



Ipswich Housing Authority (IHA)

July 7, 2020 IHA Board of Directors (Board) Meeting Minutes

Due to the COVID-19 pandemic, the meeting was held remotely pursuant to Open Meeting Law waiver/guidance contained in Governor Baker's 3/12/20 Executive Order

1. Roll Call

On roll call vote, Board members Charlie Allen, Chair; Judith Butterly, Secretary; Glenn Gibbs and Jackie Hayward all voted present. Also present were Kate McGuire, IHA Executive Director (ED); and Alex Russell, IHA Maintenance Director (MD). Chair Allen brought the meeting to order at 6:00 pm.

2. Query Time

NO QUERIES

3. Bills

Board members reviewed recent IHA expenses and had no questions. Gibbs made motion, seconded by Butterly, to approve payment of bills. Vote was 4 to 0 in favor.

4. Minutes.

Minutes for 6/2/20 Board meeting will be presented at the next regularly scheduled Board meeting on August 4, 2020.

5. Correspondence:

MA NAHRO Newsletter - the annual conference has been cancelled and will take place online. ED stated she would attend the online conference.

6. Executive Director Report

ED introduced the newest Board member Jackie Hayward, who is a resident of Whittier Manor. Welcome Jackie!

IHA Newsletter

Butterly commended the IHA Newsletter put together by Resident Service Coordinator Julie Dillard. ED stated that the IHA has had a lot of positive feedback and Julie plans on putting one out bi-monthly.

IHA COVID Response

ED stated that she is anticipating a PHN form DHCD regarding LHA's reopening to the public. ED said she has heard from many other LHA's that they will be reopening around Labor Day weekend. ED stated that IHA is now offering direct debit to residents for rent payment. ED estimated around 30 forms returned so far. The IHA has also installed a drop box at Caroline Avenue for residents to drop paperwork and rent checks. The drop box is monitored by a surveillance camera. ED stated that the

focus is on having applicants and residents communicate with the office by phone, email or video conference.

ED stated that staff have been informed that if they have an individual office they may return to work on as many days as they want. The option to work remotely is still available for all staff. IHA attorney Michele Randazzo confirmed that offices which have individual offices for staff are exempt from the 50% capacity restriction.

DHCD has released an allowance of \$10,000 per LHA in capital funds for any project that is necessary for LHA's to adjust to the pandemic. The IHA will be using these funds for the public meeting area being assembled in the community room.

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ED stated that the bids for the accessible unit project at Caroline Ave have come in and none of the three lowest sub-bidders provided a warranty as required by the bid docs. ED stated that the Board must therefore reject the three low bids and accept the lowest qualified bid, from EDM.

Gibbs made motion to accept EDM as the lowest qualified sub bidder, seconded by Hayward. Vote was 5 to 0 in favor.

ED stated the references are complete for the general contractor Massey Construction and they are in order.

Gibbs made motion to accept the low bid for the general contractor Massey Construction, seconded by Hayward. Vote was 5 to 0 in favor.

Job Descriptions

ED presented the revised job descriptions for all IHA staff. Gibbs stated that he had emailed ED some suggested grammatical changes. ED asked Board to vote to add the job descriptions to the IHA Personnel Policy, incorporating the revisions suggested by Gibbs.

Gibbs made motion to approve the revised job descriptions, seconded by Butterly. Vote was 5 to 0 in favor.

Agawam Village Update

ED stated that she is continuing to work with Andrew De Franza from Harborlight on the Agawam Village project. There have been a number of regulatory hurdles that the team is currently navigating with MHP.

8. Maintenance Report

MD presented the vacancy report showing two vacant units: 9B Caroline Ave and 26 Southern Heights. MD stated that the move at Southern Manor went very well and the project is moving forward. IHA staff are currently working with applicants re the vacant units that will be ready in Building C in about a month. MD stated the staff continue to sanitize high traffic areas 7 days per week.

9. Adjournment

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

7/7/20 minutes prepared by Kate McGuire and approved by the Board at its meeting of _____, 2020.