

REGULAR MEETING OF THE WESTFIELD HOUSING AUTHORITY

April 12, 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 Murray. Also present: Daniel J. Kelly, Executive Director, 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 Murray it was
VOTED: That the minutes of the Regular meeting of March 8, 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 Mulligan it was
VOTED: That all bills be paid.
 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.
 3. Bills pertaining to Project 689-C were read and upon the motion of Commissioner Gavin and seconded by Commissioner Murray it was
VOTED: That all bills be paid.
- IV 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.
 3. Upon the motion of Commissioner Gavin 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.

V COMMUNICATIONS

1. Commonwealth of Massachusetts – Labor Rates
2. DHCD – Low Bid
3. HUD – Section 8 Budget Approval
4. DHCD – Performance Management Review
5. DHCD – CIP Work Plan

VI REPORT OF EXECUTIVE DIRECTOR

1. Modernization
 - A. Elevator (McGinn) – Diversified Construction working on final punch list items (painting) now that weather is cooperative. Final Completion close out should begin by the end of the month.
 - B. Generators (WH, McGinn) – Authority is still waiting on final completion paperwork from Reinhardt Associates.
 - C. Carport (WH) – RAC Builders have begun construction work on the Carport at the Washington House, at a cost of \$ 295,540.00. the projected completing of project is June 2016.
 - D. Furnaces (Dolan) – B & G Mechanical to be voted low bidder on furnace replacement at the Dolan apartments. The total cost of the project is \$324,480.00 and work should be completed by June 2016.
 - E. 6 High Street – Modernization work has been completed at 6 High Street. Total costs and labor was approximately of \$50,000.00. All Authority family units are back on line.
 - F. Fire alarm Upgrade – Final change order approved and final completion is done.
 - G. 689 Furnaces – Final completion paperwork is done. Performance Plumbing has made minor adjustments to furnaces.
2. Low Bid Approval – Dolan Boilers (N.B.)
3. Conferences (N.B.)

VII OLD BUSINESS

1. Non Smoking – over 200 responses received from smoking survey. Higher percentage of non-smoking alternative. The next phase will be discussion with tenants.

VIII NEW BUSINESS

1. Low Bid Approval – Dolan Boiler Replacement DHCD No: 329052 – upon the motion of Commissioner Gavin and seconded by Commissioner Murray it was
VOTED: To award the above mentioned project to B.G. Mechanical Contractors, Inc. of Chicopee, MA, The lowest eligible and responsible bidder

in the amount of \$324,480.00 (base bid and alternates 1 and 2). A roll call vote was taken and passed on a vote of 4 to 0.

Ayes

Nays

Commissioner Murphy

Commissioner Gavin

Commissioner Murray

Commissioner Mulligan

2. Conferences – upon the motion of Commissioner Mulligan and seconded by Commissioner Murray it was

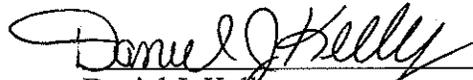
VOTED: to allow Chairman and Executive Director to attend the following conferences:

- MASS NAHRO Annual Conference May 21-25, 2016 at Seacrest Resort
- NERC NAHRO Annual Conference June 19-22, 2016 at Seacrest Resort

IX ADJOURNMENT

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

VOTED: to adjourn at 6:16 pm.



Daniel J. Kelly

Executive Director and Secretary

