

SPECIAL MEETING OF THE WESTFIELD HOUSING AUTHORITY

January 13, 2022

I The meeting was called to order at 6:00 P M. in the Authority office by Vice Chairperson Mulligan with the following members present: 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. At this time the Vice Chairperson announced that no video or audio recording was being made of this meeting.

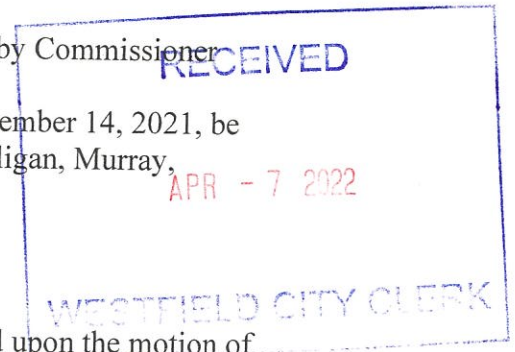
II Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was
VOTED: That the minutes of the Regular meeting of December 14, 2021, be approved per change. Unanimous vote 3 to 0. Ayes: Mulligan, Murray, Carmichael.

III BILLS

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

IV COMMITTEE REPORTS

1. Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was VOTED: to accept the Treasurer's Report. Unanimous vote 3 to 0. Ayes: Mulligan, Murray, Carmichael.
2. Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was VOTED: to accept the Consolidated Expenditure report. Unanimous vote 3 to 0. Ayes: Mulligan, Murray, Carmichael.



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

VOTED: to accept the trial balances for all programs – 400-C, 689, MRVP, General Fund, HUD Section 8, Modernization. Unanimous vote 3 to 0. Ayes: Mulligan, Murray, Carmichael.

V COMMUNICATIONS

1. Stanley Park
2. Roca

VI REPORT OF EXECUTIVE DIRECTOR

1. Modernization
 - A. McGinn Boilers – Vents must be relocated to the roof at McGinn before final completion.
 - B. McGinn Windows – A small punch list must be completed. Change Order, Final and Substantial Completion to be approved by Board.
 - C. WH Paving – Payment (\$184,233.50) has been made to Nunes Construction. Retainage Fee will be paid after handrails are installed.
 - D. Cowles Court Boilers – Boilers have been ordered, Performance Plumbing waiting for delivery to begin project.
 - E. 306 Elm Street Fire Panel – Panels have been ordered, work to be done by RCE, Inc.
 - F. Ely Electrical – Panels have been ordered, work to be completed by M.L. Schmitt, Inc.
 - G. CPA Doors – Bids have been received Mike’s Construction (Dudley, MA) appears to be low bid. Vote to be taken by Board.
 - H. O’Rourke Paving – Hill Engineering working on designs for driveway replacement at the O’Rourke building.
2. Change Order – McGinn Windows (N.B.)
3. Certificate of Substantial/Final Completion – McGinn Windows (N.B.)
4. Board Meeting (N.B.)
5. Low Bid Approval CPA Doors (N.B.)

VII OLD BUSINESS

1. Tenant Update – A court case has been scheduled for March 24, 2022, long time Colonial Pine Acres case. Grievance Hearing January 21st for possible drug related case at Ely.

VIII NEW BUSINESS

1. Change Order #2 McGinn Windows – Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was

VOTED: to approve Change Order #2 (\$5,415.75) which was incurred for the increased price of materials during the construction phase for the window replacement at McGinn. Unanimous vote 3 to 0. Ayes: Mulligan, Murray, Carmichael.

2. Certificate of Substantial Completion – McGinn Windows – Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was VOTED: To approve the Certificate of Substantial Completion for the window replacement at McGinn. Unanimous vote 3 to 0. Ayes: Mulligan, Murray, Carmichael.

Certificate of Final Completion – McGinn Windows - Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was VOTED: To approve the Certificate of Final Completion for the McGinn window replacement and authorize payment of \$13,365.75 to NENA Construction. Unanimous vote 3 to 0. Ayes: Mulligan, Murray, Carmichael.

3. Meeting Date – Upon the motion of Commissioner Carmichael and seconded by Commissioner Murray it was VOTED: to convene next board meeting on Thursday, February 17, 2022, at 9:15 a.m. Unanimous vote 3 to 0. Ayes: Mulligan, Murray, Carmichael.
4. Low Bid Approval – CPA Doors – Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was VOTED: to approve Mike’s Construction Co., Inc. (\$57,200.00) plus Alternates of Dudley, MA as the low bidder for the door replacement at Colonial Pine Acres (200-1). Unanimous vote 3 to 0. Ayes: Mulligan, Murray, Carmichael.

IX ADJOURNMENT

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

VOTED: to adjourn at 9:53 a.m. Unanimous vote 3 to 0. Ayes: Mulligan, Murray, Carmichael.


Daniel J. Kelly
Executive Director and Secretary

