



March 2, 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; Judith Butterly, Secretary; Jacqueline Hayward, Treasurer; and Glenn Gibbs all voted present.

Also present: Kate McGuire, IHA Executive Director (ED); Alex Russell, IHA Maintenance Director (MD); Jessica Sadoway, Assistant IHA Director/Finance Director; Julie Spencer, IHA Public Housing Manager; and Kathryn Greenwood, IHA Receptionist.

Chair Allen brought the March 2, 2021 Board meeting to order at 6:03pm.

Query Time

No queries.

Bills

Gibbs made a motion to approve payment of bills, seconded by Hayward. Vote was 5 to 0 in favor.

Minutes of the 1/05/2021 Board Meeting

Butterly moved to approve the draft 1/5/21 meeting minutes, seconded by Kallman. Vote was 5 to 0 in favor.

Correspondence

Letter to Board from Fenton, Ewald & Associates, P.C. re Agency Wide Revenues and Expenses Analysis of Non-routine Expenditures and Credits as of January 31, 2021 for the 10 months prior.

ED Report

ED began by stating that the IHA is looking to wrap up the year-end budget closeout in April 2021, and the IHA is in good financial position.

Vaccine Clinics

IHA staff has been consumed by getting vaccine clinics ready for our residents (e.g., securing partners, contacting residents, administrative items, etc.). The second vaccine clinic is on 3/3/21, after which the vast majority of staff and residents age 65 and over will be vaccinated.

Agawam Village Parking Project

The final schematic design for the Agawam Village Parking project is complete and will go out to bid in March, with construction expected to commence in the spring. The project will add 24 parking spaces

(one per unit), resulting in a total of 82 spaces. Butterly asked why the design team would not be implementing the improvements. ED explained that the first group was responsible for creating a design plan, while a contractor will be hired to execute the plan. ED mentioned that project funding is 200K and explained that due to a volatile market, she is not sure what the bids will be relative to the budget. The project will be advertised in the central register on March 3, 2021.

Agawam Village Rehab Update

IHA put out a Release for Services (RFS)) for an Owner Project Manager to assist with the Agawam Village Rehab project. RFS responses will be due on March 24th; the Board will vote to approve the finalist at its April meeting.

ED explained that she and Allen appeared before the Ipswich Select Board and presented the Agawam Village project. On behalf of the IHA, they asked the Select Board to approve a new payment in lieu of taxes (PILOT) agreement and support a Home Rule Petition which would exempt IHA from the sub-bid requirement. ED used the example of a general contractor who bids on the project. If said contractor utilizes "specialities" and their overall cost exceeds a certain threshold, then the speciality work would also need to be bid out, thus driving up the overall project cost. ED stated that the Select Board agreed to vote on IHA's request in April.

IHA Work From Home ("WFH") Policy

Gibbs suggested a few grammatical edits to the WFH policy. Allen suggested that Gibbs provide them to the ED for her review, along with those recommended by Kallman. Allen also stressed that style/syntax edits to the WFH policy are less important than substantive ones, and recommended that the Board's discussion focus on the substance of the WFH policy, subject to finalizing/cleaning up the document.

Allen suggested that language may need to be added to the first paragraph of the document for clarification purposes. Kallman agreed. ED stated that she will make the language within the first paragraph clearer. She indicated, however, that the language in the second sentence of the first paragraph will remain broad, as IHA is not changing the nature of an employee's duties.

Kallman noted that he had suggested some edits to the policy document, including making some of the pronouns consistent with their subject. ED explained that per DHCD, IHA cannot use "his/her" within its policies. Gibbs said that the issue can be resolved by making the subject plural, thus removing the need to use "his/her."

Gibbs made a motion to approve the IHA Work From Home Policy, seconded by Hayward. Vote was 5 to 0 in favor.

Procurement Policy

ED explained that the previous procurement policy was based on the MA state regulations. Going forward, since some of the IHA-owned property will include federally-funded housing, the IHA needs to adopt a policy to cover both state and federal regulations. Therefore, the revised IHA procurement policy contains many of the existing state regulatory language, but also covers the regulations for federal programs.

Kallman made a motion to approve IHA's Procurement Policy, seconded by Butterly. Vote was 5 to 0 in favor.

144056 Change Orders

The IHA has processed 10 change orders related to the accessible unit project at Caroline Avenue. They have all been approved by the architect and IHA staff as necessary to complete the project. Allen asked if

the State pays for the cost of the change orders. ED explained that the project contingency is sufficient to cover the extra costs.

Gibbs made a motion to approve the 1444056 change orders, seconded by Butterly. Vote was 5 to 0 in favor.

Maintenance Report

MD informed the Board that 85% of interior work in the Caroline Ave. accessible unit project has been completed. MD noted that the units look really nice and that the exterior work will resume once the weather improves.

MD also reported that the Caroline Ave. bathroom project will begin in mid-April and involve the renovation of bathrooms in 18 units. Allen inquired about the pacing and timeline of the bathroom renovation project for occupied units. MD explained that four bathrooms will be renovated at a time, in close proximity to each other, thus saving time. MD went on to say that the entire project will take about one month (two weeks each for interior and exterior work). MD also noted that showers will also be available to the occupants during renovation.

MD also reported that there are currently a couple of units offline and that his team assisted with the IHA vaccine clinics (held in February and March 2021). In addition, MD stated that he is still working to get a resolution to the heating units at Southern Manor.

Adjournment

Prior to adjournment, Gibbs inquired about the MASS NAHRO report regarding the new law signed by Governor Baker regarding tenant Board members to be appointed at LHA's (Chapter 358 of the Acts of 2020, "An Act Enabling Partnerships for Growth"). ED explained that the new law doesn't apply to the IHA as the Board already has two tenant Board members and that DHCD and MASSNAHRO have confirmed that the law only applies to an LHA who doesn't have a tenant on the Board. The ED mentioned Chapter 235 of the Acts of 2014 law and that the newly signed law (Chapter 358 of the Acts of 2020) is the replacement for it.

Allen stated that he agreed with the ED's statement above and that the new law doesn't apply to the IHA as it appears to compel conformance if an LHA does not have a tenant Board member.

There being no other business to come before the Board, a motion to adjourn was made by Butterly, seconded by Hayward. Vote to adjourn passed unanimously, and the meeting adjourned at 6:38pm.

Documents/Exhibits Used at Meeting

- IHA Vendor Accounting Check Register for Checks Dated 3/2/21;
- MASSNAHRO Newsletter Jan./Feb. 2021;
- Financial Statements as of January 31, 2021;
- IHA Minutes from January 5, 2021 Board meeting;
- March 2, 2021 IHA Executive Director Report;
- IHA Work From Home Policy;
- 144056 Change Order 1-10;
- Agawam Village OPM RFS;
- IHA Procurement Policy Update; and
- Maintenance Report.

The March 2, 2021 minutes were prepared by Kathryn Greenwood and accepted by the Board at its meeting of April 6, 2021.