



## **March 8, 2022 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 Richard Kallman, Vice-Chair; Jacqueline Hayward, Treasurer; Richard Bromby; and Glenn Gibbs all voted present. Also present: Kate McGuire, IHA Executive Director (ED).

Richard Kallman brought the March 8, 2022 Board meeting to order at 6:00 pm.

### **Query Time**

None

### **Payment of Bills**

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

### **Correspondence**

ED reviewed the financial statements and informed the Board she is working on the FY23 budget, which she will present at the April meeting.

### **Executive Director Report**

#### **Relocation Consultant**

ED reported that the IHA received two responses to the Relocation Consultant RFP, one from *Judy Cohn Housing & Relocation Consultants* and the other from *Housing Opportunities Unlimited*. Representatives from both companies attended the site walk-through. ED reviewed the score card that she and Andrew Leonard (Harborlight Community Partners) used to evaluate the candidates. ED said that although both consultants submitted strong applications, *Housing Opportunities Unlimited* scored slightly higher due to having a larger project team. ED also noted that the *Housing Opportunities Unlimited* cost proposal was lower. Kallman asked ED if moving costs were included and she said no, the proposal was just for personnel and related administrative costs.

Motion by Bromby to award the Relocation Consultant contract to *Housing Opportunities Unlimited*. Second by Gibbs. Vote was 4 to 0 in favor.

#### **COVID Antigen Tests**

ED reported that IHA received another shipment of COVID-19 Antigen Tests. A notice was sent to all residents to sign up if they wanted tests. IHA will be delivering the tests in the following weeks.

### **Agawam Village Organizational Chart**

ED presented the organizational chart for the Agawam Village development. ED reported that she's registered all of the LLC's and received the EIN's. Kallman asked if the LLC's were necessary for the tax credits and the ED said yes, not only for the tax credits but for the loan as well. ED noted that the partnership with Harborlight Community Partners has so far been very beneficial to the IHA.

Motion by Gibbs to approve the Agawam Village organizational chart. Second by Bromby. Vote was 4 to 0 in favor.

### **Pet Policy**

ED reported that she reached out to Andrew Leonard from Harborlight Community Partners, who informed her they don't have a pet policy because they don't allow pets. ED asked the Board to approve the policy with Gibbs edits, with the understanding that additional amendments may be necessary based on the requirements of future insurance carriers.

Motion by Gibbs to approve Pet Policy as stated. Second by Bromby. Vote was 4 to 0 in favor.

### **DHCD Contract Termination**

ED reported that she's working with DHCD on final phase of transition of Agawam Village from DHCD to the MassHousing portfolio. ED provided the Board with a copy of the Termination of the Contract for Financial Assistance that was executed between the Cambridge Housing Authority and DHCD, and which IHA will be using as a template. ED said she'll circulate the document to Agawam Village residents in the coming months, and provide Q&A sessions to explain the contract termination.

### **Laundry Rooms**

ED reported that IHA has purchased washers and dryers that will be delivered in mid-April. Final cost of the machines was \$28,070. Hayward said she's happy the IHA now owns the washers and dryers, and asked ED to update her if the timeframe changes.

### **Disposition of Equipment**

ED presented a list of equipment that IHA seeks to dispose of. She said that the MD found some comparable machines for sale to give the Board an idea of how much the items are worth. Gibbs asked how the IHA would sell the equipment; ED said IHA would first reach out to local vendors who may want them for parts. If that's not successful, IHA will use Craigslist or something similar.

Motion by Gibbs to approve disposing of equipment with asset tags numbers 2497, 2504, 2494, 2495 and 2491. Second by Hayward. Vote was 4 to in favor.

### **Maintenance Report**

ED reported that the team is working on six vacant units at Caroline Avenue. The IHA is also advertising to hire two positions in the maintenance team: a full-time Maintenance Mechanic, and a full-time Groundskeeper. Kallman asked if any of the positions will be new; ED said yes, the current Groundskeeper position is part-time and will be replaced with a full-time position. ED added that she would send the job descriptions to the Board.

## **Adjournment**

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

## **Documents/Exhibits Used at Meeting**

- IHA Vendor Accounting Check Register for Checks Dated 3/8/22
- RFP Response from *Judy Cohn & Relocation Consultants* and *Housing Opportunities Unlimited*
- Relocation Consultant RFP Score Card
- March 8, 2022 Executive Director Report