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WESTFIELD CITY CLERK

REGULAR MEETING OF THE WESTFIELD HOUSING AUTHORITY

February 9, 2016

I The 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 Gavin, and Commissioner Meyer. 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 Meyer and seconded by Commissioner Gavin it was  
VOTED: That the minutes of the Regular meeting of January 12, 2016 be approved as printed.

III BILLS

1. Bills pertaining to the Revolving Account were read and upon the motion of Commissioner Gavin and seconded by Commissioner Meyer it was  
VOTED: That all bills be paid.
2. Bills pertaining to Project 400-C were read and upon the motion of Commissioner Gavin and seconded by Commissioner Meyer it was  
VOTED: That all bills be paid.
3. Bills pertaining to Project 689-C were read and upon the motion of Commissioner Meyer and seconded by Commissioner Gavin it was  
VOTED: That all bills be paid.

IV COMMITTEE REPORTS

1. Upon the motion of Commissioner Gavin and seconded by Commissioner Meyer it was  
VOTED: to accept the Treasurer's Report.
2. Upon the motion of Commissioner Meyer and seconded by Commissioner Gavin it was  
VOTED: to accept the Consolidated Expenditure report.
3. Upon the motion of Commissioner Gavin and seconded by Commissioner Meyer 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 Meyer and seconded by Commissioner Gavin it was  
VOTED: to accept the quarterly operating statements (12-31-15) for the programs: 400-C, 689, MRVP, and Modernization.

## V COMMUNICATIONS

1. Atty. General – Open Meeting Law
2. DHCD – RCAT
3. DHCD – Approved Contract – WH Carport

## VI REPORT OF EXECUTIVE DIRECTOR

1. Modernization
  - A. McGinn Elevator – Final punch list to be completed by Diversified Construction. Certificate for Final Completion will follow finished punch list.
  - B. WH/McGinn Generators – Work has been completed, waiting for Substantial and Final Completion paperwork by Reinhardt Associates, and Sommer Electric.
  - C. WH Carport Ceiling – Low bid has been approved, Authority to meet with RAC Builders on Thursday, February 11, 2016.
  - D. Ely/McGinn Fire Alarms – Authority to pay Certificate of Final Completion when approved by DHCD.
  - E. 689 Boilers – Authority to pay Certificate of Final Completion tomorrow (\$ 9,303.44) to Performance Plumbing.
  - F. Dolan Paving – Authority to pay Certificate of Final Completion tomorrow (\$ 11,851.00) to J. L. Construction.
  - G. Dolan Boilers – Bid Advertisement was in the papers today with a Bid Opening on March 3, 2016 for the General Contractor. Total estimated cost of project is \$ 240,000.00.
  - H. 6 High Street – Authority continues to rehab 6 High Street with work being done by maintenance staff. Project should be completed by the end of March.
2. WHA Policies (N.B.)
3. Annual Report (N.B.)

## VII OLD BUSINESS

1. Non Smoking Policy – Board was informed that the HUD is pushing for non-smoking at all housing authorities, Westfield will start procedures to begin the non-smoking phase. A survey will be conducted in the upcoming month.

VIII NEW BUSINESS

1. WHA Policies – Upon the motion of Commissioner Gavin and seconded by Commissioner Meyer it was

VOTED: to amend and approve the following policies:

- Procurement
- Capitalization
- Investment
- Occupancy
- Personnel
- Credit Card

2. Annual Report – Upon the motion of Commissioner Meyer and seconded by Commissioner Gavin it was

VOTED: to approve the annual Report 2015 as printed.

IX ADJOURNMENT

Upon the motion of Commissioner Gavin and seconded by Commissioner Meyer it was

VOTED: to adjourn at 6:21 pm.

  
Daniel J. Kelly  
Executive Director and Secretary