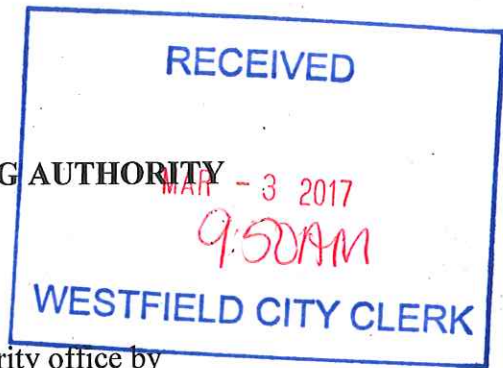


REGULAR MEETING OF THE WESTFIELD HOUSING AUTHORITY

January 10, 2017



- 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 Mulligan, Commissioner Murray and Commissioner Carmichael. Also present: Daniel J. Kelly, Executive Director, Karen Casey, Operations Manager Administrative and Thomas Fanion, Operations Manager Maintenance. Ms. Irina Vlasenko was also present and was looking for information on a landlord issue. Contact information was given and she excused herself from the meeting. 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 Gavin it was
VOTED: That the minutes of the Regular meeting of December 6, 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 Murray 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 Carmichael it was
VOTED: That all bills be paid.
 3. Bills pertaining to Project 689-C were read and upon the motion of Commissioner Mulligan 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 Murray it was
VOTED: to accept the Treasurer's Report.
 2. Upon the motion of Commissioner Carmichael and seconded by Commissioner Mulligan it was
VOTED: to accept the Consolidated Expenditure report.
 3. Upon the motion of Commissioner Mulligan and seconded by Commissioner Gavin it was

VOTED: to accept the trial balances for all programs – 400-C, 689, MRVP, General Fund, HUD Section 8, Modernization.

V COMMUNICATIONS

1. Westfield Athenaeum
2. DHCD – Executive Director’s Contract
3. ROCA
4. DHCD – Revised Budget Guidelines

VI REPORT OF EXECUTIVE DIRECTOR

1. Modernization
 - A. Dolan Boilers – Board to vote on Change Order #1 and Certificate of Substantial Completion. Boilers are on line and working.
 - B. McGinn Roof – Authority has signed contracts with Independent Roofing to begin work on McGinn roof (overhang).
 - C. 52 Broad Street – Authority is still waiting on RCAT team to authorize work force labor, to begin replacing windows on Broad Street.
2. Annual Plan (N.B.)
3. Certificate of Substantial Completion
4. Vehicle Policy (N.B.)
5. Audit Report
6. Change Order No. 1 (Dolan Boilers) (N.B.)
7. Mid-Winter Conference (N.B.)

VII OLD BUSINESS

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

VOTED: To approve Westfield Housing Authority Non-Smoking Ban as of April 1, 2017.

VIII NEW BUSINESS

1. Annual Plan – Upon the motion of Commissioner Gavin and seconded by Commissioner Carmichael it was
VOTED: to authorize Chairman to sign the PHA Certificate of Compliance and approve the PHA Annual Plan as printed.
2. Certificate of Substantial Completion – DHCD No. 329052 – Upon the motion of Commissioner Mulligan and seconded by Commissioner Murray it was
VOTED: to approve the Certificate of Substantial Completion (329052) for the conversion of oil fired furnaces to gas furnaces at the Dolan apartments.
3. Vehicle Policy – Upon the motion of Commissioner Murray and seconded by Commissioner Gavin it was

VOTED: To adopt and approve Vehicle Policy for the WHA as printed.

4. Change Order No. 1 (DHCD No. 329052) Dolan Furnaces – Upon the motion of Commissioner Gavin and seconded by Commissioner Carmichael it was VOTED: To approve Change Order No. 1, which will remove hot water recirculation pump, and replace with new pump. This will increase the Contract sum by \$ 1,363. 12. A roll call vote was taken and passed on a vote of 5 to 0.

Ayes

Nays

Commissioner Murphy
Commissioner Gavin
Commissioner Murray
Commissioner Mulligan
Commissioner Carmichael

5. Mid-Winter Conference – Upon the motion of Commissioner Mulligan and seconded by Commissioner Gavin it was VOTED: To allow Chairman and Executive Director to attend the New England Mid-Winter Conference in Boston, MA January 30 – February 1.

IX ADJOURNMENT

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

VOTED: to adjourn at 6:24 pm.



Daniel J. Kelly
Executive Director and Secretary

