

Ipswich Housing Authority (IHA)

March 3, 2020 IHA Board of Directors (Board) Meeting Minutes One Agawam Village

1. Roll Call

On roll call vote, Board members Charlie Allen, Chair; Richard Kallman, Vice-Chair; Susan Monahan, Treasurer; Judith Butterly, Secretary; and Glenn Gibbs all voted present. Also present were Kate McGuire, IHA Executive Director (ED), Alex Russell, IHA Maintenance Director (MD), Julie Spencer, and Paul Pavia from Fenton & Ewald Associates, the Board's accountant. Chair Allen brought meeting to order at 6:00 pm.

2. Query Time

Manuel Estrella from 16A Agawam Village inquired if roofs on buildings 15 and 16 were going to be shingled this year. ED informed him that IHA is in process of doing a comprehensive rehab at Agawam Village, which will include new roofs for all buildings. Estrella also asked where things stand regarding tenant parking. ED replied that the Modphase project is going to add six parking spaces, and in the spring IHA will work on identifying where more spaces can be established. Estrella then asked what happens when a tenant with a reserved parking space moves out. ED stated that the "reserved" sign would be removed, unless the new tenant qualifies for a reserved space. Finally, Estrella asked if IHA can notify tenants when construction work requires an access/egress drive to be closed, so tenants will know to use other driveway. MD agreed to do so.

3. Bills

Board members reviewed list of recent IHA expenses and had no questions. Susan Monahan made motion, seconded by Rich Kallman to approve payment of bills. Vote was 5 to 0 in favor.

4. Minutes: 1/14/20 and 2/4/20 regular meetings

Motion to approve amended 1/14/20 minutes made by Kallman, seconded by Monahan. Vote was 5 to 0 in favor. Motion to approve 2/4/20 minutes made by Monahan, seconded by Kallman. Vote was 5 to 0 in favor.

5. Correspondence

January/February issue of NAHRO NEWS letter

6. ED Report

ED reported on the following matters:

Introduction Maintenance Director -- Alex Russell

ED introduced Alex Russell as IHA's new Maintenance Director, saying that everyone was excited to have him on board. Board members offered their congratulations to Russell on his promotion. In response to a question from Gibbs, ED said she had posted Russell's former position on Mass NAHRO classifieds and Zip Recruiter.

FISH # 144079 Resolution

The bids for the roofing project at the Ipswich House (689 group home) came in and low bidder was T4 Construction. ED referred Board members to NE RCAT's Board Award Resolution letter in the packet, which recommends that the Board accept the bid. ED noted that the low bid was \$26,250, somewhat higher than the estimated cost, but still within IHA's budget. Motion to approve by Gibbs, seconded by Monahan. Vote was 5 to 0 in favor.

ModPhase Update

ModPhase project is on schedule. The contractor has completed the interior demolitions at Building B, is currently doing site work (e.g., relocating trees and constructing sidewalks) and converting unit 7 into an accessible unit, and will soon begin interior demolition and rehab at Buildings A and C. Tenants at Southern Manor will move into Building B when it's ready. ED said that architect does weekly inspections, and communicates with her frequently.

Agawam Village Rehab Update

ED is working closely with Massachusetts Housing Partnership (MHP) on this project. The Capital needs assessment for Agawam Village will take place on 3/9, and MHP staff will attend and tour the property. MHP continues to work with DHCD on plan to release properties from the state portfolio and subdivide each building on to a separate lot.

MHP Grant for Project Manager

MHP has awarded IHA a repayable grant to fund a Project Manager who will assist with the Agawam Village rehab and secure the loan, which IHA will pay back to MHP at closing. MHP will provide a list of recommended Project Managers within the coming week that IHA will be able to select from.

Infectious Disease Preparedness Policy

In response to CDC declaring public health emergency in connection with spread of coronavirus, ED sent a memo to staff and will be posting flyers for tenants. Allen recommended that MD check the cleaning supply inventory. MD said he will be making more hand sanitizers available. ED informed Board that as COVID-19 spreads, IHA office will increasingly conduct business by phone and email, and may need to restrict office visits as well as limit maintenance work to emergency work orders. IHA operations will comply with CDC recommendations. ED will inform Board if doing so requires further changes to IHA procedures.

Amendment to Personnel Policy – Sick Time

ED asked Board to amend current IHA Personnel Policy re allotment of sick time. Full-time employees get 1.25 days of sick time per month, while part-time staff currently get none. ED proposes changes to Parts B and D of Section V so that permanent part-time staff (i.e., work less than 37.5 hours per week) will accrue one hour of sick time for every 30 hours worked. Motion to approve change of personnel policy made by Kallman, seconded by Monahan. Vote was 5 to 0 in favor.

Purchase Maintenance Director Vehicle

ED and MD have looked at options to purchase or lease a vehicle. Pavia informed Board that IHA has sufficient reserves to purchase a vehicle outright. MD recommends Nissan NV 200, a small utility van which has seating in back and would cost \$23,646 to buy and \$575 a month for 39 months to lease. A Ford Transit is an acceptable option. Both vehicles are brand new, very economical, with comparable fuel consumption. Allen feels either vehicle is fine, but recommended purchase since money is available to do so. ED suggested cost be shared by the three authorities, based on number of units managed by each. Board members agreed. Motion to approve purchase of Nissan NV 200 or Ford Transit, subject to ED final evaluation, made by Monahan, seconded by Gibbs. Vote was 5 to 0 in favor.

7. Budget 2021

Paul Pavia from Fenton & Ewald Associates, the Board's accountant, presented 2021 Budget to the Board. After a brief discussion, motion to approve budget made by Susan Monahan, seconded by Kallman. Vote was 5 to 0 in favor.

Executive Director Contract

Motion to approve Executive Director Salary calculation sheet was made by Monahan, seconded by Butterly. Vote was 5 to 0 in favor.

8. Maintenance Report

MD reported that two dwelling units were vacant as of March 1st: 13B and 15C Agawam Village.

9. Adjournment

There being no other business to come before the Board, a motion to adjourn was made by Gibbs, seconded by Kallman, and passed unanimously. Meeting adjourned at 7:41 pm.

Documents/Exhibits Used at Meeting

- January/February issue of NAHRO NEWS letter
- IHA Vendor Accounting Check Register for Checks dated 3/3/20
- 1/14/20 and 2/4/20 IHA Meeting Minutes
- Executive Director Report: March 2, 2020
- RCAT Board Award Resolution for Selective Bathroom Renovation at 34 Agawam Village
- ED letter to employees with IHA/HHA/SHA action plan for potential infectious disease breakout
- Amendment to IHA Personnel Policy 3/3/20
- FY2021 IHA Budget
- Current Vacant and Offline Units Report
- IHA Work Order Complete/Incomplete Report

3/3/20 minutes prepared by Julie Spencer and approved by the Board at its meeting of _____, 2020.