

# SPECIAL MEETING OF THE WESTFIELD HOUSING AUTHORITY

February 11, 2020

I The meeting was called to order at 5:00 P.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, Thomas Fanion, Operations Manager Maintenance and Gary DePace, Fee Accountant. At this time the Chairperson announced that no video or audio recording was being made of this meeting.

II Budgets – Gary DePace, Fee Accountant went over three Budgets (400-1, 689 and MRVP). No questions were asked. Board to vote on all Budgets under New Business.

III Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was  
VOTED: That the minutes of the Special meeting of January 10, 2020 be approved as printed.

## IV BILLS

1. Bills pertaining to the Revolving Account were read and upon the motion of Commissioner Mulligan 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 Murray and seconded by Commissioner Mulligan it was  
VOTED: That all bills be paid.

## V COMMITTEE REPORTS

1. Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was  
VOTED: to accept the Treasurer's Report.

2. Upon the motion of Commissioner Carmichael and seconded by Commissioner Murray it was  
VOTED: to accept the Consolidated Expenditure report.

3. Upon the motion of Commissioner Mulligan 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.

4. Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was

VOTED: to accept the quarterly operating statements (12-31-19) for the programs: 400-C, 689, MRVP, and Modernization.

## VI COMMUNICATIONS

1. HUD – Audit Report
2. DHCD – Sustainability Initiative
3. DHCD – Energy Report Update
4. HUD – Five-Year Plan Approval

## VII REPORT OF EXECUTIVE DIRECTOR

1. Modernization
  - A. WH Elevator – Associated Elevator is making significant progress in the upgrades of the elevators at WH. Project could be done within 4-6 weeks which would make the project under the completion date. Project estimated to cost \$463,930.00 with August 8, 2020 as finish date.
  - B. McGinn Boilers – Authority has met with Adams Plumbing & Heating. All modernization work will be done in the Spring, so heat will not be down in winter months.
  - C. McGinn Windows – Northeast Abatement did a mock-up window, which was approved by the Architect. Windows will be ordered construction will begin once weather will warm up. A change order will probably be needed for a change in the completion date.
2. Budgets (400-1, 689-C, MRVP) (N. B.)
3. Section 8 Policy (N. B.)

## VIII OLD BUSINESS

None

## IX NEW BUSINESS

1. Budgets:

Annual Operating Budget for State-Aided Housing Fiscal Year:  
Motion: Commissioner Carmichael moved that the proposed Operating Budget for State-Aided Housing of the Westfield Housing Authority (Chapter 200, 667, 705, 689, MRVP), Program 400-1 for fiscal year ending 3/31/2021 showing total revenue of \$1,907,500.00 and total expenses of \$2,440,747.00

thereby requesting a subsidy of \$ 557,185.00 and further that the Executive Director's total annual salary of \$140,703.00 for fiscal year ending 3/31/2021 be submitted to the Department of Housing and Community Development for its review and approval. Commissioner Murray seconded the motion which, upon roll call, was passed by a vote of 4 to 0.

Ayes

Nays

Commissioner Murphy  
Commissioner Murray  
Commissioner Mulligan  
Commissioner Carmichael

Annual Operating Budget for State-Aided Housing Fiscal Year:  
Motion: Commissioner Murray moved that the proposed Operating Budget for State-Aided Housing of the Westfield Housing Authority (Chapter 200, 667, 705, 689, MRVP), Program 689-C for fiscal year ending 3/31/2021 showing total revenue of \$45,300.00 and total expenses of \$45,300.00 thereby requesting a subsidy of \$ 0.00 and further that the Executive Director's total annual salary of \$140,703.00 for fiscal year ending 3/31/2021 be submitted to the Department of Housing and Community Development for its review and approval. Commissioner Mulligan seconded the motion which, upon roll call, was passed by a vote of 4 to 0.

Ayes

Nays

Commissioner Murphy  
Commissioner Murray  
Commissioner Mulligan  
Commissioner Carmichael

Annual Operating Budget for State-Aided Housing Fiscal Year:  
Motion: Commissioner Mulligan moved that the proposed Operating Budget for State-Aided Housing of the Westfield Housing Authority (Chapter 200, 667, 705, 689, MRVP), Program MRVP for fiscal year ending 3/31/2021 showing total revenue of \$82,896.00 and total expenses of \$942,896.00 thereby requesting a subsidy of \$ 860,000.00 and further that the Executive Director's total annual salary of \$140,703.00 for fiscal year ending 3/31/2021 be submitted to the Department of Housing and Community Development for its review and approval. Commissioner Murray seconded the motion which, upon roll call, was passed by a vote of 4 to 0.

Ayes

Nays

Commissioner Murphy  
Commissioner Murray

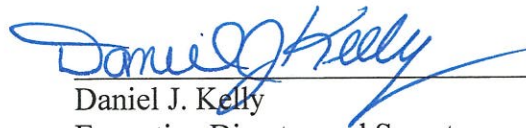
Commissioner Mulligan  
Commissioner Carmichael

2. Section 8 Policy – Upon the motion of Commissioner Carmichael and seconded by Commissioner Mulligan it was  
VOTED: to approve changes to the HUD Annual and Five-Year Plan which adheres to a Significant Amendment or Modification of these Plans if needed.

X ADJOURNMENT

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

VOTED: to adjourn at 5:42 pm.



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Daniel J. Kelly  
Executive Director and Secretary