



## **May 4, 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; and Representatives from Anser Advisory: Tom O'Neil, Managing Director/Principal in Charge and Andraya Lombardi, Project Director.

Chair Allen brought the May 4, 2021 Board meeting to order at 6:01pm.

Chair Allen commented that the May 4, 2021 IHA Board meeting is Judy Butterly's last meeting. In addition, he thanked Judy for her hard work and stated that he appreciated the great work and service that she has provided to the IHA Board. The ED also thanked Judy Butterly as well.

### **Query Time**

No queries

### **Bills**

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

### **Regular Minutes of the 4/6/2021 Board Meeting**

Glenn Gibbs moved to approve the draft 4/6/2021 of the Regular meeting minutes, seconded by Judy Butterly. Vote was 5 to 0 in favor.

### **Anser Advisory Presentation**

The ED introduced Anser Advisory representatives, Tom O'Neil and Andraya Lombardi, to the Board as Anser Advisory has been chosen as the top Owner Project Manager (OPM) applicant for the upcoming IHA Agawam Village Rehab project.

During the presentation, Mr. O'Neil provided a firm overview and discussed potential project risks. In addition, Ms. Lombardi discussed the OPM's roles and responsibilities including: Team Assembly, Design Management, Funding Sources, Bidding and Award, Construction Admin., and Closeout.

In addition, Ms. Lombardi explained the delivery method processes of M.G.L. Chapter 149,



“Design-Bid-Build” and M.G.L. Chapter 149A, “Construction Manager at Risk” along with an explanation pertaining to the greatest differences between these two approaches which included:

- In the CM at risk process, the contractor is brought on during design to evaluate and comment on the design and to provide pricing; In the D-B-B process, the contractor is not involved prior to bidding;
- In the CM at risk process, the form of contract is known as Guaranteed Maximum Price contract, and all components of the bid are shared openly between the CM and Owner. In the D-B-B process, the Contractor’s cost is a lump sum, and the cost components are not shared; and
- In general, the lower the “risks” (of a project), the more appropriate for Chapter 149 (D-B-B). The more complicated a project is and the more risks exist, the more appropriate for Chapter 149A (CM at risk).

Further, Ms. Lombardi explained the advantages and disadvantages of the above-mentioned delivery methods and explained that in the CM at risk process, the selection is based on qualifications, experience and proposed team rather than the lowest price/bid; In the D-B-B process, you pre-qualify GC firms to bid on the project, but you must take the lowest responsible bidder.

Chair Allen noted the importance of taking the timing of the IHA Home Rule petition (IHA exemption request from the sub-bid requirement) and the selection of the delivery method processes (CM at risk vs. D-B-B) into consideration as there are different issues between the two approaches.

Moreover, Chair Allen inquired if Anser Advisory foresees any issues since the IHA does not know if it will be held to the sub-bid requirement at this time. Mr. O’Neil explained that Anser Advisory will weigh the project risks as the IHA always has the option to flip the delivery process in the end. When asked by Chair Allen, Ms. Lombardi affirmed that the upcoming Agawam Village project would be considered a relatively high-risk project. At the end of Anser Advisory’s presentation, Ms. Lombardi discussed the “Keys to Success” (Local Support, Monitoring Services, and Regional Activities).

Chair Allen inquired about Anser Advisory’s payment schedule along with the role of Anser Advisory so that the redundancy of the team members (Architect, GC, CM at risk, et.al) may be reduced as the efficiency, safety, and fluidity of each team member’s roles will be important during the IHA Agawam Village Rehab project. Ms. Lombardi explained that Anser Advisory will provide a matrix diagram so that the IHA may analyze and understand the roles/relationships of each member’s roles. In addition, Anser Advisory will provide field reports for the IHA and the community for their review, which will help to identify and mitigate any issues in the field.

When asked by Vice Chair Kallman, Ms. Lombardi indicated that she would send the Anser Advisory powerpoint presentation so that the Board may look-through



again.

The ED discussed the Contract for Project Management Services between the IHA and Anser Advisory and explained to the Board that it is a base contract that was sent by the Attorney General's office whereby the AG's office input information where it needed to be and in which Anser Advisory has used before. ED also stated that she and Chair Allen find the contract to be agreeable.

Judy Butterly moved to approve the execution of the Anser Advisory Contract for Project Management Services. Seconded by Jacqueline Hayward. Vote was 5 to 0 in favor.

The ED stated that she will sign and send the contract to Anser Advisory for their signature. The Board then thanked Mr. O'Neil and Ms. Lombardi for their presentation and time.

Afterwards, Vice Chair Kallman questioned some language within the Contract for Project Management. Chair Allen explained that there may be less hours than what is in the fee schedule and indicated that the IHA can tailor as as we go as some entities do more work than what the schedule suggests. Vice Chair Kallman agreed to the above mentioned statement and commented that the IHA can afford to pay the transaction. The ED explained that there is hourly billing and that the contract reflects a ceiling amount.

