



April 6, 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; Kathryn Greenwood, IHA Receptionist; Paul Pavia, IHA Fee Accountant; and Richard Bromby, prospective IHA Board member.

Chair Allen brought the April 6, 2021 Board meeting to order at 6:02 pm.

Query Time

Hayward stated that some residents had raised concerns regarding limited access to the laundry room during the current construction at Caroline Avenue. MD confirmed that he's taken steps to ensure the area is safe for residents to pass through while accessing the laundry room. MD added that the demo stage of the project has been completed and the front section of the project should be completed within two weeks.

ED asked Hayward to thank the Caroline Avenue residents on her behalf for their patience during the construction phase.

Payment of Bills

Gibbs inquired about one of the IHA bills; MD explained it to his satisfaction. Butterly made a motion to approve payment of bills, seconded by Gibbs. Vote was 5 to 0 in favor.

Regular Minutes of the 3/2/2021 Board Meeting

Gibbs moved to approve the draft 3/2/21 regular meeting minutes, seconded by Kallman. Vote was 5 to 0 in favor.

Special Meeting of the 3/8/2021 Board Meeting

Allen moved to approve the draft 3/8/21 special meeting minutes, seconded by Kallman. Vote was 5 to 0 in favor.

IHA Operating Budget For Year Ending (FYE) March 31, 2022:

Paul Pavia of Fenton, Ewald & Associates, IHA Fee Accountant, presented key elements of the IHA Budget Summary FYE March 31, 2022 to the Board. Paul thanked the IHA team for their hard work and for providing the financial statements in a timely manner. Butterly moved to approve the IHA Operating Budget, seconded by Hayward. Vote was 5 to 0 in favor.



ED Report:

Low Bid: Parking Project, Agawam Village

ED announced that the low bidder for the construction of the schematic design for the Agawam Village parking project was MJS Construction ("MJS").

She noted that the Salisbury Housing Authority ("SHA") had a challenging experience recently with MJS, but attributed much of that to the COVID-19 pandemic occurring soon after the construction contract was signed.

MJS received favorable reference checks for this project, so despite SHA's recent experience with MJS, ED has no reason to believe they won't perform well on the Agawam Village project. ED stated that the MJS bid was the lowest of three; the others were right around budget. In response to a question from Kallman, ED stated that IHA could have rejected the MJS bid if their problematic performance had not occurred during a pandemic.

Kallman moved to accept the low bid from MJS for the Agawam Village parking project. Seconded by Butterly. Vote was 5 to 0 in favor.

Payment in Lieu Of Taxes

ED commented that Allen kept things concise while presenting the revised PILOT Agreement to the Ipswich Select Board on March 22, 2021. The Agreement was approved unanimously and the Select Board also voted unanimously to put the Home Rule Petition (which would exempt the IHA from sub-bid requirement) on the warrant for the Annual Town Meeting on May 18, 2021.

Agreed Upon Procedures (AUP) for FY 2020

The IHA completed the AUP for FY 2020 and there were "no findings" in the State Audit. ED stated that this result is a testament to the hard work of the IHA staff. The Board offered their congratulations to the IHA staff.

Agawam Village Project Request for Services-Owner Project Manager

The IHA received seven responses to the Release for Services (RFS) for an Owner Project Manager (OPM) to assist with the upcoming Agawam Village Rehab project. The ED explained the role of the OPM to the Board; OPM will represent IHA throughout the Agawam Village Rehab project, from design phase through construction closing, and will serve as the liaison between all parties. The applications were reviewed by a committee of three members who ranked the top applications as follows:

1. Anser Advisory
2. NV5
3. CBI Consulting, LLC

ED and Chair interviewed each of these applicants and shared the following interview findings with the Board for discussion:



The ED was impressed with Anser Advisory and CBI Consulting as both companies provided the names of EDs from other LHA's as references. However, the ED was not as impressed with NV5's presentation; and they were unable to provide a reference within the Public Affordable Housing industry. Chair Allen agreed with the ED's comments regarding the top three IHA OPM applicants. Chair Allen also commented that Anser Advisory and CBI Consulting would do well in carrying out and communicating the IHA's overall project goals to all parties involved during the project. However, he indicated that NV5 appeared to be more rigid in their approach, as this may be due to their lack of experience in the Affordable Public Housing industry. Chair Allen further stated that Anser Advisory appears to be better qualified and his top choice for the IHA OPM role as they are in the Affordable Housing Business.

