



July 12, 2022 IHA Board of Directors (Board) Meeting Minutes

Roll Call

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

Also present: Kate McGuire, IHA Executive Director (ED).

Allen brought the July 12, 2022 Board meeting to order shortly after 6:00 pm.

Query Time

Heidi Pearson, 5C Caroline Ave., told the Board she is very happy with the progress made at Caroline Ave., and thanked the IHA staff. Heidi reported that the tenants organization recently assembled a beautification committee to work on increasing the “curb appeal” of Caroline Ave. She said the group is very excited and has already started work on the property. Heidi said repairing/ painting the window trim is still a priority and tenants would like to see it addressed.

Christine Villiani, 25C Caroline Ave., asked for an update on the common area painting. ED said she would reach out to the painter to get an update on the quote.

Bills

Motion by Kallman to approve bills as presented. Second by Hayward. Vote was 5 to 0 in favor.

Correspondence

- MA NAHRO Newsletter for May/June 2022
- Financial Statement May 31, 2022

Minutes

ED stated that the June minutes would be presented at the August meeting.

Executive Director Report

ED reported that the Whittier Manor Club has formed a beautification committee that will undertake small projects to improve the look of the Caroline Ave. grounds. ED suggested that the Board create a fund to help pay for the activities and make an initial allocation of \$1,000. The Board expressed support for the concept and the suggested funding. Gibbs asked how the funds would be handled. ED said IHA would either reimburse the costs or the committee could use IHA's Corliss account.

Motion by Kallman to approve the allocation of \$1,000 to the Whittier Manor beautification committee. Second by Bromby. Vote was 5 to 0 in favor.

Certificate of Substantial and Final Completion -- 27 Essex Road Bathroom

ED reported that the renovation of the bathrooms at 27 Essex Road has been completed, and that with Board approval she would close out the project.

Motion by Kallman to approve the Certificate of Substantial and Final Completion. Second by Gibbs. Vote was 5 to 0 in favor.

REAC Inspection

ED reported that the REAC Inspection of the Agawam Village property was completed and IHA received a score of 87. As a result, the IHA will not be due for an inspection for another two years, but the inspection will likely be deferred until after the renovation has been completed.

Regional Services Attorney

ED presented the Regional Service Attorney agreement that allows IHA to use one of the DHCD approved attorneys and have the cost covered. ED said that IHA would continue to use Michele Randazzo for LHA specific questions, although she might select an attorney from the list to take on some of the inspections.

Agawam Village COLA Increase

ED presented the COLA increase to the rents, effective 7/1/2022. ED is still waiting for final approval from MassHousing before applying the increased rents for the voucher program. She noted that IHA would be submitting another request for an increase through a Mark Up To Market request as part of the comprehensive rehab project.

Maintenance Report

ED reported that IHA currently has seven vacant units. She added that the maintenance team is working on some work orders that were delayed due to the REAC inspection preparation.

New Business

Allen stated that he is looking into the possibility of IHA receiving some ARPA funds through the Town of Ipswich. ED commented that this would be great for IHA. Gibbs asked what the process would be to apply, and Allen said that the Town had yet to sort that out.

Adjournment

Motion by Kallman to adjourn the meeting. Second by Gibbs. Vote was unanimously in favor.