

SPECIAL MEETING OF THE WESTFIELD HOUSING AUTHORITY

March 16, 2022

- I The meeting was called to order at 9:20 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, Karen Casey, Operations Manager Administrative, Thomas Fanion, Operations Manager Maintenance and Gary DePace, Fee Accountant who presented budgets to the Board. No major issues brought forward. All budgets will be voted on under New Business. At this time the Chairperson announced that no video or audio recording was being made of this meeting.
- II Upon the motion of Commissioner Mulligan and seconded by Commissioner Murray it was
VOTED: That the minutes of the Special meeting of January 13, 2022, be approved as printed. Unanimous vote 4 to 0. Ayes: Murphy, Mulligan, Murray, Carmichael.
- III BILLS
1. Bills pertaining to the Revolving Account were read and upon the motion of Commissioner Murray and seconded by Commissioner Mulligan it was
VOTED: That all bills be paid. Unanimous vote 4 to 0. Ayes: Murphy, Mulligan, Murray, Carmichael.
 2. Bills pertaining to Project 400-1 were read and upon the motion of Commissioner Carmichael and seconded by Commissioner Mulligan it was
VOTED: That all bills be paid. Unanimous vote 4 to 0. Ayes: Murphy, Mulligan, Murray, Carmichael.
 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. Unanimous vote 4 to 0. Ayes: Murphy, Mulligan, Murray, Carmichael.
- IV COMMITTEE REPORTS
1. Upon the motion of Commissioner Mulligan and seconded by Commissioner Murray it was
VOTED: to accept the Treasurer's Report. Unanimous vote 4 to 0. Ayes: Murphy, Mulligan, Murray, Carmichael.
 2. Upon the motion of Commissioner Murray and seconded by Commissioner Mulligan it was

VOTED: to accept the Consolidated Expenditure report. Unanimous vote 4 to 0.
Ayes: Murphy, Mulligan, Murray, Carmichael.

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

VOTED: to accept the trial balances for all programs – 400-1, 689, MRVP, General Fund, HUD Section 8, Modernization. Unanimous vote 4 to 0. Ayes: Murphy, Mulligan, Murray, Carmichael.

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

VOTED: to accept the quarterly operating statements (12-31-21) for the programs: 400-C, 689, MRVP, and Modernization. Unanimous vote 4 to 0. Ayes: Murphy, Mulligan, Murray, Carmichael.

V COMMUNICATIONS

1. DHCD – COVID 19 Omicron Variant
2. Highland Valley
3. DHCD – Fair Housing Marketing Plan
4. DHCD – Income Exclusions
5. DHCD – Guidance to LTO Officers – Board Members
6. Commonwealth of Mass Wage Rates

VI REPORT OF EXECUTIVE DIRECTOR

1. Modernization
 - A. WH Paving – Board to vote on Substantial/Final Completion of paving completed at Washington House.
 - B. McGinn Boilers – Adams Plumbing to install exhaust vents on roof at McGinn. Work to be done in Spring.
 - C. McGinn Windows – NENA to submit final paperwork to complete windows replacement at McGinn.
 - D. Cowles Court Boilers – Performance Plumbing to begin work in the Spring on boiler replacement at Cowles Court.
 - E. Elm Street Fire Panel – Ray Croteau Electric (REC) to begin electrical work on Elm Street within the month.
 - F. Ely Electrical – M.L. Schmitt currently are upgrading panels at Ely Apartments.
 - G. CPA Doors – Mike Construction Co. has signed Notice to Proceed installation of doors to begin at CPA in May.
 - H. O'Rourke Paving – Final schematic designs have been completed by Hill Engineers.
 - I. JFK Soffits – Payment for completion of the soffits at JFK to ABAX Inc.

unanimously by a vote of 4 to 0. Ayes: Murphy, Mulligan, Murray, 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, Program number MRVP for the fiscal year ending 3-31-2023 showing total revenue of \$1,024,016.00 and Total Expenses of \$1,019,748.00 thereby requesting a subsidy of \$0.00, and further that the Executive Director's total annual salary of \$151,641.00 for fiscal year ending 3-31-2023 be submitted to the Department of Housing and Community Development for its review and approval. Commissioner Mulligan seconded the motion which upon roll call, was passed unanimously by a vote of 4 to 0. Ayes: Murphy, Mulligan, Murray, Carmichael.

