

RECEIVED

DEC 11 2020

WESTFIELD CITY CLERK

ANNUAL MEETING OF THE WESTFIELD HOUSING AUTHORITY

July 14, 2020

- I The meeting was called to order at 6:00 P.M. in the Authority office via Zoom Teleconferencing by Chairperson Murphy with the following members present: Commissioner Murphy, Commissioner Murray and Commissioner Carmichael. Also present: Daniel J. Kelly, Executive Director and Karen Casey, Operations Manager, Administrative. Chairperson announced that the meeting was not being recorded or taped.
- II Annual Meeting – Election of Officers
1. Upon the motion of Commissioner Murray 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 Carmichael it was VOTED: Unanimously to elect Commissioner Murray as Treasurer.
 4. Upon the motion of Commissioner Murray it was VOTED: Unanimously to elect Commissioner Carmichael as Assistant 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, 2020 be approved as printed.
- IV 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 Carmichael 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 Carmichael it was VOTED: That all bills be paid.
- V COMMITTEE REPORTS
1. Upon the motion of Commissioner Carmichael and seconded by Commissioner Murray it was VOTED: to accept the Treasurer's Report.

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

VOTED: to accept the Consolidated Expenditure report.

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

VOTED: to accept the trial balances for all programs – 400-C, 689, MRVP, General Fund, HUD Section 8.

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

VOTED: to accept the quarterly operating statements (6/30/20) for the programs: 400-C, 689, MRVP, and Modernization.

VI COMMUNICATIONS

1. DHCD – Required Certifications
2. DHCD – Highland Valley
3. DHCD – Stanley Park
4. Reopening Guidelines
5. DHCD – Designing/Funding Guidelines – Office Space
6. DHCD – Temporary Changes – Performance Management Review
7. Program Update – Agreed Upon Audit Procedures

VII REPORT OF EXECUTIVE DIRECTOR

1. Modernization
 - A. WH Elevator – All work from the punch list has not been completed, therefore no vote will be taken on the Certificate of Completion.
 - B. McGinn Boilers – New Boilers are starting to be installed at McGinn. The work has progressed and waiting on equipment to be delivered by the end of July.
*All other modernization work has been delayed due to COVID-19.
2. Certificate of Final Completion – WH Elevator
3. Personnel Leave (N.B.)
4. Board Meeting (N.B.)
5. FEMA – WHA had a conference call with FEMA to set up procedures for reimbursement of funds spent during COVID-19

VIII OLD BUSINESS

1. None

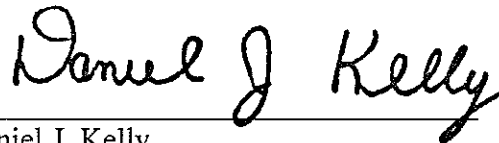
IX NEW BUSINESS

1. Personnel Leave- Upon the motion of Commissioner Carmichael and seconded by Commissioner Murray and seconded by Commissioner Murray it was
VOTED: to allow WHA staff to carry over one (1) week of vacation due to the constraints of COVID-19.
2. Board Meeting – Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was
VOTED: to convene next Board meeting on September 2, 2020 at 9:00 am.

X ADJOURNMENT

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

VOTED: to adjourn at 6:25 P.M.



Daniel J. Kelly
Executive Director and Secretary

1994 (1994)