



July 13, 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; and Glenn Gibbs all voted present. Member Richard Bromby was absent.

Also present: Kate McGuire, the IHA Executive Director (ED); Jessica Sadoway, Assistant IHA Director/ Finance Director; Andrew Defranza, Executive Director, Harborlight Community Partners; and Kristen Carlson, Director of Real Estate Development for Harborlight.

Chair Allen brought the July 13, 2021 Board meeting to order at 6:00 pm.

Query Time

There were no public queries.

RFP Development Partner -- *Agawam Village Rehab*

ED reported that IHA released an RFP for a Development Partner for the *Agawam Village Rehab* and received one response: Harborlight Community Partners (HCP). She noted that IHA has previously worked with HCP's executive director, Andrew DeFranza, in the early stages of the Agawam Village project, when he provided consultancy services funded by Massachusetts Housing Partnership. At ED's request, DeFranza gave the Board a brief background of HCP, a Beverly-based non-profit organization that works to increase affordable housing opportunities throughout the North Shore. HCP, currently working in 11 North Shore communities, serves a range of populations, including seniors and families. DeFranza noted that HCP has considerable experience with affordable housing projects, especially those involving tax credits, federal home loans (FHA), and HUD funding. HCP, he said, would focus on creating a cohesive, balanced partnership with IHA to ensure the project is innovative and successful. Kristen Carlson added that HCP has a strong team with significant experience with tax credit/FHA deals, and would be a very good fit for this project.

ED asked Board to authorize her to execute an agreement between IHA and HCP.

Gibbs moved that the Board authorize ED to execute the agreement between IHA and HCP. Hayward seconded the motion. Vote was 4 to 0 in favor.

Payment of Bills

Kallman made a motion to approve payment of bills, seconded by Hayward. Vote was 4 to 0 in favor.

Regular Minutes of the 6/10/2021 Board Meeting

Gibbs moved to approve the 6/10/21 meeting minutes. Hayward seconded. Vote was 4 to 0 in favor.

Correspondence

ED presented financial statement for period ending 5/31/2021. She reported no major changes.

Annual Painting Contract

ED presented the low bids for the *Annual Painting and Repairs* contract. The low bidder, ADF Painting, is the contracted painter for the Salisbury Housing Authority, and has also worked for the Hamilton Authority. ED reported that they have had a great experience with ADF. Thus, she highly recommends them.

Motion by Gibbs to approve ADF Painting for the *Annual Painting and Repairs Contract*, second by Kallman. Vote was 4 to 0 in favor.

Annual Fire Alarm Monitoring Contract

ED reported that IHA had to put the *Fire Alarm Monitoring* Contract out to bid for the first time due to an emergency that put IHA over the \$10,000 procurement limit. ED noted that the company IHA has used for many years was not the low bidder. Instead, it was American Services Company, which holds contracts with many larger housing authorities. ED received a very good reference for the firm from the from the Assistant ED in Malden, but is still waiting for call backs from several other references. Gibbs suggested approving the contract pending the ED getting two more positive references. The other board members agreed.

Motion by Gibbs to approve award of the *Fire Alarm Monitoring* contract to American Services Company, pending two more positive references. Second by Kallman. Vote was 4 to 0 in favor.

ED Report:

DHCD COVID Guidance

ED reported that DHCD issued a number of Public Housing Notices rolling back all COVID restrictions and guidelines imposed on local housing authorities. She also noted that Governor Baker has signed legislation allowing local boards to continue meeting remotely until April 2022. ED asked Board to consider when they would like to resume in-person meetings. Hayward spoke in support of holding in-person meetings again soon, to make it easier for tenants to participate. Allen, citing concern about the spread of COVID variants, proposed that the Board withhold making a decision on this matter until at least October. Kallman agreed with Allen's suggestion, adding that some board members may find it easier to continue meeting remotely. ED said she would look into possibility of members participating remotely in in-person meetings.

DHCD Fair Market Rents/Income Limits

ED stated that DHCD has released the revised 2021 Income Limits and Fair Market Rents. She noted that DHCD usually revises them every two years but skipped last year due to the COVID epidemic.

