

RECEIVED

SPECIAL MEETING OF THE WESTFIELD HOUSING AUTHORITY

MAY 8 2022

1:58 pm

May 11, 2022

WESTFIELD CITY CLERK

- I The meeting was called to order at 9:15 A.M. in the Authority office by Vice Chairperson Mulligan with the following members present: 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 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 March 16, 2022, be approved as printed. 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 400-1 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 Carmichael and seconded by Commissioner Murray it was
VOTED: to accept the Consolidated Expenditure report. Unanimous vote 3 to 0. Ayes: Mulligan, Murray, Carmichael.

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

VOTED: to accept the trial balances for all programs – 400-1, 689, MRVP, General Fund, HUD Section 8, Modernization. Unanimous vote 3 to 0. Ayes: Mulligan, Murray, Carmichael.

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

VOTED: to accept the quarterly operating statements (3-31-22) for the programs: 400-C, 689, MRVP, and Modernization. Unanimous vote 3 to 0. Ayes: Mulligan, Murray, Carmichael.

V COMMUNICATIONS

1. DHCD – AUP – Auditors Term Extensions
2. DHCD – Calendar of Submissions and Certifications
3. DHCD – Authority Requirements – Information and Grievance Rights
4. DHCD – Transfers Reasonable Accommodations

VI REPORT OF EXECUTIVE DIRECTOR

1. Modernization
 - A. WH Paving – Nunes Construction to finish landscaping around paved parking lot. Final Completion work to follow.
 - B. McGinn Boilers – Authority is still waiting for Adams Plumbing to finish installing vents in the roof area.
 - C. McGinn Windows – NENA Construction must finish minor repairs on windows. Final Completion work to follow.
 - D. Cowles Court Boilers – Performance Plumbing has started preliminary work to replace boilers at Cowles Court.
 - E. Elm Street Fire Panel – RCE, Co. is waiting on DHCD to answer some wiring questions to continue electrical work at Elm Street.
 - F. CPA Doors – Mike’s Construction has questioned the costs of doors specifications of Hampden Door. DHCD is trying to resolve issue.
 - G. Ely Electrical – M.L. Schmidt has completed first phase of electrical work. Authority has contacted Westfield G & E to determine if underground wiring is Authority or G & E issue.
 - H. Elm Street Paving – Board to vote for low-bid approval for paving behind 306 Elm Street.
 - I. Dolan Doors – Hillside Builders paid final amount \$38,606.00 for Dolan/705 doors.
 - J. JFK Master Plan – Department of Utilities toured JFK, Authority may have to pay for replacing master box at Kennedy.
2. Year End Statements (N.B)
3. Vacation Accrual (N.B.)
4. Meeting Date (N.B.)

5. Low Bid Approval (Elm Street Paving) (N.B.)

VII OLD BUSINESS

None


VIII NEW BUSINESS

1. Year End Statements – Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was
VOTED: To approve and sign off on all Year End Statements (400-1,689-C, MRVP) for the Fiscal Year ending March 31, 2022. All statements have been sent to DHCD for approval. Unanimous vote 3 to 0. Ayes: Mulligan, Murray, Carmichael.
2. Vacation Accruals – Upon the motion of Commissioner Carmichael and seconded by Commissioner Murray it was
VOTED: To allow all full-time employees to carry over up to 15 days of accrued vacation leave retro active to April 2020. Unanimous vote 3 to 0. Ayes: Mulligan, Murray, Carmichael.
3. Meeting Date – Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was
VOTED: To convene next Board meeting on Thursday June 9, 2022, at 9:15 a.m. Unanimous vote 3 to 0. Ayes: Mulligan, Murray, Carmichael.
4. Low Bid Approval – Elm Street Paving – Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was
VOTED: To approve the low bid of Baker Excavating Company of Goshen, MA (\$54,900.00) for the paving behind 306 Elm Street. 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 10:01a.m. Ayes: Mulligan, Murray, Carmichael.


Daniel J. Kelly
Executive Director and Secretary

