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REGULAR MEETING OF THE WESTFIELD HOUSING AUTHORITY

DEC 11 2020

October 6, 2020

WESTFIELD CITY CLERK

I The meeting was called to order at 6:00 P.M. via Zoom Teleconferencing by Chairperson Mulligan with the following members present: 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 Murray and seconded by Commissioner Carmichael it was VOTED: That the minutes of the Regular meeting of July 14, 2020 be approved as printed. A roll call vote was taken and passed on a vote of 3 to 0.

Ayes

Commissioner Mulligan  
Commissioner Murray  
Commissioner Carmichael

Nays

III BILLS

1. Bills pertaining to the Revolving Account were read and upon the motion of Commissioner Carmichael and seconded by Commissioner Murray it was VOTED: That all bills be paid. A roll call vote was taken and passed on a vote of 3 to 0.

Ayes

Commissioner Mulligan  
Commissioner Murray  
Commissioner Carmichael

Nays

2. Bills pertaining to Project 400-C were read and upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was VOTED: That all bills be paid. A roll call vote was taken and passed on a vote of 3 to 0.

Ayes

Commissioner Mulligan  
Commissioner Murray  
Commissioner Carmichael

Nays

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. A roll call vote was taken and passed on a vote of 3 to 0.

Ayes  
Commissioner Mulligan  
Commissioner Murray  
Commissioner Carmichael

Nays

#### IV COMMITTEE REPORTS

1. Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was VOTED: to accept the Treasurer's Report (June, July and August). A roll call vote was taken and passed on a vote of 3 to 0.

Ayes  
Commissioner Mulligan  
Commissioner Murray  
Commissioner Carmichael

Nays

2. Upon the motion of Commissioner Carmichael and seconded by Commissioner Murray it was VOTED: to accept the Consolidated Expenditure report (June, July and August). A roll call vote was taken and passed on a vote of 3 to 0.

Ayes  
Commissioner Mulligan  
Commissioner Murray  
Commissioner Carmichael

Nays

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, Modernization (June, July and August). A roll call vote was taken and passed on a vote of 3 to 0.

Ayes  
Commissioner Mulligan  
Commissioner Murray  
Commissioner Carmichael

Nays

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

VOTED: to accept the quarterly operating statements (6-30-2020) for the programs: 400-C, 689, MRVP, and Modernization. A roll call vote was taken and passed on a vote of 3 to 0.

Ayes

Commissioner Mulligan  
Commissioner Murray  
Commissioner Carmichael

Nays

V COMMUNICATIONS

1. DHCD – Performance Management Review
2. DHCD – Rent Cap Policy
3. DHCD – Mandatory Data
4. DHCD – Supplemental Funding - COVID
5. DHCD - Inspection Questions
6. Westfield Chamber of Commerce
7. Extension of Certifications

VI REPORT OF EXECUTIVE DIRECTOR

1. Modernization
  - A. WH Elevator – Authority still waiting for Final Completion paperwork to close out elevator project at Washington House. Total costs of modernization work is \$463,930.00.
  - B. McGinn Boilers – Adams Plumbing has started replacing boilers at McGinn. Phase one of the work has been completed with Adams waiting on parts to be delivered for continuation of the project.
  - C. McGinn Windows – Authority has given NENA Construction the approval to order the windows for replacement at McGinn. Project may be delayed due to weather issues.
2. Section 8 Payment Standards (N.B.)
3. Authority's Policies
4. Personnel – Liza Farrelly has resigned her position as State Program Coordinator. Authority's plans are to have Marisol Quinones oversee the State Program. Authority has advertised the position and have received over 200 applicants. Position will be filled in the upcoming weeks.

VII OLD BUSINESS

1. Resident Service Coordinator – A coordinator was hired mutually by the Authority and Highland Valley Elder Services. Chelsea Vaz has started her duties and her office will be at the McGinn complex.

VIII NEW BUSINESS

1. Section 8 Payment Standards – Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was VOTED: to revise Section 8 Voucher Payments Standards from 95percent of the Fair Market Rent (FMR) to reflect 110 percent FMR as of December 1, 2020. This increase will allow tenants to find acceptable units in the Westfield area. A roll call vote was taken and passed on a vote of 3 to 0.

Ayes  
Commissioner Mulligan  
Commissioner Murray  
Commissioner Carmichael

Nays

2. Authority's Policies – Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was VOTED: to adopt a Social Media Policy for the Authority and to revise the following policies:
- Community Room Policy
  - CORI Policy


A roll call vote was taken and passed on a vote of 3 to 0.

Ayes  
Commissioner Mulligan  
Commissioner Murray  
Commissioner Carmichael

Nays

IX ADJOURNMENT

Upon the motion of Commissioner Carmichael and seconded by Commissioner Murray it was VOTED: to adjourn at 6:30 pm.

  
Daniel J. Kelly  
Executive Director and Secretary