

SPECIAL MEETING OF THE WESTFIELD HOUSING AUTHORITY

February 15, 2019

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4:30 PM

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 Gary DePace, Fee Accountant. At this time the Chairperson announced that no video or audio recording was being made of this meeting.

II Budgets – Gary DePace, Fee Accountant went over three Budgets (400-1, 689, MRVP). No questions were asked. Board to vote on all Budgets under New Business.

III Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was
VOTED: That the minutes of the Special meeting of January 15, 2019 be approved as printed.

IV BILLS

1. Bills pertaining to the Revolving Account were read and upon the motion of Commissioner Murray 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 Carmichael and seconded by Commissioner Murray it was
VOTED: That all bills be paid.

3. Bills pertaining to Project 689-C were read and upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was
VOTED: That all bills be paid.

V 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 – 400-1, 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 statements (12-31-18) for the programs: 400-C, 689, MRVP, and Modernization.

VI COMMUNICATIONS

1. DHCD – PMR Revisions
2. DHCD – Formula Funding
3. DHCD – CHAMP Update

VII REPORT OF EXECUTIVE DIRECTOR

1. Modernization
 - A. McGinn Windows – Final Architectural drawings due by the end of the month. Clark & Green Architects will deliver final drawing to Authority and DHCD.
 - B. Washington House Elevator – Authority has spoken to DHCD, Syska Hennessy are making progress on engineering designs.
 - C. Washington House Paving – A conference call was held with Authority, DHCD and Tighe & Bond on February 7th. Drawings are being finalized and should have in the next few weeks.
 - D. McGinn Elevator – Authority has added finding (\$22,000) in upcoming budget to replace pump in original elevator at the McGinn apartments.
 - E. McGinn Boilers – DHCD Engineer visited McGinn and will begin design phase for replacement of the boilers.
 - F. McGinn Water Heater – Board will vote on Certificate of Final Completion for water heater replacement at McGinn.
2. Budgets (N.B.)
3. Certificate of Final Completion (N.B.)
4. Meeting Date (N.B.)

VIII OLD BUSINESS

None

IX NEW BUSINESS

1. Budgets:

Annual Operating Budget for State-Aided Housing Fiscal Year: Motion: Commissioner Murray moved that the proposed Operating Budget for State-

Aided Housing of the Westfield Housing Authority (ie: 400-1, 400-9, 400-A, 689, MRVP) Program Number 400-1 for fiscal year ending 3/31/2020 showing total revenue of \$2,282,592.00 and total expenses of \$2,318,616.00 thereby requesting a subsidy of \$387,092.00 be submitted to the Department of Housing and Community Development for it's review and approval. Commissioner Carmichael seconded the motion which, upon roll call, was passed by a vote of 3 to 0.

AYES

NAYS

Commissioner Murphy
Commissioner Murray
Commissioner Carmichael

Annual Operating Budget for State-Aided Housing Fiscal Year: Motion: Commissioner Carmichael moved that the proposed Operating Budget for State-Aided Housing of the Westfield Housing Authority (ie: 400-1, 400-9, 400-A, 689, MRVP), Program Number 689 for fiscal year ending 3/31/2020 showing total revenue of \$42,303.00 and total expenses of \$42,303.00 thereby requesting a subsidy of \$0 be submitted to the Department of Housing and Community Development for it's review and approval. Commissioner Murray seconded the motion which, upon roll call, was passed by a vote of 3 to 0.

AYES

NAYS

Commissioner Murphy
Commissioner Murray
Commissioner Carmichael

Annual Operating Budget for State-Aided Housing Fiscal Year: Motion: Commissioner Carmichael moved that the proposed Operating Budget for State-Aided Housing of the Westfield Housing Authority (ie: 400-1, 400-9, 400-A, 689, MRVP), Program Number MRVP for fiscal year ending 3/31/2020 showing total revenue of \$63,080.00 and total expenses of \$625,000.00 thereby requesting a subsidy of \$625,000.00 be submitted to the Department of Housing and Community Development for it's review and approval. Commissioner Murray seconded the motion which, upon roll call, was passed by a vote of 3 to 0.

AYES

NAYS

Commissioner Murphy
Commissioner Murray
Commissioner Carmichael

2. Certificate of Final Completion (DHCD No: 329075) Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was

VOTED: to approve Certificate of Final Completion (DHCD No: 32907) for the replacement of the water heater at McGinn. Final cost of project was \$46,256.00.

3. Meeting Date – upon the motion of Commissioner Carmichael and seconded by Commissioner Murray it was

VOTED: to convene next Board meeting on Thursday, March 14, 2019 at 9:00 am.

X ADJOURNMENT

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

VOTED: to adjourn at 9:45 am.



Daniel J. Kelly
Executive Director and Secretary