

RECEIVED

SPECIAL MEETING OF THE WESTFIELD HOUSING AUTHORITY

FEB 20 2020

4:15 PM

January 10, 2020

WESTFIELD CLERK

- I The meeting was called to order at 9:00 a.m. in the Authority office by Chairperson Murphy with the following members present: Commissioner Murphy, Commissioner Mulligan, Commissioner Murray and Commissioner Carmichael. Also present: Daniel J. Kelly, Executive Director, and Thomas Fanion, Operations Manager Maintenance. At this time the Chairperson announced that no video or audio recording was being made of this meeting.
- II Upon the motion of Commissioner Mulligan and seconded by Commissioner Murray it was
VOTED: That the minutes of the Special meeting of December 6, 2019 be approved as printed.
- III BILLS
1. Bills pertaining to the Revolving Account were read and upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was
VOTED: That all bills be paid.
 2. Bills pertaining to Project 400-C were read and upon the motion of Commissioner Mulligan and seconded by Commissioner Murray it was
VOTED: That all bills be paid.
 3. Bills pertaining to Project 689-C were read and upon the motion of Commissioner Carmichael and seconded by Commissioner Mulligan it was
VOTED: That all bills be paid.
- IV COMMITTEE REPORTS
1. Upon the motion of Commissioner Murray and seconded by Commissioner Mulligan it was
VOTED: to accept the Treasurer's Report.
 2. Upon the motion of Commissioner Mulligan and seconded by Commissioner Carmichael it was
VOTED: to accept the Consolidated Expenditure report.
 3. Upon the motion of Commissioner Carmichael and seconded by Commissioner Murray it was
VOTED: to accept the trial balances for all programs – 400-C, 689, MRVP, General Fund, HUD Section 8, Modernization.

V COMMUNICATIONS

1. Boston Children's Hospital
2. DHCD – Clarification for Reviewing Executive Director's Contract
3. Highland Valley Elder Services
4. DHCD – Updated Top 5 Compensation Form
5. DHCD – Admin Fee Increases MRVP, AHVP, DMH
6. DHCD – CHAMP – AUP Indicator
7. DHCD – Formula Funding
8. DHCD - Rental Assistance & Public Housing Data
9. Clinical & Support Options

VI REPORT OF EXECUTIVE DIRECTOR

1. Modernization
 - A. WH Elevator – First elevator is near completion on the modernization work. Board to vote on Change Order #1 which will have the state inspection be completed on overtime hours. DHCD is not in agreement with this work so Change Order may not be necessary. State testing of first elevator to be done January 17, 2020.
 - B. McGinn Boilers – Contract has been signed with Adams Plumbing & Heating. The Authority is waiting on engineer to set up pre-construction meeting in order to submit a Notice to Proceed.
 - C. McGinn Windows – Contract has been signed with Northeast Noise Abatement Corporation. Authority in discussion to begin project once the pre-construction meeting is held on January 17, 2020.
 - D. WH Paving – Tighe & Bond and the Authority will have this project go out to bid in the Spring of 2020.
2. Annual Plan (N.B.)
3. Meeting Dates (N.B.)
4. New England NAHRO Conference (N.B.)

VII OLD BUSINESS

1. Tenant Update – Board was informed of possible tenant eviction for violating smoking policy. The eviction case will be heard in Housing Court.

VIII NEW BUSINESS

1. Annual Plan – Upon the motion of Commissioner Mulligan and seconded by Commissioner it was
VOTED: to send Annual Plan and 5 Year Plan to HUD and authorize Chairperson to sign related documents.
2. Meeting Date – Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was


VOTED: to convene Special Board Meeting on Tuesday, February 11, 2020 at 5:00 pm. Gary Depace will be discussing the FY ending 3/31/2021 Budgets.

3. New England Regional Council (NERC) – Upon the motion of Commissioner Mulligan and seconded by Commissioner Carmichael it was VOTED: to allow Chairperson and Executive Director to attend the NERC Winter Conference in Uncasville, CT February 2-5, 2020.

IX ADJOURNMENT

Upon the motion of Commissioner Carmichael and seconded by Commissioner Mulligan it was

VOTED: to adjourn at 9:24 a.m.


Daniel J. Kelly
Executive Director and Secretary

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