Motion by Gibbs to approve the 2021 DHCD Fair Market Rents and Income Limits. Second by Kallman. Vote was 4 to 0 in favor.

Contract Manager (CM) at Risk

ED reported she is currently working on a Request for Quotations for the *CM at Risk* for the Agawam Village project. She asked the Board to discuss which two individuals from the IHA should be on the response review committee. Allen said he would recommend the ED and MD because Board members will have a say when they vote. Other members agreed. ED reported that the *CM at Risk* application had been submitted to the Office of the Inspector General and the IHA can expect a response by the end of August.

Mass Development Application -- Agawam Village Project

ED reported that Mass Development approved IHA's application for 4% tax credits for a maximum amount of \$15.5 million. She said this would significantly enhance the Agawam Village project scope, adding that she's very grateful for Allen's significant contribution of time helping her understand and prepare the application.

Creative Placemaking -- Community Space near Open Door Food Panty

ED presented the schematic design prepared by Katie Andruchuck from Allen and Major and architect Ray Guertin. She informed Board members that IHA is looking for a boat to use for the project. Allen said he would contact some folks that might be able to help. ED said she also had a lead on a boat that she is following up on. Allen asked why the team wants an actual boat instead of a playground structure. ED responded that the engagement committee thought a real boat was more consistent with the vision for the space than a playground-style one. Allen commented that the team should be mindful that paint on old boats could contain lead. ED agreed. Kallman asked about the proposed surface for the walkway; Gibbs replied that the team is considering using a material similar to what was installed for the riverwalk extension. ED noted that the surface placed around the boat will be appropriate for playground use, and preferably be blue to evoke the ocean.

Amendment Minutes

ED stated that the Board-approved minutes for its December 2, 2020 meeting inadvertently excluded the Board's vote to authorize ED to approve the low bidder for project #144070 **if** the bid came in within budget. Gibbs suggested that the Board amend the minutes from December 2020 to include the vote.

Gibbs made motion to amend the 12/2/20 minutes accordingly. Second by Kallman. Vote was 4 to 0 in favor.

Low Bid -- Bulkhead and Railing Replacement at Southern Heights

ED informed Board that the low bidder for the project to repair/replace the bulkheads and railings at Southern Heights was Mjs Construction, which IHA has worked with on a number of projects. ED conceded there had been some issues with scheduling and communication with Mjs on another project, but she thought they were related to the pandemic. Thus, she has confidence in Mjs, and recommends that the Board accept their low bid of \$23,420. Gibbs made motion to approve the low bid. Seconded by Hayward. Vote was 4 to 0 in favor.

Roof Replacement 3 Agawam Village -- Grant of Waiver

ED reported that IHA received DCAMM waiver to replace roof at 3 Agawam Village. She noted that the IHA received three estimates, with the lowest, \$12,950, submitted by FRG Contractor Corporation of Everett, MA.

Motion by Kallman to approve award of contract to FRG to replace roof at 3 Agawam Village, second by Hayward. Vote was 4 to 0 in favor.

Maintenance Report

In the absence of the Maintenance Director Alex Russell, ED presented the Maintenance Report. She informed Board that leasing manager is currently at work on leasing up three apartments, and there are two other vacant units the maintenance team is working on. ED noted that five dwelling units are offline due to the nearly-completed bathroom renovation project. The two ADA units at Caroline Avenue are also almost finished.

Adjournment

There being no other business to come before the Board, Kallman made a motion to adjourn, seconded by Hayward. Vote to adjourn passed unanimously, and the meeting adjourned at approximately 7:15 pm.

Documents/Exhibits Used at Meeting

- IHA Vendor Accounting Check Register for Checks Dated 7/13/21
- IHA Minutes for July 13, 2021 Board meeting
- IHA Operating Budget Statements FYE May 31, 2022
- July 13, 2021 ED Report
- Revised 2021 Income Limits and Fair Market Rents
- Letter from Mass Division of Capital Asset Management granting roof replacement waiver for 3 Agawam Village
- Schematics for proposed Community Space near Open Door building
- Harborlight Community Partners submittal for RFP -- Agawam Village Development Partner
- Work Order Complete/Incomplete/Vacant Units Form