



Ipswich Housing Authority (IHA)

September 1, 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 3/12/20 Executive Order

Roll Call

On roll call vote, Board members Charlie Allen, 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 Director. Absent: Richard Kallman, Vice-Chair. Chair Allen brought meeting to order at 6:01 pm.

Query Time

Butterly, who is a tenant of Agawam Village, inquired about getting new washing machines or changing the company we currently use. Hayward, a tenant at Caroline Ave, shares Butterly's concerns. Allen knows an employee of the company and will contact him tomorrow and ask him to contact Alex. ED said she will look at contract tomorrow and determine whether to ask for new machines or put the work out to bid again. On a separate matter, Hayward mentioned that the lines in the parking spaces at Caroline are very faded and is asking for them to be relined. MD will look into this and call a contractor to reline the spaces.

Bills

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

Minutes of 8/4/20 Board Meeting

Motion to approve 8/4/2020 minutes as amended at the meeting, made by Butterly, seconded by Gibbs. Vote was 4 to 0 in favor.

Correspondence

None

ED Report

ED reported on the following matters:

Accessible Unit Project at Whittier Park

After two years of planning the accessible unit project is ready for construction. The low bidder for the general bid is Massey Construction, a great contractor who was worked for the IHA on multiple occasions. The sub bid contractor is Quinn Brothers of Essex. ED doesn't believe they've worked for the IHA before, but Gibbs said they have for the Town, and they did well. Both contractors received excellent references. Motion to approve both the general bid and the sub bid for the accessibility contract made by Glenn, second by Judy. Vote was 4 to 0 in favor.

CFA#11 (Contract for Financial Assistance)

The \$18,000 public health and safety initiative grant will fund bulkheads and railings at Southern Heights. The \$218,000 is the Creative Placemaking grant award. All told, the IHA is receiving a little over \$518,000 from DHCD. Motion to accept the CFA number 11 was made by Gibbs, seconded by Butterly. Vote was 4 to 0 in favor.

ModPhase

The interior work at Building C will be completed by the end of the week and the contractors will be moving on to Building A. Contractors will be adding parking and installing fences at the front of the property. We are talking to the landscape company on options about the front hill. This project is separate from the ModPhase scope.

Agawam Village

The land survey for the parking project is done. They also surveyed the creative placemaking project site. The architect is now working on doing the scope for that so we are hopeful that it will get done this year.

Public Housing Manager

The IHA has hired Julie Spencer as our new Public Housing Manager. She will start in her new role at the end of September. ED will advertise for the receptionist position. She intends to adjust some of the current roles so that the new position will likely be between the Salisbury Public Housing Public Manager position and the current Ipswich receptionist position. Essentially, Crystal Galicki will relinquish her public housing responsibilities in favor of taking over management of the Section Eight program.

Maintenance Report

MD reported that contractor for ModPhase project is wrapping up the interior improvements in C, and is making significant exterior improvements to the site. The work has been going smoothly. MD stated that maintenance staff continue to sanitize all common areas seven days a week. There are a few vacancies.

Adjournment

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

Documents/Exhibits Used at Meeting

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

9/1/20 minutes prepared by Kate McGuire and approved by the Board at its meeting of _____, 2020.