3. Executive Director's Salary Schedule – Upon the motion of Commissioner Murray and seconded by Commissioner Mulligan it was
VOTED: To authorize Chairperson to sign Executive Director's Salary Schedule worksheet for April 1, 2022. Ayes: Murphy, Mulligan, Murray, Carmichael.
4. Write Offs – Upon the motion of commissioner Mulligan and seconded by Commissioner Carmichael it was
VOTED: To approve eleven (11) write offs for Program 400-1 in the amount \$41,494.00 for Fiscal Year ending March 31, 2022. Ayes: Murphy, Mulligan, Murray, Carmichael.
5. Meeting Date – Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was
VOTED: To convene next Board meeting on Wednesday May 11, 2022, at 9:15 a.m. Ayes: Murphy, Mulligan, Murray, Carmichael.
6. Change Order/Certificate of Substantial Completion – Dolan/705 Doors – Upon the motion of Commissioner Mulligan and seconded by Commissioner Murray it was
VOTED: To approve Change Order and Certificate of Substantial Completion for Hillside Builders & Remodelers, Inc. Final payment due contractor is \$38,616.00. Ayes: Murphy, Mulligan, Murray, Carmichael.
7. Attorney's Contract – Upon the motion of Commissioner Murray and seconded by Commissioner Carmichael it was
VOTED: To approve and authorize Chairperson to sign Attorney/Legal Contract with Powers Law Group for a three (3) year period beginning April 1, 2022. Ayes: Murphy, Mulligan, Murray, Carmichael.

J. Dolan Doors – Board to vote on Change Order and Substantial Completion for door replacement at Dolan and 705’s. Final payment due Hillside Builders for \$38,606.00.

2. Certificate of Substantial/Final Completion (WH Paving) (N.B.)
3. Budgets (3-31-23) (N.B.)
4. Executive Director’s Salary Schedule (N.B.)
5. Write-Offs (N.B.)
6. Meeting Date (N.B.)
7. Change Order/Substantial Completion Dolan/705 Doors (N.B.)
8. Attorney’s Contract (N.B.)

VII OLD BUSINESS

None

VIII NEW BUSINESS

1. Certificate of Substantial/Final Completion – WH Paving – Upon the motion of Commissioner Mulligan and seconded by Commissioner Murray it was VOTED: to approve Substantial/Final Completion of Nunes Construction for the paving at the Washington House. Final payment of \$9,696.50 to Nunes will be completed. Unanimous vote 4 to 0. Ayes: Murphy, Mulligan, Murray, Carmichael.

2. Budgets:

Annual Operating Budget for State-Aided Housing Fiscal Year:

Motion: Commissioner Mulligan moved that the proposed Operating Budget for State-Aided Housing of the Westfield Housing Authority, Program number 400-1 for the fiscal year ending 3-31-2023 showing total revenue of \$2,590,273.00 and Total Expenses of \$2,635,989.00 thereby requesting a subsidy of \$682,773.00, and further that the Executive Director’s total annual salary of \$151,641.00 for fiscal year ending 3-31-2023 be submitted to the Department of Housing and Community Development for its review and approval. Commissioner Murray seconded the motion which upon roll call, was passed unanimously by a vote of 4 to 0. Ayes: Murphy, Mulligan, Murray, Carmichael.

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 Program number 689-C for the fiscal year ending 3-31-2023 showing total revenue of \$40,300.00 and Total Expenses of \$42,722.00 thereby requesting a subsidy of \$0.00, and further that the Executive Director’s total annual salary of \$151,641.00 for fiscal year ending 3-31-2023 be submitted to the Department of Housing and Community Development for its review and approval. Commissioner Mulligan seconded the motion which upon roll call, was passed

IX ADJOURNMENT

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

VOTED: to adjourn at 10:06 a.m. Ayes: Murphy, Mulligan, Murray, Carmichael.



Daniel J. Kelly
Executive Director and Secretary

