

REGULAR MEETING OF THE SOUTHWICK HOUSING AUTHORITY

January 25, 2022

- I The meeting was called to order at 5:30 P.M. in the Authority office by Chairperson Reed with the following members present: Commissioner Reed, Commissioner Houlihan, Commissioner J. Horacek. Also present: Daniel J. Kelly, Managing Agent.
At this time the Chairperson announced that no video or audio recording was being made of this meeting.
- II Upon the motion of Commissioner J. Horacek and seconded by Commissioner Houlihan it was
VOTED: That the minutes of the Regular meeting of December 21, 2021, be approved as printed. Unanimous vote 3 to 0. Ayes: Reed, J. Horacek, Houlihan.
- III PAYMENTS
1. Payments were read and upon the motion of Commissioner Houlihan and seconded by Commissioner J. Horacek it was
VOTED: That all bills be paid. Check numbers 5037-5051. Unanimous vote 3 to 0. Ayes: Reed, J. Horacek, Houlihan.
- IV COMMITTEE REPORTS
1. Upon the motion of Commissioner J. Horacek and seconded by Commissioner Houlihan it was
VOTED: To accept the Treasurer's Report. Unanimous vote 3 to 0. Ayes: Reed, J. Horacek, Houlihan.
2. Upon the motion of Commissioner Houlihan and seconded by Commissioner J. Horacek it was
VOTED: to accept the Consolidated Expenditure Report. Unanimous vote 3 to 0. Ayes: Reed, J. Horacek, Houlihan.
3. Upon the motion of Commissioner J. Horacek and seconded by Commissioner Houlihan it was
VOTED: to accept the trial balances for all programs: 400-1, 689 and Modernization. Unanimous vote 3 to 0. Ayes: Reed, J. Horacek, Houlihan.
4. Upon the motion of Commissioner Houlihan and seconded by Commissioner J. Horacek it was
VOTED: to accept the Quarterly Operating Statements (12-31-21) for all programs: 400-1, 689 and Modernization.
- V COMMUNICATIONS
1. DHCD – Omicron Variant
2. Berkshire County Arc

VI REPORT OF MANAGING AGENT

1. Modernization
 - A. Mini Splits – General Mechanical has completed the installation of the mini splits at Depot Court. Staff and some tenants met with contractor to learn proper use of the mini splits.
 - B. Electrical Panels – Replacement of the panels have been postponed. The reason were tenant concerns of the COVID variant, modernization work should start in March/April.
2. Annual Plan – Board to vote on plan in March. Capital Improvement Plan which is associated with the Annual Plan will be voted on tonight under New Business.
3. Meeting Date (N.B.)
4. Town Report – Annual town report will be sent by the end of January.

VII OLD BUSINESS

1. Tenant Update – Managing Agent met with tenants to discuss maintenance/staffing issues. Authority is planning certain projects discussed n meeting. No vacancies since last meeting. Ben Sanchez to have surgery on 2/10/22.

VIII NEW BUSINESS

1. Capital Improvement Plan – Upon the motion of Commissioner J. Horacek and seconded by Commissioner Houlihan it was
VOTED: To approve Capital Improvement Plan (2023) as printed, which is included n the Authority's Annual Plan. CIP will be sent to DHCD for approval. Unanimous vote 3 to 0. Ayes: Reed, J. Horacek, Houlihan.
2. Meeting Date – Upon the motion of Commissioner Houlihan and seconded by Commissioner J. Horacek it was
VOTED: To convene next Board Meeting on March 2, 2022, which will include Public Hearing for the 2023 Annual Plan. Unanimous vote 3 to 0. Ayes: Reed, J. Horacek, Houlihan.

IX ADJOURNMENT

Upon the motion of Commissioner J. Horacek and seconded by Commissioner Houlihan it was
VOTED: To adjourn at 5:49 p.m. Unanimous vote 3 to 0. Ayes: Reed, J. Horacek, Houlihan.


Daniel J. Kelly
Secretary and Managing Agent