



October 6, 2020 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 3/12/2020 Executive Order

Roll Call

On roll call vote, Board members Richard Kallman, Vice-Chair; Judith Butterly, Secretary; Glenn Gibbs and Jackie Hayward all voted present. Also present: Kate McGuire, IHA Executive Director (ED); Alex Russell, IHA Maintenance Director (MD); and Jessica Sadoway, Assistant IHA Director. Absent: Charlie Allen, Chair. Vice Chair Kallman brought meeting to order at 6:04 pm.

Query Time

No queries.

Bills

Board members reviewed list of recent IHA expenses. In response to a question about the bill from Allen Major Associates, ED said it was for surveying the expanded parking area in Agawam Village and the creative placemaking site surrounding the Open Door building. There being no other questions, Butterly made motion, seconded by Hayward, to approve payment of bills. Vote was 4 to 0 in favor.

Minutes

Gibbs suggested a wording change to the Agawam Village section of the ED's report to clarify that the scope being developed by the architects is for the parking space expansion project. Motion to accept the September 1, 2020 minutes, as amended at the meeting, was made by Butterly and seconded by Gibbs. Vote was 4 to 0 in favor.

Correspondence

Letter to Board from Fenton, Ewald & Associates, P.C. re Agency Wide Revenues and Expenses and Analysis of Non-routine Expenditures and Credits as of August 31, 2020 and five months prior.

ED Report

ED reported on the following matters:

Budget Guidelines

DHCD has released the 2021 budget guidelines, which states there will be a 4% reduction in the Annual Non-Utility Expense Level (ANUEL) subsidy. Our accountant estimates this will result in a reduction of close to \$20,000 in subsidy for the IHA. DHCD has indicated that the % reduction could end up being significantly greater, depending on the ultimate extent of the COVID-19 pandemic on the state budget. ED will work closely with our accountant to accommodate this subsidy reduction in our 2022 budget.

Agreed Upon Procedures

DHCD has extended the deadline for the annual state audit from 11/30/2020 to 2/28/2021. This will give us some extra time to complete our audit. ED has spoken with the auditors Marcum LLC and they are comfortable with conducting the audit remotely. We will scan and send everything to them. ED will notify the Board when the final report is ready.

Contract for Legal Services

ED and Allen have been working on securing a large loan to rehab Agawam Village. We are considering asking the Ipswich Town Meeting to file a Home Rule Petition with the State Legislature to exempt the IHA from having to bid out all subcontractor contracts, which would significantly reduce the project's cost. The Petition would also allow Agawam Village to be legally established as a separate entity (i.e., a LLC), although it would still be under the IHA's control. This latter step is needed for the IHA to obtain the construction loan. To make all this happen, the IHA needs a qualified attorney. As such, ED asks the Board to approve a legal services contract with KJP Partners LLC. Kurt James, who will be our primary contact, has considerable experience in these matters and comes highly recommended. His bio and a copy of the agreement is included in the meeting packet. Motion to approve the contract with KJP Partners was made by Butterly, seconded by Hayward. Vote was 4 to 0 in favor.

144084 Low Bid Approval - Roof Replacement at Ipswich House

In May, the Board voted to approve the low bidder for replacing the roof of the Ipswich House. (Project 144084) That contractor, however, encountered some financial difficulties and withdrew his bid. The 2nd lowest bidder is committed to another project. Thus, the IHA will be awarding the contract to the third lowest bidder, FRG Contractor Corp, which had good references. FRG's bid of \$17,760 is \$1,760 over the budget, but this can be covered by Formula Funds. Motion to move the project forward by accepting the bid was made by Butterly, seconded by Gibbs. Vote was 4 to 0 in favor.

Agawam Village Parking

Allen & Major Associates have submitted initial drawings for 22 additional parking spaces at Agawam Village. Board reviewed the map while MD identified where the extra spaces will be located.

ModPhase Change Order #4

The contractor requested a fourth mod phase change order to address some unforeseen conditions involving concrete stoops, a section of brick veneer, exterior lighting, and hardware for basement doors. Even with the change order, the project remains within budget. Motion to approve the modifications made by Butterly, seconded by Hayward. Vote was 4 to 0 in favor.

Maintenance Report

MD reported he's been in contact with CSC Service Works regarding the washing machines. CSC evaluated the machines and made needed repairs at all locations. The long-term goal to replace the machines with new ones. Funds will be available to do so when the Agawam Village rehab is undertaken.

The ModPhase project continues to progress smoothly. The retaining wall and additional parking for Southern Manor has been completed, and interior work to Building A will be completed by month's end. Renovation of Building C is now underway. Landscaping has been planted around Buildings B and C.

Several apartments have been vacated recently, and a few need a fair amount of work. MD added that he's seeking a quote for restriping parking spaces at Caroline Avenue.

Adjournment

There being no other business to come before the Board, a motion to adjourn was made by Butterly, seconded by Gibbs. Vote to adjourn passed unanimously. The meeting was adjourned at 7:01 p.m.

Documents/Exhibits Used at Meeting

- IHA Vendor Accounting Check Register for Checks Dated 10/6/20
- IHA ED Report 10/6/20
- Work Order/Offline Units Forms, 9/1 through 9/30/20

10/6/20 minutes prepared by Julie Spencer and approved by Board at its meeting of _____.