



September 14, 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; Jacqueline Hayward 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 September 14, 2021 Board meeting to order at 6:00 pm.

Query Time

There were no public queries.

Payment of Bills

Gibbs made a motion to approve payment of bills, seconded by Hayward. Vote was 3 to 0 in favor.

Regular Minutes of August 10, 2021 Board Meeting

Gibbs moved to approve the 8/10/21 meeting minutes. Hayward seconded. Vote was 3 to 0 in favor.

Correspondence

ED presented the budget statements for the period ending on July 31, 2021, noting that she is still working with the fee accountant to reconfigure the pro-rations for the management account. Overall the programs are doing well and have good reserves.

Refugee Families from Afghanistan

Gibbs stated that he attended a recent community meeting regarding the resettlement of up to five Afghan families in Ipswich, and asked if IHA could potentially assist with housing. He added that while their arrival date is uncertain, Afghan families will likely begin arriving in the region by early October. ED said she is reaching out to DHCD and HUD to see what role, if any, IHA can play. All Board members stated their support for assisting in the resettlement effort in any way possible, and ED said she'd work with Gibbs in this regard. Gibbs said that the composition of the families that will arrive in Ipswich is not yet known, but that the average family size is six persons. Assistant Director Sadoway noted there are multiple houses in Ipswich that are abandoned or in foreclosure that perhaps the Town could potentially use for the purpose of housing refugees. Gibbs said he would look into this option. Gibbs also reported that he will be meeting with the Ipswich Housing Partnership and Affordable Housing Trust Fund Board in October to discuss the Town's potential participation in this effort.

Executive Director Report

Agawam Village Rehab - SD Submission

ED reported that SV Design has submitted its first set of design documents. She will provide a link to the documents for Board member review. Allen commented that the Cost Estimate is surprisingly good news. ED agreed. She added that radon test results have been received, and will likely require IHA to install a mitigation system in two units before the project starts, if retesting confirms the initial results.

Regional Attorney Program

ED stated that IHA's long time attorney Mary John Boyland would be stepping down from her position as the IHA's legal counsel after several decades of service. ED expressed her appreciation for all of the work Mary John has done over the years. She reported that DHCD will not be hiring a new regional attorney but rather will contract with multiple attorneys having different specialties, such as evictions, personnel and fair housing. IHA will receive a budget exemption, but the financial impact on IHA is currently uncertain since DHCD has not informed IHA of what the budget for the program will be.

COVID Booster Shots

ED stated she is working with Conley's Drug Store to prepare for on-site COVID booster clinics, and expects news of their availability within the next month.

Caroline Ave Roof Replacement Change Order #1

ED stated that project at Caroline Ave to replace the roof is going very well, and that IHA has received lots of positive resident feedback about the contractor, JD&D Construction. MD agreed, adding that JD &D had requested a \$4,800 change order due to unforeseen conditions discovered during the roof replacement; specifically, a significant gap between the fascia and the bottom of the roof sheathing.

Motion by Gibbs to approve CO #1. Second by Hayward. Vote was 3 to 0 in favor.

Accessible Unit Project

ED reported that the project to rehab two units at Caroline Ave and make them fully accessible has been completed. The architect and MD have inspected the units and issued a Certificate of Substantial Completion and a Certificate of Final Completion. Allen asked if the IHA should seek coverage of the successful project by the local newspaper. All agreed, and ED said she'd talk further with Allen about how best to make that happen.

Motion by Gibbs to approve the Certificate of Substantial Completion and Certificate of Final Completion. Second by Hayward. All in favor.

Maintenance Report

MD reported that the parking project at Agawam Village is moving slowly due to the recent rainy weather and the unforeseen presence of underground clay. He also noted that roof project at Caroline Ave is close to wrapping up. MD's team is working on two vacant units; the remainder are with the leasing department.

Adjournment

There being no other business to come before the Board, Hayward made a motion to adjourn, seconded by Gibbs. Vote to adjourn passed unanimously.

Documents/Exhibits Used at Meeting

- IHA Vendor Accounting Check Register for Checks Dated 9/14/21
- IHA Minutes for August 10, 2021 Board meeting
- IHA Operating Budget Statements for 12 months ending July 31, 2021
- September 14, 2021 ED Report
- Current Vacant Units/Work Order Complete/Incomplete Report