

**REGULAR MEETING OF THE WESTFIELD HOUSING AUTHORITY**

**March 8, 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, Commissioner Murray, and Commissioner Meyer. Also present: Daniel J. Kelly, Executive Director, Karen Casey, Operations Manager Administrative, Thomas Fanion, Operations Manager Maintenance and Gary DePace, Fee Accountant. At this time the Chairperson announced that no video or audio recording was being made of this meeting.
- II Gary DePace – Budgets – Fee Accountant DePace discussed the Fiscal Year ending 3-31-17 budgets (400-1, 689, MRVP) with Board. A vote of approval of all budgets will be voted under New Business.
- III Upon the motion of Commissioner Murray and seconded by Commissioner Mulligan it was  
VOTED: That the minutes of the Regular meeting of February 9, 2016 be approved as printed.

IV 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 Mulligan 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.

V COMMITTEE REPORTS

1. Upon the motion of Commissioner Murray and seconded by Commissioner Mulligan it was  
VOTED: to accept the Treasurer's Report.

2. Upon the motion of Commissioner Mulligan and seconded by Commissioner Murray it was  
VOTED: to accept the Consolidated Expenditure report.

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4:20PM

WESTFIELD CITY CLERK

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.

## VI COMMUNICATIONS

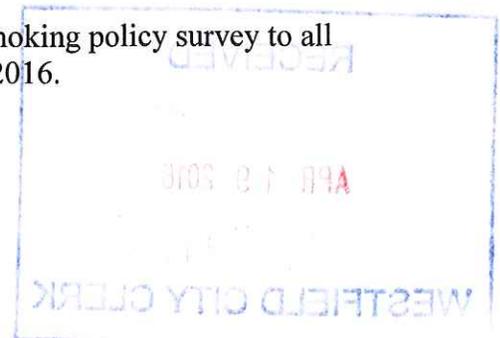
1. DHCD – Contract for Financial Assistance
2. DHCD – Certificate of Substantial Completion Approval – McGinn Elevator
3. DHCD – Certificate of Final Completion Approval – 689 Boilers
4. DHCD – Board of Commissioners - Contacts

## VII REPORT OF EXECUTIVE DIRECTOR

1. Modernization
  - A. McGinn Elevators – Approved Certificate of Substantial Completion enclosed, Final Completion paperwork will be processed.
  - B. WH Carport – RAC Builders to begin construction work on carport April 1, 2016.
  - C. WH/McGinn Generators – Reinhardt Associates will begin Substantial Completion paperwork, all construction work completed.
  - D. Dolan – Boilers – Bid opening on March 3, 2016. Base Bid of \$237,100.00 received by Pittsfield Pipers, Inc., not enough funding to do both alternates. Authority will be meeting with DHCD to discuss options.
  - E. 6 High Street – Authority will have all modernization work completed by March 31, 2016. Total to have unit back on line approximately \$51,000.00.
  - F. Furnaces – 689 – Certificate of Final Completion approved final close out phase to begin.
2. Budgets - 400-1, 689, MRVP (N.B.)
3. Contract for Financial Assistance Amendment #8 (N.B.)
4. Capital Improvement Plan (N.B.)
5. Lead Paint Certificate (N.B.)
6. Fiscal Year Ending (3-31-16) Write offs (N.B.)
7. Change Order #3 Ely/McGinn Fire Alarms (N.B.)
8. Executive Director's Evaluation – Board given annual Executive Director's evaluation to be completed and returned to the Authority.
9. Legal Contract (N.B.)

## VIII OLD BUSINESS

1. Smoking Policy – The Authority has sent out a smoking policy survey to all tenants to be completed and returned by April 1, 2016.



