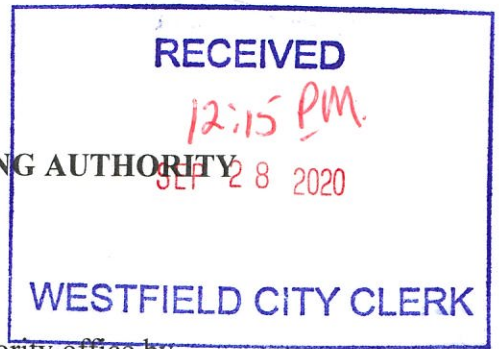


REGULAR MEETING OF THE WESTFIELD HOUSING AUTHORITY

May 12, 2020



I The meeting was called to order at 6:00 P.M. in the Authority office by Chairperson Murphy via self-distancing and Zoom teleconference with the following members present: Commissioner Murphy, Commissioner Mulligan, Commissioner Murray and Commissioner Carmichael. Also present: Daniel J. Kelly, Executive Director, Karen Casey, Operations Manager Administrative 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 Regular meeting of March 10, 2020 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 Mulligan 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 Carmichael 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 Murray 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 Murray it was
VOTED: to accept the Consolidated Expenditure report.
3. Upon the motion of Commissioner Carmichael and seconded by Commissioner Mulligan 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 Mulligan and seconded by Commissioner Murray it was
VOTED: to accept the quarterly operating/Year End statements (3-31-2020) for the programs: 400-C, 689, MRVP, General Fund, HUD Section 8, and Modernization.

V COMMUNICATIONS

1. DHCD – COVID-19 Changes
2. DHCD – Interim Rent Determination
3. Commonwealth of Mass Open Meeting Changes
4. Commonwealth of Mass Wage Rates
5. DHCD – Addendum #1 to COVID-19 Changes
6. DHCD – Rent Redetermination for Gross Rent Income
7. DHCD – Capital Projects during COVID-19
8. DHCD – Updates on COVID-19
9. DHCD – Addendum #1 Guest Policy
10. DHCD – Prepare/Response to COVID-19
11. DHCD – Procuring Supplies & Services Related to COVID-19
12. DHCD – Resident Services – COVID-19
13. DHCD – Remote Public Meetings – COVID-19
14. DHCD – Required Certifications/Submissions (3-31-20)
15. DHCD – Protection of Personal Data
16. DHCD – Changes to Performance Management Review (PMR)
17. DHCD – Restriction for High-Rises
18. DHCD – Rent Policy – COVID-19
19. DHCD – Revised Rent Police Addendum #1

VI REPORT OF EXECUTIVE DIRECTOR

1. Modernization
 - A. W Elevator – Associated Elevator is in the process of completing punch list items to complete elevator renovations at WH. Board will vote on Certificate of Substantial Completion/Certificate for Partial Release of Retainage.
 - B. McGinn Windows – modernization work has been postponed due to COVID-19. Board to vote on change order #1 because contract has changed the name of the corporation.
 - C. McGinn Boilers – All modernization work has been postponed due to COVID-19.
 - D. WH Paving - All modernization work has been postponed due to COVID-19.
2. Conference Call – DHCD – On April 16, 2020 Authority had conference call with DHCD to discuss Coronavirus outbreak. DHCD was satisfied with authority response.

3. Year End Statements (N.B.)
4. MA NAHRO Conferences – The Annual Conference has been postponed until September, which may be moved until November. Fall Conference has been cancelled. The NERC Annual Conference has also been cancelled.
5. Change Order McGinn Windows (N.B.)
6. Certificate of Substantial Completion/Certificate for Partial Release of Retainage (N.B.)

VII OLD BUSINESS

None

VIII NEW BUSINESS

1. Year End Statements – Upon the motion of Commissioner Murray and seconded by Commissioner Mulligan it was
VOTED: to approve and sign Year End Statements for the Fiscal Year Ending March 31, 2020.
2. Change Order – McGinn Windows – Upon the motion of Commissioner Mulligan and seconded by Commissioner Carmichael it was
VOTED: to approve this Change Order due to the name of the Contractor, Northeast Noise Abatement Corporation is hereby changed to NENA Construction, Inc. in accordance with a legal change of name for the corporation.
3. Certificate of Substantial Completion/Certificate for Partial Release of Retainage – WH Elevator – Upon the motion of Commissioner Carmichael and seconded by Commissioner Murray it was
VOTED: to approve Certificate of Substantial Completion/Certificate for Partial Release of Retainage for the upgrade of elevators at the Washington House. A payment of \$23,196.50 due to Associated Elevator.

IX ADJOURNMENT

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

VOTED: to adjourn at 6:36 pm.



Daniel J. Kelly
Executive Director and Secretary

