenn Gibbs all voted present. Member Richard Kallman was absent.

Also present: Kate McGuire, IHA Executive Director (ED); Jessica Sadoway, Assistant IHA Director/Finance Director; Alex Russell, Maintenance Director (MD).

Chair Allen brought the October 12, 2021 Board meeting to order at 6:00 pm.

### **Query Time**

There were no public queries.

### **Payment of Bills**

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

### **Regular Minutes of September 14, 2021 Board Meeting**

Gibbs moved to approve the 9/14/21 meeting minutes. Hayward seconded. Vote was 4 to 0 in favor.

### **Correspondence**

ED presented the IHA budget statements for the period ending on August 31, 2021.

### **Construction Manager at Risk for the Agawam Village Rehab Project**

ED stated that the selection committee interviewed four construction firms that applied for the Agawam Village Rehab project, and ranked Colantonio first, W.T Rich second, Windover third and Commodore fourth. ED, MD and Gibbs each stated that they supported awarding the contract to the first ranked firm, Colantonio. Allen said he was impressed with all four firms and felt any of them would be well qualified. Allen asked how the contract negotiations would proceed. ED stated that she and the Owner Property Manager would begin negotiations as soon as the Board awarded the contract, which the IHA will be doing based on qualifications. ED stated that IHA can negotiate the team size and who will be responsible for the project, which will impact the overall price. Gibbs asked that the memo from Andrey Lombardi of Anser Advisory, which was included in the 10/12/21 Board meeting packet, be corrected by removing the statement that he is the IHA Board co-chair.

Motion by Gibbs to award Construction Manager at Risk contract to Colantonio. Second by Bromby. Vote was 4 to 0 in favor.

## **Executive Director Report**

### **IHA Rules and Policies**

ED presented the revised IHA Rules and Policies, noting that minor changes have been made and references to newer policies were included. A restriction on trampolines and fire pits that was recommended by IHA's insurance carrier was also added. Allen asked if the higher fee for lockouts would increase annually. ED said no, the fee was for an entire tenancy. Gibbs noted some incorrect references to the Salisbury Housing Authority that need to be corrected.

Bromby made a motion to approve the policy as amended. Second by Gibbs. Vote was 4 to 0 in favor.

### **COVID Booster Clinics**

ED stated that IHA held two clinics for the booster shots at Caroline Ave and Agawam Village since the Board's last meeting. She reported that fewer tenants participated than in the first vaccine clinic, so IHA will continue to inform tenants of their eligibility to receive the booster shot. ED said she is working with Conley's Drug Store to prepare for the next on-site COVID booster clinics. She anticipates receiving news within the next month on booster shot availability.

### **Agawam Village Project Update**

ED reported that Senator Tarr's office has informed her that the Home Rule Petition is in its final stages before the senate vote. She encouraged Board members to look at the second set of design documents for the rehab that can be accessed via the link in the ED report. Allen asked if any sustainability upgrades were included. ED stated the HVAC has already been upgraded but the rehab will include additional insulation and replacing all windows. She noted that the team will also be doing a solar panel study. MD said that all exterior doors will also be replaced which will help significantly with energy conservation. ED added that rain barrels will be installed throughout the development that will be connected to the building downspouts.

ED informed the Board that the second round of radon testing has been completed, and while significantly lower than the initial tests, they were still above the 4.0 threshold. Thus IHA will be contracting with a radon mitigation firm to install mitigation systems in two units. MD noted that the system can be installed at little inconvenience to the tenant since most of the work is done in the basement and building exterior. ED added that they are still waiting on the lead testing results.

### **Fair Market Rent (FMR)**

ED reported that HUD released the FMR's for 2022, which were significantly lower than in 2021. ED recommended that the Board adopt a 6% increase to keep the rent at the 2021 level. ED noted that the Board can approve up to 10% increase of the FMR. Allen asked if it was correct that increasing the FMR could mean fewer available vouchers that could be utilized. ED said yes, hypothetically, but with a small program she doesn't think the impact will be significant. ED stated that the rental market in Ipswich is high, so that not increasing the FMR's as proposed could result in potential renters out of Ipswich.

Motion by Bromby to approve the FMR with a 6% increase. Second by Hayward. Vote was 4 to 0 in favor.

### **Parking Project Agawam Village**

ED stated that the parking project has run into another condition that requires a change order: clay that was discovered while excavating. She asked the Board to approve the CO so work can proceed, but reported that she's negotiating a scope change with the contractor that would keep the project closer to budget. Allen said that he supports the scope change because of wear and tear that will occur during the rehab project.

Motion by Gibbs to approve the change order. Second by Bromby. All in favor.

## **Maintenance Report**

MD stated that he is working with the tenants and a number of local groups to coordinate the road repaving at Agawam Village. His team is also team is working on a number of vacant units, and he's aware of three more units that will vacated within a week. MD reported that his team is also working on making some upgrades to the Caroline Ave laundry room. Gibbs asked about the four bedroom vacant apartment at 2 Southern Heights and the MD stated it is very badly damaged and he expects it will need a complete rehab. MD said that he is working with the RCAT to determine if funds are available to support the rehab.

Gibbs stated that there may be some Afghan refugee families coming to Ipswich in the next few weeks and most of them are larger families so that larger apartments like 2 Southern Heights unit would be optimal. ED said she's still waiting to hear from DHCD regarding what emergency preference the families may qualify for.

## **Adjournment**

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

## **Documents/Exhibits Used at Meeting**

- IHA Vendor Accounting Check Register for Checks Dated 10/12/21
- IHA Minutes for September 14, 2021 Board meeting
- NAHRO August/September 2021 News Letter
- IHA Operating Budget Statements for 12 months ending August 31, 2021
- Memo from Andraya Lombardi re CM at Risk Selection Committee Recommendations
- October 12, 2021 ED Report October 12, 2021 ED Report
- Current Vacant Units/Work Order Complete/Incomplete Report