



June 8, 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; Jacqueline Hayward, Treasurer; Richard Bromby 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.

Chair Allen brought the June 8, 2021 Board meeting to order at 6:02 pm.

Query Time

Judith Butterly of 9A Agawam Village stated that she is very pleased with the progress of the parking project.

Payment of Bills

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

Regular Minutes of the 5/4/2021 Board Meeting

Gibbs moved to approve the 5/4/21 regular meeting minutes, seconded by Hayward. Vote was 5 to 0 in favor.

Special Minutes of the 5/22/2021 Board Meeting

Gibbs moved to approve the 5/22/21 special 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.

Correspondence

The ED presented the financial statement for the period ending 4/30/2021. No major changes.

Project #144083

The ED presented the Certificate of Final Completion for the roof replacement at 34 Agawam Village. The ED stated that the project has been inspected by the IHA Maintenance Director and the Architect and both are satisfied with the project.

Motion by Gibbs to approve the Certificate of Final Completion, seconded by Kallman. All in favor.

Change Order #14 Project 144070

The ED presented CO #14 for the accessible unit project. The change order is for an additional handrail on the exterior walkway.

Motion by Gibbs to approve Change Order #14 , seconded by Kallman. All in favor.

Change Order #4 Project 144056

The ED stated that there was a change order for the bathroom upgrade project at Caroline Ave due to some unforeseen asbestos abatement. Charlie Allen asked if the change order for 144056 and 144070 are within the budget contingency and the ED responded that yes, both projects are within budget.

Motion by Gibbs to approve Change Order #4 , seconded by Kallman. All in favor.

ED Report:

Oak Hall/Memorial Hall Discussion

The ED stated that the management agent at Oak Hall had reached out to her to ask if the IHA would provide some technical assistance to the group. The representative Jonathan Ziner had stated that there were some significant capital improvements that needed to be addressed and the management team and the board did not know how to budget for them. Gibbs asked for the name of the management company and the ED stated it was EP Management. Gibbs stated that the town had invested significantly in the development of Memorial Hall and asked if the group had reached out to the Town. The ED stated she had suggested that to Mr. Ziner in a previous conversation. Allen stated that the Affordable Housing Trust would be a good place for them to start. Allen stated he has some experience with the Rural Development Authority and that there were limited options for a significant increase in subsidy. Allen asked the ED if board members had reached out before, the ED stated several years ago one board member asked for assistance with funding an elevator that was no longer working. The ED had a conversation with the board member and suggested speaking with the Town Manager. Allen suggested the ED set up a meeting with Mr. Ziner and a couple of the board members and Gibbs and Allen could discuss options with them. The ED agreed and said she would let them know availability.

Admin Plan Revisions - HCVP

The ED presented to the board a number of updates to the Admin Plan for the Section 8 Program. The ED stated that the company that provided the Admin Plan also sends regular updates that reflect regulatory changes. The ED stated that none of the changes qualify as a significant amendment and will not change any preferences, priorities or the organization of the waitlist.

Motion by Gibbs to approve the Section 8 Admin Plan updates. Second by Kallman. All in favor.

Maintenance Report

Maintenance Director Alex Russell stated that MJS Construction had started demolition at Agawam Village for the parking project. Russell stated that the plan is to continue the demo this week and next week start construction of the parking lot. Russell stated that the bathroom upgrade at Caroline Ave is in the final stages. There are two vacant units being kept open to accommodate the project and they should be coming back online soon. Russell stated that the project has run very smoothly and should be complete in 4-6 weeks. Russell stated that the same GC is working on the accessible unit project at Caroline Ave. There has been some delay due to the ramp having to be rebuilt. Russell stated that the IHA was able to get large water barrels to water the new plantings at Southern Manor. He stated that he had notified the water department in case they received complaints.

Adjournment

There being no other business to come before the Board, Kallman made a motion to adjourn, seconded by Bromby. Vote to adjourn passed unanimously, and the meeting adjourned.