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DEC 11 2020

WESTFIELD CITY CLERK

**REGULAR MEETING OF THE WESTFIELD HOUSING AUTHORITY**

**November 10, 2020**

- I The meeting was called to order at 6:00 P.M. via Zoom Teleconference by Chairperson Murphy 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 Carmichael it was  
VOTED: That the minutes of the Regular meeting of October 6, 2020 be approved as printed. Vote was unanimous 4 to 0.
- III BILLS
1. Bills pertaining to the Revolving Account were read and upon the motion of Commissioner Carmichael and seconded by Commissioner Mulligan it was VOTED: That all bills be paid. Vote was unanimous 4 to 0.
  2. Bills pertaining to Project 400-C were read and upon the motion of Commissioner Murray and seconded by Commissioner Mulligan it was VOTED: That all bills be paid. Vote was unanimous 4 to 0.
  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. Vote was unanimous 4 to 0.

COMMITTEE REPORTS

1. Upon the motion of Commissioner Carmichael and seconded by Commissioner Murray it was  
VOTED: to accept the Treasurer's Report. Vote was unanimous 4 to 0.
2. Upon the motion of Commissioner Mulligan and seconded by Commissioner Murray it was  
VOTED: to accept the Consolidated Expenditure report. Vote was unanimous 4 to 0.
3. Upon the motion of Commissioner Murray 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. Vote was unanimous 4 to 0.

4. Upon the motion of Commissioner Mulligan and seconded by Commissioner Carmichael it was  
VOTED: to accept the quarterly operating statements (9-30-20) for the programs: 400-C, 689, MRVP, and Modernization. Vote was unanimous 4 to 0.

V COMMUNICATIONS

1. DHCD – Guidance on Eviction Moratorium
2. Paul Celluci Fund (ALS)
3. DHCD – COVID 19 Updates
4. Westfield Boys & Girls Club
5. DHCD – Guidance on Regulations – Family LHA members
6. DHCD – Waiver Senior Wage Exclusion
7. DHCD – Budget Changes – Net Metering Credits

VI REPORT OF EXECUTIVE DIRECTOR

1. Modernization
  - A. McGinn furnaces – Adams Plumbing is in the process of having one boiler online this week. All tests will be conducted then second boiler will be activated, which should be completed by end of November.
  - B. McGinn Windows – NENA Construction, Inc. still have windows on back order.
  - C. Panels – Authority met with engineer/architect from DHCD on panel replacements at Ely. Design work to be started.
2. Vehicle
3. Holiday Hours
4. Budget Guidelines FY 2021 – Board issued a copy of the Budget Guidelines for June 30, 2021. Board will review budget in February 2021.
5. Audit – Auditor' will be here on November 12<sup>th</sup>, most of the audit being done remotely.

VII OLD BUSINESS

1. Personnel – Authority has hired Westfield resident Bridgette Mulville as Tenant Selector/receptionist. First day of employment was October 26, 2020.

VIII NEW BUSINESS

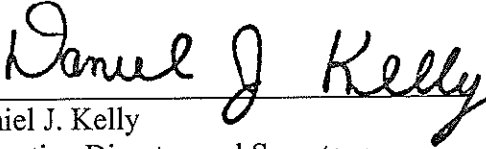
1. New Vehicle- Upon the motion of Commissioner Murray and seconded by Commissioner Mulligan it was  
VOTED: to approve purchase of Ford Edge from Marcotte Ford in the amount of \$3, 930.00. Vote was unanimous 4 to 0.

2. Holiday Hours – Upon the motion of Commissioner Carmichael and seconded by Commissioner Mulligan it was  
VOTED: to approve the following Holiday hours:

Wednesday, November 25<sup>th</sup> – close at 1:00 pm  
Thursday/Friday, November 26<sup>th</sup> and 27<sup>th</sup> – Closed  
Thursday/Friday, December 24<sup>th</sup> and 25<sup>th</sup> – Closed  
Thursday, December 31<sup>st</sup> – close at 1:00 pm  
Vote was unanimous 4 to 0.

IX ADJOURNMENT

Upon the motion of Commissioner Mulligan and seconded by Commissioner Murray it was  
VOTED: to adjourn at 6:19 pm. Vote was unanimous 4 to 0.

  
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Daniel J. Kelly  
Executive Director and Secretary