## **ED Report**

The IHA leases out two group homes to the MA Department of Mental Health (DMH) located at 27 Essex Road, Ipswich, MA and at 24 Agawam Village, Ipswich, MA. Specifically, the following items were discussed during the IHA Board meeting:

- **27 Essex Street Lease**

The ED presented the lease agreement for 27 Essex St between the IHA and the Dept. of Mental Health. The monthly rent will be \$1,775.00.78 which reflects the 2021 COLA increase.

Glenn Gibbs moved to approve the 27 Essex Road lease as presented.  
Seconded by Judy Butterly. Vote was 5 to 0 in favor.

- **34 Agawam Village Lease**

Chair Allen commented that the lease for 34 Agawam Village reflects the same language as the lease for 27 Essex Rd.

Glenn Gibbs moved to approve the 34 Agawam Village lease as presented.  
Seconded by Judy Butterly. Vote was 5 to 0 in favor.



### **MOD Phase Close Out**

The ModPhase project has now been completed and the Certificate of Substantial Completion and the Certificate of Final Completion have been approved by the architect and the IHA staff.

The ED commented that she is satisfied with the work and the MODPhase project is ready to close out.

Chair Allen asked if the heating problem was resolved. The MD explained that they sent numerous valves back and some of the new valves received are rectifying some of the problems. The challenge is that units won't be on until the units are occupied and recommends that we can revisit in the heating season.

Chair Allen commented that he is optimistic that the heating issue will be fixed and is hoping that the heat will become regulated once the Fall comes. Chair Allen also noted that we want to get the units occupied which was agreed by all.

Jackie Hayward moved to approve the Certificate of Substantial Completion.  
Seconded by Judy Butterly. Vote was 5 to 0 in favor.

In addition, Jackie Hayward moved to approve the Certificate of Final Completion.  
Seconded by Judy Butterly. Vote was 5 to 0 in favor.

### **Accessible Units at 2 Caroline Ave.**

The Accessible Unit project at Caroline Ave. is moving along well. However, there have been a number of change orders required to get this job done. Specifically, the MD discussed the following change order proposals:

- Change Order Proposal #11: Increased thickness in blocking required for the trim to clear the bolt heads on the rear entry columns. This includes additional blocking at the rake and gable end and additional cutting for trim (cost \$3,815.85); and
- Change Order Proposal #12: Installation of T-stop water dam at shower (cost \$551.58).

When asked by Chair Allen, the MD stated that he was satisfied with the costs of the change order proposals #11 and #12.

Judy Butterly moved to accept the change order proposals #11 and #12. Seconded by Vice Chair Kallman. Vote was 5 to 0 in favor.

### **Juneteenth**

On June 19, 2020, Governor Baker proclaimed June 19th a public holiday for all Commonwealth employees. The IHA Personnel Policy states that the IHA gets all of the officially recognized public holidays off. Glenn Gibbs inquired if the IHA employees were considered State employees. The ED explained that LHA employees are not technically State employees.



Judy Butterly moved to approve the adding of Juneteenth as a holiday within the IHA Personnel Policy. Seconded by Glenn Gibbs. Vote was 5 to 0 in favor.

### **Tenant Board Member**

DHCD have had a number of Q&A sessions to help LHA's with the roll out of the Tenant Board Member Requirement. At this time the IHA is eligible to receive a yearly waiver of the Tenant Board Member Requirement until the expiration of the current tenant board members term. The ED stated that she will be applying for the waiver on behalf of the IHA.

### ***Year End Statement***

The ED stated that the Fee Accountant is preparing the Year End statements and the board will need to schedule a special meeting to approve the Year End certificates. The board discussed and agreed upon May 21, 2021.

### ***Subsidized Housing Emergency Rental Assistance Program (SHERA)***

The ED stated that the IHA will be eligible to receive funds under the SHERA program to cover tenants unpaid rent for the period of April 1st, 2020 - March 31st 2021. The ED stated that the IHA can apply for funds on behalf of the residents. Glenn Gibbs asked if residents would be notified and the ED stated the residents would be notified and would also need to sign a declaration of hardships.

### **Maintenance Report**

The MD stated that there are currently 5 vacant units that are normal turnovers. There are 7 units at Caroline Ave that are being held to accommodate two capital projects. These units will be occupied when the bathroom renovation and accessible unit project are completed.

### **Adjournment**

Charlie Allen stated that he wanted to extend his gratitude to Judith Butterly for her work on the board. The ED also stated that she was very appreciated for the unique perspective Judy brought to the board and appreciated her input.

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 7:26 pm.