

SPECIAL MEETING OF THE WESTFIELD HOUSING AUTHORITY

RECEIVED

APR 24 2019

March 14, 2019

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 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 Special meeting of February 15, 2019 be approved as printed.

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.

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 Carmichael and seconded by Commissioner Murray it was  
VOTED: That all bills be paid.

IV COMMITTEE REPORTS

1. Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was  
VOTED: to accept the Treasurer's Report.

2. Upon the motion of Commissioner Carmichael and seconded by Commissioner Murray it was  
VOTED: to accept the Consolidated Expenditure report.

3. Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was  
VOTED: to accept the trial balances for all programs – 400-C, 689, MRVP, General Fund, HUD Section 8, Modernization.

## V COMMUNICATIONS

1. DHCD – Vacancy Waivers
2. DHCD – Approval to Bid – Washington House Elevators
3. DHCD – Insurance Check – JFK
4. DHCD – Income Limits
5. DHCD – RCAT Waiver
6. Commonwealth of MA Wage Rates

## VI REPORT OF EXECUTIVE DIRECTOR

1. Modernization
  - A. WH Elevator – All specifications for Elevator Project is currently on Bid Docs online. Bid Packages have been issued with April 17, 2019 for Bid opening. The projected cost for the project is \$447,968.00.
  - B. McGinn Furnaces – DHCD Engineer is still developing specifications to replace furnaces at McGinn.
  - C. WH Paving – Tighe & Bond are close to completing documents for the paving of the WH parking lot.
  - D. McGinn Windows – Clark & Green Architects have design phase completed, waiting for better weather before beginning bid procedures.
  - E. McGinn Elevator – New pump to be installed by Bay State Elevator after April 1<sup>st</sup>, cost approximately \$22,000.00
2. Board Meeting (N.B.)
3. Annual Conference (N.B.)
4. Civil Right Certification (N.B)

## VII OLD BUSINESS

1. Capital Improvement Plan – Board was informed that Authority will be receiving funding through FY '22 for Capital Improvements in all projects.

## VIII NEW BUSINESS

1. Board Meeting – Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was  
VOTED: to convene next Special Board Meeting on April 11, 2019 at 9:00 am.
2. Annual Conference – Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was  
VOTED: to allow Chairman and Executive Director to attend Annual Conference May 18-22, 2019 at the Seacrest Hotel.
3. Civil Rights Certification – Upon the motion of Commissioner Carmichael and seconded by Commissioner Murray it was

VOTED: to authorize Chairperson to sign Civil Rights Certification for Authority's Section 8 Annual Plan.

IX ADJOURNMENT

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

VOTED: to adjourn at 9:24 am.

  
Daniel J. Kelly  
Executive Director and Secretary