IX NEW BUSINESS

1. Budget (400-1) – Commissioner Gavin moved that the proposed Operating Budget for State-Aided Housing of the Westfield Housing Authority, Program number 400-1 for Fiscal Year Ending 3-31-17 showing Total Revenue of \$1,821,752.00 and Total Expenses of \$2,193,861.00, thereby requesting a subsidy of \$341,141.00 be submitted to the Department of Housing and Community Development for it's review and approval. Commissioner Meyer seconded the motion which, upon roll call, was passed by a vote of 5 to 0.

Ayes

Nays

Commissioner Murphy  
Commissioner Gavin  
Commissioner Murray  
Commissioner Mulligan  
Commissioner Meyer

- Budget (689-C) – Commissioner Mulligan moved that the proposed Operating Budget for State-Aided Housing of the Westfield Housing Authority, Program Number 689-C for Fiscal Year Ending 3-31-17 showing Total Revenue of \$39,986.00 and Total Expenses of \$40,286.00, thereby requesting a subsidy of \$0.00 be submitted to the Department of Housing and Community Development for it's review and approval. Commissioner Gavin seconded the motion which, upon roll call, passed on a vote of 5 to 0.

Ayes

Nays

Commissioner Murphy  
Commissioner Gavin  
Commissioner Murray  
Commissioner Mulligan  
Commissioner Meyer

- Budget (MRVP) – Commissioner Murray moved that the proposed Operating Budget for State-Aided Housing of the Westfield Housing Authority, Program number MRVP for the Fiscal Year Ending 3-31-17 showing Total Revenue of \$44,840.00 and Total Expenses of \$477,679.00, thereby requesting a subsidy of \$425,000.00 be submitted to the Department of Housing and Community Development for it's review and approval. Commissioner Mulligan seconded the motion which, upon roll call, was passed by a vote of 5 to 0.

Ayes

Nays

Commissioner Murphy  
Commissioner Gavin  
Commissioner Murray  
Commissioner Mulligan  
Commissioner Meyer

2. Contract for Financial Assistance (Amendment #8) – Upon the motion of Commissioner Murray and seconded by Commissioner Meyer it was

VOTED: to authorize Chairperson to sign Contract for Financial Assistance Amendment #8. The total increase of the contract is \$410,880.03 for funding for the Authority's CFA up to the Fiscal 2018 year. Upon roll call vote passed 5 to 0.

Ayes

Nays

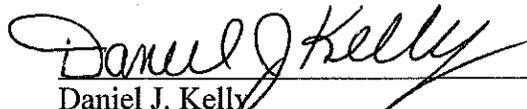
Commissioner Murphy  
Commissioner Gavin  
Commissioner Murray  
Commissioner Mulligan  
Commissioner Meyer

3. Capital Improvement Plan – Upon the motion of Commissioner Mulligan and seconded by Commissioner Gavin, it was  
VOTED: to approve Capital Improvement Plan for FY 17 (4-1-16 to 3-31-17) as printed.
4. Lead Paint Certificate – Upon the motion of Commissioner Meyer and seconded by Commissioner Mulligan it was  
VOTED: to authorize Authority Board to sign off on Certification of Compliance with notification procedures for Federal and State Lead Paint Laws.
5. FY Ending Write Offs – Upon the motion of Commissioner Gavin and seconded by Commissioner Mulligan, it was  
VOTED: to write off two (2) delinquent accounts totaling \$7,921.00 for the Fiscal Year ending March 31, 2016.
6. Change Order No. 3 – Upon the motion of Commissioner Murray and seconded by Commissioner Meyer it was  
VOTED: to approve Change Order #3 for the amount of \$2,112.79. The increase in the contract was to install horn/strobe and CO detectors for the fire alarms at Ely and McGinn
7. Legal Contract – Upon the motion of Commissioner Gavin and seconded by Commissioner Murray it was  
VOTED: to renew the contract of Attorney Dennis Powers for three (3) years beginning on April 1, 2016.

X ADJOURNMENT

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

VOTED: to adjourn at 6:47 pm.

  
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Daniel J. Kelly  
Executive Director and Secretary