

RECEIVED

ANNUAL MEETING OF THE WESTFIELD HOUSING AUTHORITY

SEP 27 2016

July 12, 2016

WESTFIELD CITY CLERK

- I The meeting was called to order at 6:05 P.M. in the Authority office by Chairperson Murphy with the following members present: Commissioner Murphy, Commissioner Gavin, Commissioner Mulligan and Commissioner Murray. Also present: Daniel J. Kelly, Executive Director. Chairperson announced that the meeting was not being recorded or taped.
- II Annual Meeting – Election of Officers
1. Upon the motion of Commissioner Gavin it was VOTED: Unanimously to elect Commissioner Murphy as Chairperson.
 2. Upon the motion of Commissioner Mulligan it was VOTED: Unanimously to elect Commissioner Gavin as Vice Chairperson.
 3. Upon the motion of Commissioner Gavin it was VOTED: Unanimously to elect Commissioner Murray as Treasurer.
- III Upon the motion of Commissioner Gavin and seconded by Commissioner Mulligan it was VOTED: That the minutes of the Regular meeting of June 14, 2016 be approved as printed.
- IV BILLS
1. Bills pertaining to the Revolving Account were read and upon the motion of Commissioner Murray 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 Mulligan and seconded by Commissioner Gavin it was VOTED: That all bills be paid.
 3. Bills pertaining to Project 689-C were read and upon the motion of Commissioner Murray and seconded by Commissioner Gavin it was VOTED: That all bills be paid.
- V COMMITTEE REPORTS
1. Upon the motion of Commissioner Gavin 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 Gavin it was VOTED: to accept the Consolidated Expenditure report.

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 and Modernization.

VI COMMUNICATIONS

1. DHCD – Preventative Maintenance
2. DHCD – RCAT Board Election
3. DHCD – Board Training
4. DHCD – WH Insurance
5. HUD – FSS Program
6. LHA - RCAT
7. DHCD – Certificate of Completion – McGinn Elevators
8. DHCD - MRVP
9. Boys & Girls Club
10. U.S. Environmental Protection Agency
11. HUD – Site Visit

VII REPORT OF EXECUTIVE DIRECTOR

1. Modernization
 - A. McGinn/WH Generators – Board to Vote on Final Completion and final payment to Sommer Electric.
 - B. WH Carport – Board to vote on Change Orders 1, 2, 3 and Certificate of Substantial Completion.
 - C. McGinn Overhang – Authority has met with Bradly Architects, design plans being completed.
 - D. Dolan Boilers – B & G Mechanical is in the process of instilling gas fired boilers which are replacing the old oil fired boilers.
 - E. WH – Insurance Claim – Authority has received check for damage incurred by tree falling on the Washington House. Building façade needs to be replaced, all other work completed.
2. Certificate of Final Completion (N.B.)
3. Board Meeting (N.B.)
4. RCAT Agreement (N.B.)
5. Change Order 1, 2, 3/Certificate of Substantial Completion (WH Carport)

VIII OLD BUSINESS

1. Non Smoking – Authority is meeting with tenants on Thursday, July 21, 2016 to discuss upcoming Non-smoking policy. Attorney Chris Banthin will be addressing the tenants.

IX NEW BUSINESS

1. Certificate of Final Completion – WH/McGinn Generators – Upon the motion of Commissioner Mulligan and seconded by Commissioner Murray it was
VOTED: to approve the Certificate of Final Completion (DHCD No: 329049) and payment of \$14,473.00 to Sommer Electric for the new emergency generators at WH/McGinn. A roll call vote was taken and passed on a vote of 4 to 0.

Ayes

Nays

Commissioner Murphy
Commissioner Gavin
Commissioner Mulligan
Commissioner Murray

2. Board Meeting – Upon the motion of Commissioner Murray and seconded by Commissioner Gavin it was
VOTED: to schedule next Board meeting on Tuesday, August 30, 2016.
3. RCAT Agreement – Upon the motion of Commissioner Gavin and seconded by Commissioner Mulligan it was
VOTED: to authorize Executive Director to sign Regional Capital Assistance Program - Terms of Service as of July 12, 2016.
4. Change Order (1, 2, 3)/Certificate of Substantial Completion (WH Carport) – Upon the motion of Commissioner Mulligan and seconded by Commissioner Murray it was
VOTED: to approve Change Orders 1, 2 and 3 for the WH Carport. Change Order consists of re-secure existing wiring, time extension and for additional access and larger panels. Board voted to accept Certificate of Substantial Completion - DHCD No. 329060. A roll call vote was taken and passed on a vote of 4 to 0.

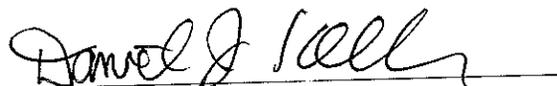
Ayes

Nays

Commissioner Murphy
Commissioner Gavin
Commissioner Mulligan
Commissioner Murray

X ADJOURNMENT

Upon the motion of Commissioner Gavin and seconded by Commissioner Mulligan it was
VOTED: to adjourn at 6:28 p.m.


Daniel J. Kelly
Executive Director and Secretary