



August 10, 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; Rich Bromby; and Glenn Gibbs all voted present.

Also present: Kate McGuire, IHA Executive Director (ED); Jessica Sadoway, Assistant IHA Director/Finance Director; Alex Russell, Maintenance Director (MD).

Chair Allen brought the July 13, 2021 Board meeting to order at 6:05 pm.

Query Time

There were no public queries.

Payment of Bills

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

Regular Minutes of July 13, 2021 Board Meeting

Kallman moved to approve the 7/13/21 meeting minutes. Hayward seconded. Vote was 5 to 0 in favor.

Correspondence

ED presented the IHA Operating Budget Balance Statements for the 12 months ending on March 31, 2021, noting that the Management Fund Budget is currently showing a significant deficit due to DHCD objecting to the Section 8 management agreement between IHA and Salisbury Housing Authority (SHA). ED reported that she's working with IHA's accountant on a financial agreement that will satisfy DHCD while still providing financial support needed for IHA to manage SHA's Section 8 program. Allen emphasized the importance of only managing SHA's Section 8 units if it doesn't burden IHA financially. ED agreed.

Executive Director Report

HUD Housing Choice Voucher Program (HCVP) Budget

ED stated that IHA has been working with HUD over the past year to improve HCVP reserves to avoid the program becoming insolvent. She explained that the program is difficult to manage due to its small size and limited funds available for administrative costs. ED presented to the Board a letter sent on behalf of IHA to Robert Cwieka, NE Director at HUD, informing him of the steps IHA has taken to ensure there are adequate funds. As a result, IHA now has significant reserves.

Roof Replacement at Caroline Ave

ED presented the low bids for the Roof Replacement project at Caroline Ave. She reported that the low bidder, JD&D Construction, received favorable reviews. ED stated there is only room in the budget to accept the base bid of \$94,000. Gibbs asked what the budget is and she said the total construction budget is \$105,599. Allen noticed that the other bids were significantly higher.

Motion by Gibbs to approve the low bid from JD&D Construction in the amount of \$94,000. Second by Hayward. Vote was 5 to 0 in favor.

Agawam Village Project

ED reported that the first meeting with Harborlight Community Partners to begin drafting the MOU for the Development Partner agreement went well. The group will continue to hash out the details of the agreement and have legal counsel Kurt James review before it's executed.

ED reported that IHA received four responses to the RFP for a Construction Manager at Risk. The next step will be a detailed response and the IHA will interview each contractor. Per the RFP, IHA will rank the top three. With four highly qualified candidates, however, IHA could interview all four. Gibbs and Kallman agreed with that approach. ED asked Board members if they wanted to participate in the interview; all Board members said they'd make their best effort to attend. ED noted that the meeting would be via video conference.

Allen asked ED if IHA had received hazardous testing results. She replied in the affirmative, noting that some materials in the hallways came back positive for asbestos. ED noted that there was a significant challenge inventorying all of the different materials in each unit. Allen asked how MD was finding the work load from the Agawam Village Rehab project in addition to his normal work. MD responded that for now it is manageable.

ED reported that IHA submitted electronic testimony in support of Home Rule Petition and expressed her optimism that IHA will be receiving positive news by late September. Allen asked her to touch base with Rep. Hill to see if the approval process can be expedited. She agreed to do so.

Agreed Upon Procedures/A133 Audit

ED reported that the team is currently working with Marcum & Associates to complete the federal and state annual audits. She will update the Board on this matter in the coming months.

Remote Board Meetings

Hayward asked if the Board planned to keep meeting remotely, or go back to meeting in person. Allen recalled that Board members had decided to discuss the matter in October and assess the risk then.

Creative Placemaking

Gibbs asked for an update on the project status. ED said she'd discussed the timeline with the architect, who expects a spring 2021 construction start. She added that the search for an appropriate boat play structure was ongoing. She noted that Allen has some leads he is pursuing. MD said he is looking for a suitable boat as well. In response to a question from Gibbs, MD said that optimally the boat should be about 18 feet in length.

Maintenance Report

MD presented the vacancy report, noting that there are currently three vacant units at Caroline Ave, two which are in process with the leasing department and one at Agawam Village being held open for the rehab project. MD expects the accessible unit project to be completed soon.

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.

Documents/Exhibits Used at Meeting

- IHA Vendor Accounting Check Register for Checks Dated 8/14/21
- IHA Minutes for July 13, 2021 Board meeting
- IHA Operating Budget Statements for 12 months ending March 31, 2021
- August 10, 2021 ED Report
- 7/13/21 ED letter to Regional HUD Director re Insolvency Plan for Section 8 Voucher Program
- 7/21/13 ED letter to state legislators re bill exempting IHA from procurement requirement for Agawam Village
- Work Order Complete/Incomplete/Vacant Units Form