

RECEIVED

REGULAR MEETING OF THE WESTFIELD HOUSING AUTHORITY

JUL - 3 2019

May 14, 2019

WESTFIELD CITY CLERK

The meeting was called to order at 6:00 P.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 April 11, 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 Murray and seconded by Commissioner Carmichael it was
VOTED: to accept the Consolidated Expenditure report.
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.

4. Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was
VOTED: to accept the quarterly operating and year end statements (3-31-19) for the programs: 400-C, 689, MRVP, and Modernization.

V COMMUNICATIONS

1. DHCD – Quarterly Capital Programs Update
2. DHCD – NOFA Accessible Unit Initiative
3. DHCD – NOFA High Leverage
4. DHCD – NOFA Modernizing Public Housing
5. DHCD – Clarification of “Homeless”
6. UMASS – Cellucci Fund
7. DHCD – Budget Approval
8. MA NAHRO Centralized Waiting List

VI REPORT OF EXECUTIVE DIRECTOR

1. Modernization
 - A. Ely Roofs – Certificate of Completion to be approved by Board. Total costs of replacing roof at Ely, \$132,000.00.
 - B. WH Elevator – Board to authorize that low bid for Washington House elevator upgrade be awarded to Associated Elevator Companies, Inc. of South Yarmouth, MA. (\$463,900.00)
 - C. McGinn Windows – Authority waiting to approve final documents in order to issue bid invitations. Documents received today.
 - D. WH Paving – Authority waiting on Tighe & Bond/DHCD to authorize bid invitations.
 - E. McGinn Boiler – DHCD engineers are currently designing plans to replace boilers at the McGinn apartments.
 - F. McGinn Elevator – Bay State Elevator replaced the pump on the original elevator at McGinn, total cost was approximately \$20,745.60.
2. Year End Certifications (N.B.)
3. Certificate of Completion – Ely Roof (N.B.)
4. WH Elevator Low Bid (N.B.)
5. United Bank Signatures (N.B.)
6. MA NAHRO Centralized Waiting List (N.B.)
7. Legal Contract (N.B.)
8. Grievance Panel (N.B.)

VII OLD BUSINESS

None

VIII NEW BUSINESS

1. Year End Certifications – Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was
VOTED: to authorize board to approve and sign Year end statements (3-31-19) for the following programs – 400, 689 and MRVP. A roll call vote was taken and passed on a vote of 3 to 0.

Ayes

Nays

Commissioner Murphy
Commissioner Mulligan
Commissioner Carmichael

2. Certificate of Completion – Ely Roofs – Upon the motion of Commissioner Carmichael and seconded by Commissioner Murray it was
VOTED: to authorize payment of \$6,420.00 to JD & D Construction for roof replacement at the Ely Apartments. Vote, unanimous.
3. WH Low Bid Elevators – Upon the motion of Commissioner Murray and seconded b Commissioner Carmichael it was
VOTED: to accept low bid (\$463,900.00) of Associated Elevator Companies, Inc. for the upgrade of the elevators at the Washington House. Vote unanimous.
4. United Bank Signatures – Upon the motion of Commissioner Carmichael and seconded by Commissioner Murray it was
VOTED: to authorize Chairperson, Treasurer and Executive Director to sign all addendums within our municipality for all collateral release forms.
5. MA NAHRO Centralized Waiting List – Upon the motion of Commissioner Carmichael and seconded by Commissioner Murray it was
VOTED: to adopt Administrative Plan Amendment relating to the Westfield Housing authority’s application process and use of Centralized Housing Choice Voucher Waiting List.
Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was
VOTED: to authorize Executive Director to sign Go Section 8 Sublicense Agreement.
6. Legal Contract – Upon the motion of Commissioner Carmichael and seconded by Commissioner Murray it was
VOTED: to authorize Chairman to sign Legal Contract with Attorney Dennis P. Powers for a three-year period beginning April 1, 2019.
7. Grievance Panel – Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was
VOTED: to appoint Edward Tymeson as single Grievance Panel member with Marjorie Goff as alternate.

IX ADJOURNMENT

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

VOTED: to adjourn at 6:22 pm.



Daniel J. Kelly
Executive Director and Secretary