Allen asked ED if she had learned anything from the references. The Newton Housing Authority, she said, indicated that Anser Advisory utilizes a fee schedule and receives a monthly requisition. ED commented that hourly billing is not ideal, but she could potentially request a change in the contract.

Gibbs asked if the Board could approve Anser Advisory as OPM, but request an alternative form of billing. Allen explained that the April 6, 2021 Board meeting vote just pertains to the ranking of the OPM applicants, so the Board could have a fee discussion at a later time when it was integral to the process.

Hayward stated that she researched each of the top three applicants, and referenced a recent Bloomberg news article that cited Anser Advisory as ranking 15th in Engineering News Record's 2020 Top 50 Program Management Firms, which impressed her.

Gibbs made a motion to approve the ranking of the top applicants for the Agawam Village Rehab project OPM position as: (1) Anser Advisory; (2) CBI Consulting; and (3) NV5. Motion was seconded by Hayward. Vote was 5 to 0 in favor.

ED stated she will contact Anser Advisory to discuss the contract and will schedule a special meeting of the Board to accept the contract to get things moving.

Maintenance Report

MD discussed the bathroom project at Caroline Avenue, which will renovate bathrooms in 18 units. MD noted that of the 18 units, 15 are currently occupied. MD and his team will work on the vacant units first to get an idea of the pacing and timeline of the bathroom renovation project for the occupied units. The project will also include the replacement of lights, exhaust fans, flooring, and sinks.

MD added that as the exterior work is being performed, work on the ADA units is moving along. He further noted that there are currently a few vacancies at Southern Heights; some of the units require major work, while other units are part of the normal turnover.



Gibbs inquired about the vacant units in the MOD Phase project at Southern Manor. MD said there's an unresolved issue with the heating units; it could involve the compositor/control valve. MD is in regular contact with the general contractor as efforts are made to diagnose the exact problem. MD stated that the general contractor has GC has been great to work with and that many people have been working to resolve the heating unit issue. ED commented that the issue may relate to the project design, not the contractor. Further discussion ensued on this issue. All recognized the need to occupy the vacant units as soon as possible. Fortunately, residents waiting for a unit at Southern Heights have been adequately accommodated in the meantime.

In response to a question from Butterly, ED said that the Agawam Village parking project construction will start soon, and that notices will be sent to residents before it does. ED noted that parking projects are one of the most requested capital improvements, so it's a notable accomplishment for IHA to receive construction funds. MD said that during construction there may be some issues with materials and there will likely be some logistical issues..

Gibbs inquired about the "N/E" abbreviation in the AUP report. ED explained that "N/E" means "no exception found".

Gibbs moved to authorize Allen to sign the Annual PHA Plan Certification on behalf of the Board. Seconded by Butterly. Vote was 4 to 0 in favor.

Further discussion involved the upcoming vacancy of Butterly's seat on the Board. Richard Bromby was introduced as a prospective Board member and he described his background and qualifications.

ED said it's possible that the Board meetings may continue online for the foreseeable future.

Adjournment

There being no other business to come before the Board, Butterly made a motion to adjourn, seconded by Hayward. Vote to adjourn passed unanimously, and meeting adjourned at 7:26 pm.

Documents/Exhibits Used at Meeting

- IHA Vendor Accounting Check Register for Checks Dated 4/5/21
- IHA Minutes from March 2, 2021 Board meeting and March 8, 2021 Special Meeting
- IHA Operating Budget FYE March 31, 2022
- March 2, 2021 and April 6, 2021 IHA Executive Director Reports
- IHA Report on Agreed Upon Procedures, March 31, 2020
- References for MJS Construction
- MD Report
- Addendum No.1 March 22, 2021 Owner Project Management
- Request for Owner Project Management Services
- OPM Services Responses from CBI Consulting, NV5, and Anser Advisory