



December 14, 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; Richard Kallman, Vice Chair; Jacqueline Hayward, and Glenn Gibbs all voted present. Absent: Richard Bromby.

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

Chair Allen brought the December 14, 2021 Board meeting to order at 6:00 pm.

Query Time

Hayward reported that she is receiving many complaints about tenants smoking marijuana in the units. Neighbors find the smell strong and disturbing. ED asked Jacqueline to advise tenants to contact the office and let the IHA know the specific unit/building so staff can follow up.

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 November 23, 2021 Board Meeting

Gibbs moved to approve the 11/23/21 meeting minutes. Hayward seconded. Vote was 4 to 0 in favor.

Correspondence

ED noted that NAHRO Newsletter has a good article about recently approved funds that will flow to LHA’s for capital improvements. ED stated she is waiting to hear from DHCD on how much the IHA will receive.

Executive Director Report

Management Agreements

ED stated that she has informed the Hamilton and Salisbury Boards that existing management agreements will continue month-to-month until DHCD releases salary guidelines used to calculate management fee. Both Boards agreed to this approach and also, if permitted, allow for retroactive increases.

SHERA Funds

ED stated that IHA has received over \$63,000 in SHERA funds to cover unpaid tenant rent, adding that more funds are anticipated in the coming months. Allen asked if ED felt the unpaid rent was due to the eviction moratorium; her response was that most of it was retroactive charges due to tenants not reporting income in 2020. ED added that many tenants received unemployment benefits but did not report them to the IHA.

Language Access Plan

ED presented the Language Access Plan, noting that it is now required by DHCD. She said the plan is based on boilerplate provided by DHCD. ED also reported that the IHA has signed up for translation services through The Language Line, which will provide it with oral, written, and video translation services..

Gibbs moved to approve the Language Access Plan, seconded by Kallman. Vote was 4 to 0 in favor.

Underground Cable Failure at Caroline Ave

ED reported that IHA needs to initiate emergency project to replace a failed underground cable at Caroline Ave. IHA obtained a DCAMM waiver so it can avoid a lengthy bidding process. MD noted that the cable needs replacement ASAP to maintain reliable power at Caroline Ave. He added that the work will be done by Brite Lite Electrical, which has done many projects for the IHA, and which he trusts to completed the work.

Gibbs moved to approve Underground Cable Replacement, seconded by Kallman. Vote was 4 to 0 in favor.

Staff Holiday Party

The ED stated that for the second year in a row the IHA will not be holding its annual Holiday Party due to the pandemic. The ED stated that the SHA, HHA and IHA staff usually gather every year at a local restaurant and the IHA pays for dinner. In the absence of the Holiday Party the ED asked the board to approve the purchase of 14 gift cards for a local restaurant for the employees. Charlie Allen stated he supported the purchase of 14 \$100 gift cards for the employees and asked the ED to check with the fee accountant to ensure they were charged to the correct accounts. The ED stated she had already had a conversation with a fee accountant regarding this.

Motion by Kallman to approve purchasing gift cards for staff; seconded by Gibbs. Vote was 4 to 0 in favor.

Office Hours

ED reported that the IHA office will be closed at noon on 12/23 and all day on 12/24 for Christmas, and at noon on 12/30 and all day on 12/31 for New Year's Day.

Home Rule Petition -- Agawam Village Rehab Project

ED stated that the Governor has signed the Home Rule Petition, which will allow IHA to be exempt from sub-bid requirement for the Agawam Village Rehab project. She added that she's working with Harborlight Communities on an application for pre-development funds from CEDAC.

144080 Certificate of Final Completion

ED stated that Bulkhead and Stair Repair project is complete and asked Board to approve project close out.

Motion by Gibbs to approve Certificate of Final Completion for project 144080, seconded by Kallman. Vote was 4 to 0 in favor.

Maintenance Director Report

MD presented vacancy report for December, and reported that he's working on getting necessary supplies and generators on-site to begin the Underground Cable Replacement Project at Caroline Ave. He added that maintenance staff is working on winter preparations.

Adjournment

There being no other business to come before the Board, Kallman 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 12/14/21
- IHA Minutes for November 23, 2021 Board meeting
- NAHRO October/November 2021 News Letter
- November 23, 2021 ED Report
- Language Access Plan
- Supporting Documents for Electrical Emergency at Caroline Ave.
- Agawam Village Exterior Drawings
- Approved Home Rule Petition