



June 14, 2022 IHA Board of Directors (Board) Meeting Minutes

Roll Call

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

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

Allen brought the June 14, 2022 Board meeting to order shortly after 6:00 pm.

Query Time

Judy Butterly, 9C Agawam Village, asked if the window casements are going to be replaced during the major rehab at Agawam Village. MD said that they would be.

Heidi Pearson, 5C Caroline Ave., provided a list of maintenance requests for Caroline Ave., and said she would like to see more attention paid to the grounds and general appearance. MD said he is aware of the issues, but due to the pending REAC inspection at Agawam Village, staff have been tied up. He said the issues would be addressed within the next few weeks. Pearson stated that at a recent tenant organization meeting several tenants expressed the need for their window frames to be replaced. ED said she will include this item in upcoming revision of the capital plan. Pearson also noted that the curbing by the front stairs to the community hall needs to be repaired or replaced. MD said he'd report this issue to the Town of Ipswich Department of Public Works. Pearson concluded her remarks by saying that everyone at Caroline Ave is grateful for the new washer/dryer machines.

Gerry Mitchell, 18 Agawam Village, asked who cleans the front loader machines. MD said it was the maintenance team, and that they would address the issue. Mitchell also: reported a problem with people smoking on the property and leaving cigarette butts on the ground; asked about a vehicle with flat tires parked near 34 Agawam Village that he would like to have removed; requested that the notice on the office front door be updated to include the dates and location of Board meetings; and suggested adding motion detector lights outside.

Christine Villiani, 25C Caroline Ave., stated that her hallway is in need of a good cleaning and would like it to be painted. MD said he would inspect the hallway.

Bills

Motion by Gibbs to approve bills as presented. Second by Kallman. Vote was 3 to 0 in favor.

Correspondence

No correspondence.

Minutes Regular Meeting May 10, 2022 and May 24, 2022

Motion by Gibbs to approve minutes. Second by Kallman. Vote was 3 to 0 in favor.

Annual Meeting

Motion by Gibbs to nominate Allen to the position of Chairperson. Second by Kallman. Vote was 3 to 0 in favor.

Motion by Gibbs to nominate Kallman to the position of Vice Chairperson. Second by Allen. Vote was 3 to 0 in favor.

Motion by Gibbs to nominate Hayward to Treasurer. Second by Kallman. Vote was 3 to 0 in favor.

Management Occupancy Review (MOR)

ED stated that IHA had received the results of the first MOR completed by the new contract administrator, MassHousing. She noted that IHA received a below average rating due to its use of DHC\D forms, which are no longer relevant. ED said that the MOR would be a helpful tool to manage the program under MassHousing. ED also presented a new HUD lease which needs to be adopted for Agawam Village, as well as a new application for people looking to get on the waitlist. Gibbs had a few suggested minor revisions that he said he would provide to ED after the meeting.

Motion by Kallman to adopt HUD Lease and application. Second by Gibbs. Vote was 3 to 0 in favor.

Tenant Selection Plan

ED presented the revised Tenant Selection Plan to the Board, noting that the edits are a result of the Management Occupancy Review. Allen and Gibbs said they would submit minor edits to ED that would not substantively change the plan.

Motion by Kallman to adopt the revised Tenant Selection Plan, including edits from Allen and Gibbs. Second by Gibbs. Vote was 3 to 0 in favor.

Allen asked ED if she is still working on list of value engineering items to 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, but that is has yet to be finalized.

One Stop Harm Reduction Health Van

ED reported she is working with the North Shore Health Project to bring their services to the Agawam Village Property. She added that a "Harm Reduction Van" will visit the property on certain dates to provide a free needle exchange, health testing and other resources to residents. ED advised Board members visit the webpage if they wanted more information about this service.

Agreed upon Procedures

ED reported that IHA is currently preparing for its annual state and federal audit. The audit will be presented to the Board at its September meeting.

IHA Board of Directors By-Laws

ED presented the latest version of the by-law revisions, including changes recommended by Gibbs.

Motion by Gibbs to adopt the revised by-laws. Second by Kallman. Vote was 3 to 0 in favor.

Maintenance Report

MD reported that the maintenance team is focused on preparing for the upcoming REAC inspection. MD stated he is doing his best to correct the issues without replacing any items that are scheduled for replacement as part of the Agawam Village Rehab Project. MD also reported that there are five vacant units currently being worked on prior to their leasing.

Adjournment

There being no other business to come before the Board, Gibbs made a motion to adjourn, seconded by Kallman. Vote to adjourn passed unanimously. Meeting adjourned at 7:20 pm.

Documents/Exhibits Used at Meeting

- *Agenda*
- *IHA Minutes for May 10, 2022 Board meeting*
- *IHA Minutes for May 24, 2022 Board special meeting*
- *June 14, 2022 ED Report*
- *IHA Bylaws*
- *Agawam Village Application*
- *HUD lease*
- *Tenant Selection Plan*
- *Current Vacant Units/Work Order Complete/Incomplete Report*