

SPECIAL MEETING OF THE SOUTHWICK HOUSING AUTHORITY

August 1, 2023

Public Participation – Terrie Plamer, Steve Brudzinski talked about tree issues (hanging branches), roof leak and tenant's soliciting for money.

I The meeting was called to order at 5:30 P.M. in the Authority office by Chairperson Horacek with the following members present: Commissioner Horacek, Commissioner DeVerry, Commissioner Grunwald and Commissioner Lafrance. Also present: Daniel J. Kelly, Managing Agent and Joseph Casey, Operations Manager, Maintenance. Diane Gale, Steven Brudzinski and Bernadette Dominique.
At this time the Chairperson announced that no video or audio recording was being made of this meeting.

II Upon the motion of Commissioner DeVerry and seconded by Commissioner Grunwald it was
VOTED: That the minutes of the Annual meeting of June 20, 2023, be approved as printed. Unanimous vote 4 to 0. Ayes: Horacek, DeVerry, Grunwald, Lafrance.

III PAYMENTS

1. Payments were read and upon the motion of Commissioner Grunwald and seconded by Commissioner DeVerry it was
VOTED: That all bills be paid. Unanimous vote 4 to 0. Ayes Horacek, DeVerry, Grunwald, Lafrance.

IV COMMITTEE REPORTS

1. Upon the motion of Commissioner DeVerry and seconded by Commissioner Lafrance it was
VOTED: To accept the Treasurer's Report. Unanimous vote 4 to 0. Ayes: Horacek, DeVerry, Grunwald, Lafrance.
2. Upon the motion of Commissioner Grunwald and seconded by Commissioner DeVerry it was
VOTED: to accept the Consolidated Expenditure Report. Unanimous vote 4 to 0. Ayes: Horacek, DeVerry, Grunwald, Lafrance.
3. Upon the motion of Commissioner Lafrance and seconded by Commissioner DeVerry it was
VOTED: to accept the trial balances for all programs: 400-1, 689 and Modernization. Unanimous vote 4 to 0. Ayes: Horacek, DeVerry, Grunwald, Lafrance.
4. Upon the motion of Commissioner Grunwald and seconded by Commissioner Lafrance it was

VOTED: to accept the Quarterly/Year End Operating Statements (6-30-23) for all programs: 400-1, 689 and Modernization. Unanimous vote 4 to 0. Ayes: Horacek, DeVerry, Grunwald, Lafrance.

V COMMUNICATIONS

1. EOHLC – Updates – Performance Management Review
2. EOHLC – Hight Asset Preservation Program

VI REPORT OF MANAGING AGENT

1. Modernization
 - A. HVAC – 18 Depot – Mini splits being installed at 18 Depot by a grant from the state of Massachusetts.
 - B. Depot Court – Door Handles – A meeting was held with EOHLC to determine work order for the replacement of door handles (locks) for Depot Court.
 - C. 212 Sheep Pasture Road – Gomes Architect’s working on the final designs. Bid proposal should be forthcoming with kitchen renovations and the siding of the home.
2. Year End Statements (N.B.)
3. CPC Funds – Town warrant has been approved by Select Board, Authority is waiting for 50% of fund to begin project, replacement of hallway flooring.

VII OLD BUSINESS

1. Personnel – No updates by Hampden County Retirement or CMS (Workmen’s Compensation) on status for Ben Sanchez, who has been on Workmen’s Compensation since July 2021.


VIII NEW BUSINESS

1. Year End Statements – Upon the motion of Commissioner DeVerry and seconded by Commissioner Grunwald it was
VOTED: to approve and sign Year End Financial Statements (6-30-23). All statements will be sent to EOHLC for approval. Unanimous vote 4 to 0. Ayes: Horacek, DeVerry, Grunwald, Lafrance.
2. Meeting Date – Upon the motion of Commissioner Grunwald and seconded by Commissioner Lafrance it was
VOTED: to convene next Board Meeting on Tuesday, September 26, 2023, at 5:30 p.m. Unanimous vote 4 to 0. Ayes: Horacek, DeVerry, Grunwald, Lafrance.

IX ADJOURNMENT

Upon the motion of Commissioner Lafrance and seconded by Commissioner DeVerry it was

VOTED: to adjourn at 6:16 p.m.


Daniel J. Kelly
Secretary and Managing Agent