



May 10, 2022 IHA Board of Directors (Board) Meeting Minutes

Roll Call

On a roll call, Board members Charlie Allen, Chairperson; Jacqueline Hayward, Treasurer; and Glenn Gibbs all voted present. Members Richard Bromby and Richard Kallman were absent.

Also present: Kate McGuire, IHA Executive Director (ED); Alex Russell, Maintenance Director (MD); and tenants Geraldine Mitchell, Lucian Locke, Judith Butterly, and Christine Vilani.

Charlie Allen brought the May 10, 2022 Board meeting to order shortly after 6:00 pm.

Query Time

Tenant Mitchell requested that speed bumps be installed on road within Agawam Village. Mitchell added that there is an issue with trash from the Southern Heights development blowing across the Agawam Village property. Allen noted he has the same issue in his neighborhood with blowing trash/recycling; it's common when the wind picks up. Tenant Locke said that the Open Door food pantry should have its own trash/recycling dumpsters, and that dumpsters in general should be emptied more often. Mitchell asked when parking spaces for tenants would be assigned. MD said he plans to include this as a part of the Agawam Village Rehab project scheduled to start this fall. Tenant Butterly asked when the lawn seeding will be done; MD said the contractor is scheduled to be there tomorrow. Hayward noted that after trash pickup, the trash barrels were often left on the grass. MD said he would remind staff to put the barrels on the street. Locke added that there continues to be an issue with smoking on the Agawam Village property. ED asked that he provide her with names of the individuals who are violating the no-smoking rules after the meeting.

Bills

Motion by Hayward to approve bills dated 5/10/22. Second by Gibbs. Vote was 4 to 0 in favor.

Correspondence

Allen asked what the ARPA targeted awards mentioned in the MA NAHRO Newsletter were. ED replied that the ARPA awards were listed in her April ED report. She added that she has yet to be informed by DHCD as to whether the IHA is eligible for any of those targeted awards.

Minutes Regular Meeting April 12, 2022

Motion by Gibbs to approve 4/12/22 minutes. Second by Hayward. Vote was 4 to 0 in favor.

Executive Director Report

Contract for Financial Assistance #13

ED presented Amendment #13 to the Contract for Financial Assistance in the amount of \$50,000. She said that it relates to a project the IHA is hosting for DHCD.

Motion by Hayward to approve Amendment #13. Second by Gibbs. Vote was 3 to 0 in favor.

Colontonio Lump Sum Proposal Discussion

ED reported that Colontonio, the contractor for the Agawam Village Rehab project, has asked the IHA to release funds before the loan closing to allow the contractor to order supplies that currently have long lead times. This will allow Colontonio to reduce the time period between the Notice to Proceed and construction start. Allen asked ED to provide the Board with more detail about specific things that will be purchased with the funds, as well as an explanation on the time and money savings. ED said she will communicate with Colontonio and provide that information to the Board.

Allen asked ED if she is still working on the list of value engineering items that could be moved to the 'wish list' in order to make the budget work. She said she's having many conversations with Colantonio and Harborlight Community Partners on the value engineering list. Gibbs asked if the project will include adding sprinklers to the units. ED said they would not. Allen added that sprinklers are not required by code.

Proposed Updates to IHA Bylaws

ED presented some proposed updates to the Board of Directors By-Laws. Allen recommended eliminating the Assistant Treasurer position; other Board members agreed. ED said she would update the bylaws to reflect the change in location from just Agawam Village to the rotation between Whittier Park and Agawam Village. ED recommended that the Board change the language regarding the annual meeting to allow the Board to set the date of the meeting each year. Gibbs recommended that the described methods for notification of a special meeting include email. Gibbs also suggested that the seven day written notice requirement for any amendment to the bylaws should be modified.

Agawam Village Organizational Chart

ED presented the updated Agawam Village LLC Organizational Chart. Allen asked that the chart be updated to show Harborlight Community Partners as a member. ED agreed to do so.

Motion by Hayward to approve organizational chart as amended. Second by Gibbs. Vote was 3 to 0 in favor.

Year-End Certification Meeting

ED asked the Board set a date and time to meet and vote on the year-end certificates. All Board members except Allen agreed they could be present at a meeting at 9 am on May 24th. ED said she'd reach out to Board members not present to determine their availability on that date/time.

Maintenance Report

MD reported that the maintenance team is dealing with some vacant units that have heavy damage from smoking. MD is working with Regional Capital Assistance Team to get contractors in the units to assist with their treatment. Allen asked if units like 19B can be turned around more quickly. MD responded that waiting for contractors and extensive cleaning takes time. Gibbs asked when unit 19B at Caroline Avenue and the 27 Essex Road building improvements will be completed. MD said they would be done within a week. MD stated that most of the IHA owned washers and dryers have arrived and been installed. We are still waiting for the stacker units to arrive.

Adjournment

There being no other business to come before the Board, Gibbs made a motion to adjourn, seconded by Hayward. Vote to adjourn passed unanimously. Meeting adjourned at 7:31 pm.

Documents/Exhibits Used at Meeting

- *IHA Vendor Accounting Check Register for Checks Dated 5/10/22*
- *MA NAHRO Newsletter*
- *IHA Minutes for April 12, 2022 Board meeting*
- *May 10, 2022 ED Report*
- *Agawam Village Value Engineering Log*
- *Colontonio Lump Sum Proposal*
- *IHA Board of Directors Bylaws*
- *Agawam Village Organizational Chart*
- *Agawam Village MM Operating Agreement*
- *Agawam Village LLC Operating Agreement*
- *Current Vacant Units/Work Order Complete/Incomplete Report*