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**SPECIAL MEETING OF THE WESTFIELD HOUSING AUTHORITY**

**January 12, 2023**

FEB 27 2023

WESTFIELD CITY CLERK

I The meeting was called to order at 9:00 A.M. in the Authority office by Chairperson Murphy with the following members present: Commissioner Murphy, Commissioner Mulligan, Commissioner Murray and Commissioner Carmichael. Also present: Daniel J. Kelly, Executive Director, and Karen Casey, Operations Manager Administrative. 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 Special meeting of December 8, 2022, be approved as printed. Unanimous vote 4 to 0. Ayes: Murphy, Mulligan, Murray, Carmichael.

III 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. Unanimous vote 4 to 0. Ayes: Murphy, Mulligan, Murray, Carmichael.

2. Bills pertaining to Project 400-1 were read and upon the motion of Commissioner Mulligan and seconded by Commissioner Murray it was  
VOTED: That all bills be paid. Unanimous vote 4 to 0. Ayes: Murphy, Mulligan, Murray, Carmichael.

3. Bills pertaining to Project 689-C were read and upon the motion of Commissioner Mulligan and seconded by Commissioner Carmichael it was  
VOTED: That all bills be paid. Unanimous vote 4 to 0. Ayes: Murphy, Mulligan, Murray, Carmichael.

IV COMMITTEE REPORTS

1. Upon the motion of Commissioner Carmichael and seconded by Commissioner Murray it was  
VOTED: to accept the Treasurer's Report. Unanimous vote 4 to 0. Ayes: Murphy, Mulligan, Murray, Carmichael.

2. Upon the motion of Commissioner Mulligan and seconded by Commissioner Murray it was  
VOTED: to accept the Consolidated Expenditure report. Unanimous vote 4 to 0. Ayes: Murphy, Mulligan, Murray, Carmichael.

3. Upon the motion of Commissioner Carmichael and seconded by Commissioner Mulligan it was

VOTED: to accept the trial balances for all programs – 400-1, 689, MRVP, General Fund, HUD Section 8, Modernization. Unanimous vote 4 to 0. Ayes: Murphy, Mulligan, Murray, Carmichael.

#### V COMMUNICATIONS

1. DHCD – Resident Service Coordinator
2. DHCD – Notice to Quit Attestation
3. Westfield Athenaeum

#### VI REPORT OF EXECUTIVE DIRECTOR

1. Modernization
  - A. Ely Electrical – Elm Electrical has started to mark off where electrical lines will be placed at Ely. Work will not begin until Spring.
  - B. Dolan (Community Room) Windows – Cornerstone Builders are still waiting for windows to be delivered to Dolan.
  - C. Elm Street Electrical – RCE Construction to restart fire alarm panels at Elm Street on Tuesday January 17<sup>th</sup>.
  - D. Broad Street Driveway – Graves Engineering has completed designs of driveway. Work will begin in March/April.
  - E. CPA Parking Lot – Graves have completed designs of CPA parking lot.
  - F. 705 Porches – Modernization paperwork is being completed to replace porches at 705 locations.
  - G. Master Meter System – We're still in talks with Westfield Gas & Electric to determine best way to resolve meter system within DPU rules and regulations.
2. Budget Revision 1 (N.B.)
3. Section 8 Annual Plan (N.B.)
4. Executive Director's Contract (N.B.)
5. Board Meeting (N.B.)

#### VII OLD BUSINESS

1. Personnel – Discussion with Board about replacing Operations Manager, Maintenance in house. Process to begin within weeks.

#### VIII NEW BUSINESS

1. Budget Revision 1 – Motion: Commissioner Mulligan moved that the proposed Operating Budget for State-Aided Housing of the Westfield Housing Authority (Chapter 200/667/705/689/MRVP), Program Number 400-1 for fiscal year ending 3/31/2023 showing total revenue of \$2,647,545 (Acct. No. 3000) and Total Expenses of \$2,707.390 (Acct. No. 400) thereby requesting a

subsidy of \$682,773 (Acct. No. 3801), and further that the Executive Director's total annual salary of \$151,641 for fiscal year ending 3/31/2023 be submitted to the Department of Housing and Community Development for its review and approval. Commissioner Murray seconded the motion which, upon rollcall, was passed by a vote of 4 to 0. Ayes: Murphy, Mulligan, Murray, Carmichael.

2. Annual Plan – Section 8 – Upon the motion of Commissioner Murray and seconded by Commissioner Mulligan it was  
VOTED: To approve and authorize chairperson to sign Annual Plan and submit to HUD for approval. Unanimous vote 4 to 0. Ayes: Murphy, Mulligan, Murray, Carmichael.
3. Executive Director's Contract – Upon the motion of Commissioner Mulligan and seconded by Commissioner Murray it was  
VOTED: To sign and approve Executive Director's Contract for a two (2) year period effective April 1, 2023. The contract will be forwarded to DHCD for approval. Unanimous vote 4 to 0. Ayes: Murphy, Mulligan, Murray, Carmichael.
4. Board Meeting – Upon the motion of Commissioner Carmichael and seconded by Commissioner Mulligan it was  
VOTED: To convene next Board Meeting on Thursday February 16, 2023, at 9:00 a.m. Unanimous vote 4 to 0. Ayes: Murphy, Mulligan, Murray, Carmichael.

#### IX ADJOURNMENT

Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was  
VOTED: to adjourn at 9:44 a.m. Ayes: Murphy, Mulligan, Murray, Carmichael.



Daniel J. Kelly  
Executive Director and Secretary

