

ANNUAL MEETING OF THE WESTFIELD HOUSING AUTHORITY

July 13, 2021

I The in house meeting was called to order at 6:00 p.m. in the Authority office by Chairperson Murphy with the following members present: Commissioner Murphy, Commissioner Murray, Commissioner Mulligan and Commissioner Carmichael. Also present: Daniel J. Kelly, Executive Director, Karen Casey, Operations Manager, Administrative and Thomas Fanion, Operations Manager, Maintenance. Chairperson announced that the meeting was not being recorded or taped.

II Annual Meeting – Election of Officers

1. Upon the motion of Commissioner Mulligan it was VOTED: Unanimously to elect Commissioner Murphy as Chairperson.
2. Upon the motion of Commissioner Murray it was VOTED: Unanimously to elect Commissioner Mulligan as Vice Chairperson.
3. Upon the motion of Commissioner Mulligan it was VOTED: Unanimously to elect Commissioner Murray as Treasurer.

III Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was VOTED: That the minutes of the Regular meeting of May 12, 2021, be approved as printed. Roll call vote 4 to 0, Ayes Murphy, Mulligan, Murray, Carmichael. Upon the motion of Commissioner Carmichael and seconded by Commissioner Mulligan it was VOTED: To approve the minutes for the Special Meeting of June 15, 2021, as printed. Roll call vote 4 to 0, Ayes Murphy, Mulligan, Murray, Carmichael.

IV BILLS

1. Bills pertaining to the Revolving Account were read and upon the motion of Commissioner Mulligan and seconded by Commissioner Murray it was VOTED: That all bills be paid. Roll call vote 4 to 0, Ayes Murphy, Mulligan, Murray, Carmichael.
2. Bills pertaining to Project 400-C were read and upon the motion of Commissioner Carmichael and seconded by Commissioner Mulligan it was VOTED: That all bills be paid. Roll call vote 4 to 0, Ayes Murphy, Mulligan, Murray, Carmichael.
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. Roll call vote 4 to 0, Ayes Murphy, Mulligan, Murray, Carmichael.

V COMMITTEE REPORTS

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

VOTED: to accept the Treasurer's Report. Roll call vote 4 to 0, Ayes Murphy, Mulligan, Murray, Carmichael.

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

VOTED: to accept the Consolidated Expenditure report. Roll call vote 4 to 0, Ayes Murphy, Mulligan, Murray, Carmichael.

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. Roll call vote 4 to 0, Ayes Murphy, Mulligan, Murray, Carmichael.

VI COMMUNICATIONS

1. DHCD – Public Housing Initiatives
2. DHCD – Air Conditioner Policies
3. DHCD – Agreed Upon Audit Procedures update
4. DHCD – Updates Performance Management Review
5. DHCD – Construction Contract Approval, Washington House paving
6. DHCD – Performance Management Review – Date
7. Boys & Girls Club
- 8.. DHCD – Fire Hydrants

VII REPORT OF EXECUTIVE DIRECTOR

1. Modernization
 - A. McGinn Boilers – No Board vote will be taken on Substantial/Final Completion for the boiler replacements at McGinn. Final Retainage payment of \$5,400.00 will be completed.
 - B. Washington House Paving – Paving project will begin in the upcoming weeks at the Washington House. H.M. Nunes & Son Construction from Ludlow is the contractor for the project. Total costs: \$149,845.00.
 - C. Cowles Court Boilers – Hesnor Engineering has started engineering design for this project. Gas furnaces to be installed in six (6) units.
 - D. Dolan/705's Replacement – Hillside Builders & Remodelers from Ludlow is the low bidder to replace exterior doors at Dolan and 705's. Authority is waiting on contract approval from DHCD. Low bid was \$38,616.00.
 - E. JFK Soffits – ABAX Contracting, LLC from Dracut was low bidder (\$23,700.00) to replace plywood soffits/ wood trim boards with PVC sheet and trim boards.

- F. O'Rourke Fire Panel – Hesnor Engineering has completed schematic design to replace fire panel at the O'Rourke Building, 306 Elm Street.
 - G. McGinn Windows – NENA Construction, Inc. has informed Authority all supplies and materials will be delivered late September with construction to begin in October.
 - H. Ely Electrical – Hesnor Engineering has completed schematic design for upgrade of the electrical panels at Ely.
2. Certificate of Substantial/Final Completion – McGinn Boilers paperwork not submitted, no vote will be taken on Substantial or Final Completion (N.B.)
 3. Meeting Date (N.B.)
 4. New England Conference (N.B.)

VIII OLD BUSINESS

1. Administrative/Tenant Updates – Authority is working with DHCD to reduce number of tenant vacancies under the new “CHAMP” system. As of July 1, WHA had 24 vacancies. Authority waiting on court dates for numerous tenants. Paperwork has been filed with our attorney and the court.


IX NEW BUSINESS

1. Meeting Date – Upon the motion of Commissioner Murray and seconded by Commissioner Mulligan it was
VOTED: To convene next Board Meeting on September 2, 2021, at 9:30 a.m. Roll call vote 4 to 0, Ayes Murphy, Mulligan, Murray, Carmichael.
2. Change Order 1 McGinn Boilers – Upon the motion of Commissioner Mulligan and seconded by Commissioner Carmichael it was
VOTED: To approve Change Order 1 pertinent to Engineering approval for an increase of \$1,915.00 for a temperature control investigation to determine which existing HVAC equipment was connected to the temperature control panels which were demolished. Adams restored control to common areas and offices. Roll call vote 4 to 0, Ayes Murphy, Mulligan, Murray, Carmichael.
3. New England Conference – Upon the motion of Commissioner Murray and seconded by Commissioner Mulligan it was
VOTED: to approve Chairman and Executive Director to attend the New England NAHRO Conference July 25-28, 2021 at the Equinox Resort, Vermont. Roll call vote 4 to 0, Ayes Murphy, Mulligan, Murray, Carmichael.

X ADJOURNMENT

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

VOTED: to adjourn at 6:29 p.m. Roll call vote 4 to 0, Ayes Murphy, Mulligan, Murray, Carmichael.


Daniel J. Kelly
Executive Director and Secretary