



## **November 23, 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, Rick Bromby and Glenn Gibbs all voted present.

Also present: Kate McGuire, IHA Executive Director (ED); Alex Russell, Maintenance Director (MD).

Chair Allen brought the November 23, 2021 Board meeting to order at 6:05 pm.

### **Query Time**

Jaqueline Hayward stated that the Caroline Ave washers are still not reliably working. MD stated that when the machines are out of order tenants need to call the company and report it. The ED stated that the IHA contract is up for renewal in early 2022 and the IHA will be looking at other options.

### **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 October 12, 2021 Board Meeting**

Gibbs moved to approve the 10/12/21 meeting minutes. Hayward seconded. Vote was 4 to 0 in favor.

### **Correspondence**

ED presented the statements for the period ending on September 31, 2021. The ED stated that the management program will receive a large check from the Salisbury Housing Authority this week which will be a reimbursement for the management of the Section 8 Program. The ED stated that the IHA paid a few large quarterly bills which is why the prorated budget is showing a negative.

## **Executive Director Report**

### **Grievance Officer**

The ED stated that the IHA Single Hearing officer Alice Sheradon has retired and will be replaced by Gloucester Housing Authority Executive Director David Houlden. The ED stated that with a Board vote she would amend the Grievance Policy to reflect the change.

Rick Bromby made a motion to approve the policy as amended. Second by Glenn Gibbs. All in favor.

### **Remote Meetings**

The ED asked the Board to weigh in on whether the Board should continue with remote meetings. Charlie Allen stated that he felt more comfortable with the remote meetings and Jaqueline Hayward agreed. The ED stated that she felt it would be a distraction for the Board to try to enforce mask wearing and social distancing during the Board meetings. The Board agreed to revisit the topic in March 2022.

### **Maintenance Charge Policy**

The ED presented a revised Maintenance Charge Policy. The ED stated that she made some changes to improve clarity and also reflect the adjusted lock out charges. The ED stated that she also took away the 25% admin charge. The policy will now be a straight reimbursement for labor and supplies. Glenn Gibbs stated that he had some corrections to grammar he would send to the ED.

Motion by Rick Bromby to approve the policy with the suggestions from Glenn Gibbs. Second by Glenn Gibbs. All in favor.

### **JD&D Roof Replacement Caroline Ave**

The ED stated that the roof replacement project at Caroline Ave has been completed and the IHA is very pleased with the work from JD&D. MD agreed that the company was great to work with. Jaqueline Hayward who lives in the building stated that she agreed. The ED requested the Board approve the Certificate of Final Completion.

Motion by Rick Bromby to approve the Certificate of Final Completion for JD&D. Second by Jaqueline Hayward. All in favor.

### **SHA HCVP Management Agreement**

ED stated that she has worked with the IHA fee accountant on how to structure the financial reimbursement for the IHA management of the SHA HCVP. The ED stated that the SHA would directly reimburse the IHA for one third of the Leased Housing Manager Salary which represents her time spent on managing the program. The ED stated that this would be slightly lower than the original agreement which was based on the contract between the Chelsea Housing Authority and the SHA. The ED stated that the SHA Board had voted to approve the amended agreement.

Motion by Rick Bromby to approve the amended management contract between the IHA and SHA for the HCVP. Second by Glenn Gibbs. All in favor.

### **OCAF Increase**

The ED stated that the IHA have implemented their annual OCAF increase for the Agawam Village property. The ED stated that the IHA will also be conducting a rent study to determine what the rents should be following the comprehensive rehab project.

### **27 Essex St Bathroom Replacement**

The ED stated that she is advising the Board to terminate the contract with Kolodziej Construction. The IHA have attempted many times to schedule a construction start date and they have failed to provide the IHA with a date. The ED is recommending the Board move to terminate the contract and award it to the next low bidder Massey Construction.

Motion by Rick Bromby to terminate the existing contract and award the contract to the next low bidder Massey Construction. Second by Jaqueline Hayward. Vote was 4 to 0.

### **Maintenance Director Report**

The MD stated that the team is currently working on some vacancies. Glenn Gibbs asked about the status of 2 Southern Heights and the MD stated that he is hoping to be completed in the next 60 days pending on weather and staffing. The Agawam Village parking project is completed; the ED and MD will do the final walkthrough on 12/1. The front steps and bulkheads repair project is completed and MD will be doing the final walkthrough on 12/1 as well. Maintenance staff working on fall cleanup and winter prep.

### **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 Operating Budget FY21
- IHA Minutes October 12, 2021
- November 23, 2021 ED Report
- Rent Schedule Low Rent Housing HUD Form Agawam Village
- IHA Maintenance Charge Policy
- Work Order/Vacancy report