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SPECIAL MEETING OF THE WESTFIELD HOUSING AUTHORITY

MAR 19 2019

4:30PM

WESTFIELD CITY CLERK

January 15, 2019

- I The meeting was called to order at 10:00 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 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 Carmichael and seconded by Commissioner Murray it was
VOTED: That the minutes of the Special meeting of December 21, 2018 be approved as printed.
- III BILLS
1. Bills pertaining to the Revolving Account were read and upon the motion of Commissioner Mulligan and seconded by Commissioner Carmichael 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 Mulligan it was VOTED: That all bills be paid.
 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.
- IV COMMITTEE REPORTS
1. Upon the motion of Commissioner Mulligan and seconded by Commissioner Murray it was
VOTED: to accept the Treasurer's Report.
 2. Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was
VOTED: to accept the Consolidated Expenditure report.
 3. Upon the motion of Commissioner Mulligan 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.
- V COMMUNICATIONS
1. HUD – Single Room Occupancy
 2. Westfield Athenaeum
 3. DHCD – Notice of Available Funding

4. DHCD – ANUEL and Management Fee Increases

VI REPORT OF EXECUTIVE DIRECTOR

1. Modernization

- A. McGinn Windows – Clark & Green Architects are close to finishing BID documents to replace windows at McGinn.
 - B. WH Elevator – No current update, Authority waiting on BID documents for this project.
 - C. CPA Pumphouse – Authority is waiting on New England Security to upgrade alarm system at the CPA Pumphouse, which will conclude te upgrade at Colonial Pine Acres.
 - D. WH Paving – Authority waiting on DHCD to assign architect to begin planning phase for paving of Washington House parking lot.
 - E. McGinn Hot Water – Under an emergency waiver, Authority replaced he water system at McGinn. BG Mechanical was the contractor on the replacement. Final cost of project was \$46,256.00.
2. Verizon (tablets) – PHA Web representative will be here January 17, 2019 for training to allow maintenance men to complete all workers on tablets which will eliminate all paper transactions. Authority hopes to have tablet up and running February 1, 2019.
3. Board Meeting (N.B.)
4. Audit Report – Board given Audit Report for March 31, 2018. All findings and corrective actions have been completed to be in compliance with DHCD and HUD guidelines.

VII OLD BUSINESS

None

VIII NEW BUSINESS

1. Meeting – Upon the motion of Commissioner Murray and seconded by Commissioner Mulligan it was
VOTED: to convene next Board meeting on Friday, February 15, 2019 at 9:00 am

IX ADJOURNMENT

Upon the motion of Commissioner Mulligan and seconded by Commissioner Murray it was
VOTED: to adjourn at 10:32 am.



Daniel J. Kelly
Executive Director and Secretary