



August 9, 2022 IHA Board of Directors (Board) Meeting Minutes

Roll Call

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

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

Allen brought the August 9, 2022 Board meeting to order shortly after 6:00 pm.

Query Time

Susan Tetrault-Walker asked to have Southern Manor garden beds weeded. Gerry Mitchell asked if the no smoking signs at Agawam Village had been taken down. ED said she was not aware of them being taken down but would ask the maintenance team. Mitchell asked when the next meeting would be held to update tenants on the renovation project. ED replied that she is waiting until the IHA has submitted the application to HUD. Heidi Pearson reported that the Whittier Manor Beautification Committee is working on many projects at Caroline Ave. Pearson added that she went to Town Hall to report the pot holes on the road at Caroline Ave. Hayward asked how the water ban will impact tenants. ED stated that all outdoor water use is banned except for watering vegetables.

Presentation by Andraya Lombardi from Anser Advisory

ED introduced Andraya Lombardi, Owner Project Manager for the Agawam Village renovation project, noting that she invited Andraya to report on the current construction projects she is working on. Andraya started by noting she is seeing unprecedented lead times on most construction materials. She said it's not uncommon to see 16 week+ lead times on materials, and many projects are encountering difficulties with ordering bulk materials.

Andraya strongly recommended that IHA authorize early procurement of materials to avoid the project having an extended 'down time' period after the loan closing. Allen asked where the materials would be stored. Andraya stated that the IHA would only purchase materials that could be stored with the vendor until the IHA needed them. Allen asked if there was a benefit to the IHA ordering the materials before the investor comes onboard. ED responded in the affirmative, as it would the materials to be purchased using the IHA tax exempt status. Gibbs asked if the materials would all be reimbursed. ED responded that the cost would be reimbursed at closing; however, the IHA would be at risk until the loan closes. Board agreed to discuss again after ED has confirmed with HUD whether pre-construction procurement is allowed with this project type.

Bills

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

Correspondence

- 3 Month Financial Statement ending June 30, 2022

Minutes June 14, 2022

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

Minutes July 12, 2022

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

Executive Director Report

Agawam Village Update

ED gave an update on the Agawam Village renovation project related to the following:

- **Preconstruction Procurement:** ED reported she is working with development team on obtaining a HUD exemption to allow IHA to purchase materials before the loan closing. ED reiterated Andraya's comments that pandemic-related supply chain issues are creating many issues for construction projects across the country. Procuring materials ahead of time will reduce the overall construction timeline. ED will inform Board when HUD makes a final decision on IHA's request.
- **Mark Up to Market:** ED reported that IHA has asked HUD to increase rents, both at closing and after construction is completed. Residents have been notified about the application. Hayward asked how this would impact residents. ED said it would only affect the small number of residents who are currently paying market rent.
- **Mass Housing Investment Corporation:** ED reported she is working with MHIC to determine the best time to bring the tax credit investor on board. IHA is hoping to maximize its tax exempt status before bringing on the investor, when the exempt status will be lost.
- **Insurance:** ED is working with HAI Group on procuring property insurance for Agawam Village. IHA is currently covered by the DHCD policy but will lose that coverage in November of this year.
- **HUD Submission:** ED reported stated that the HUD submission has been delayed by a number of complicated legal issues, including the timeline of the tax credit investor coming on board and the status of the pre construction procurement. The HUD application will be submitted as soon as those issues are resolved.
- **Organization Chart:** ED presented final Organizational Chart for Agawam Village property. She asked Board to vote on approving the structure. Allen asked for clarification on the need for two organization charts. ED said that one is before the tax credit investor and the other is after.

Motion by Gibbs to approve the Organizational Chart for the Agawam Village property. Second by Hayward. Vote was 3 to 0.

- **Relocation Plan:** ED presented the Agawam Village Relocation Plan that was developed with the team at Housing Opportunity Unlimited.

- **Ground Lease:** ED presented the ground lease for the Agawam Village property.

Motion by Gibbs to approve the Ground Lease for the Agawam Village property. Second by Hayward. Vote was 3 to 0 in favor.

Mileage Reimbursement

ED reported that DHCD released a Public housing Notice allowing housing authorities to increase the mileage reimbursement for a second time this year, this time to 62 cents per mile. She asked the Board to adopt the change in its IHA Travel Policy.

Motion by Gibbs to approve increasing the mileage reimbursement for \$0.62. Second by Hayward. Vote was 3 to 0 in favor.

Service Contract Renewal

ED reported that the painting service contract is due for renewal. She is very happy with the vendor, ADF Contracting, and recommended that the Board renew the contract.

Motion by Gibbs to renew the contract with ADF painting for another year. Second by Hayward. Vote was 3 to 0 in favor.

Maintenance Report

ED reported that IHA currently has six vacant units. She added that the maintenance team has been working through work orders and also doing a fall clean-up.

Adjournment

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

Documents/Exhibits Used at Meeting

- *IHA Operating Budget Statements for 3 months ending June 30, 2022*
- *IHA Vendor Accounting Check Register for Checks Dated 8/9/22*
- *August 9, 2022 ED Report*
- *Organizational Chart for Agawam Village LLC*
- *Relocation Plan for Agawam Village Renovation Project*
- *Lease Agreement between IHA and Agawam Village LLC*
- *IHA Minutes for June 14 and July 12, 2022 Board meetings*
- *Unoccupied Units Report*