

SPECIAL MEETING OF THE SOUTHWICK HOUSING AUTHORITY

December 7, 2022

- I The meeting was called to order at 10:15 A.M. in the Authority office by Vice Chairperson Horacek with the following members present: Commissioner Horacek, Commissioner Houlihan and Commissioner DeVerry. Also present: Daniel J. Kelly, Managing Agent and Karen Casey, Operations Manager, Administrative.
At this time the Vice Chairperson announced that no video or audio recording was being made of this meeting.
- II Upon the motion of Commissioner Houlihan and seconded by Commissioner DeVerry it was
VOTED: That the minutes of the Special meeting of October 19, 2022, be approved as printed. Unanimous vote 3 to 0. Ayes: Horacek, Houlihan, DeVerry.
- III PAYMENTS
1. Payments were read and upon the motion of Commissioner DeVerry and seconded by Commissioner Houlihan it was
VOTED: That all bills be paid. Unanimous vote 3 to 0. Ayes: Horacek, Houlihan, DeVerry.
- IV COMMITTEE REPORTS
1. Upon the motion of Commissioner Houlihan and seconded by Commissioner DeVerry it was
VOTED: To accept the Treasurer's Report. Unanimous vote 3 to 0. Ayes: Horacek, Houlihan, DeVerry.
2. Upon the motion of Commissioner DeVerry and seconded by Commissioner Houlihan it was
VOTED: to accept the Consolidated Expenditure Report. Unanimous vote 3 to 0. Ayes: Horacek, Houlihan, DeVerry.
3. Upon the motion of Commissioner Houlihan and seconded by Commissioner DeVerry it was
VOTED: to accept the trial balances for all programs: 400-1, 689 and Modernization. Unanimous vote 3 to 0. Ayes: Horacek, Houlihan, DeVerry.
4. Upon the motion of Commissioner Houlihan and seconded by Commissioner DeVerry it was
VOTED: to accept the Quarterly Operating Statements (9-30-22) for all programs: 400-1, 689 and Modernization. Unanimous vote 3 to 0. Ayes: Horacek, Houlihan, DeVerry.

V COMMUNICATIONS

1. DHCD – 705 Repositioning
2. DHCD – Property Insurance
3. DHCD - ARPA Funds

VI REPORT OF MANAGING AGENT

1. Modernization
 - A. Panel Installment (Depot) – RCE is in the process of completing paperwork in order to issue a Certificate of Completion for electrical panels at Depot Court.
 - B. Depot Court Roof – Board to vote on Certificate of Completion.
2. Board Member Status – Board was informed of the death of Chairperson Reed. Town Clerk has informed Selectman of the current vacancy. Joanne Horacek was unanimously elected Chairperson and Brian Houlihan was unanimously elected as Vice Chairperson by the board.
3. ARPA Funding (N.B.)
4. Personnel – the Authority to meet with insurance company to determine Ben Sanchez' status with the maintenance department.
5. Certificate of Completion (Depot Roof) (N.B.)
6. Meeting Date (N.B.)

VII OLD BUSINESS

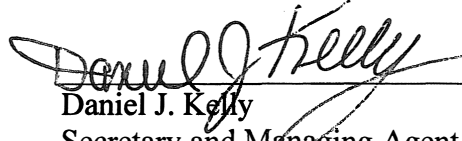
1. Tenant Update – There are three (3) vacancies currently at Depot Court.

VIII NEW BUSINESS

1. ARPA Funding – Upon the motion of Commissioner Houlihan and seconded by Commissioner DeVerry it was
VOTED: to authorize Chairperson to sign ARPA Funding (Contract for Financial Assistance) for \$81,856.00 and submit to DHCD for approval.
Unanimous vote 3 to 0. Ayes: Horacek, Houlihan, DeVerry.
2. Certificate of Completion (Depot Court Roof) – Upon the motion of Commissioner DeVerry and seconded by Commissioner Houlihan it was
VOTED: to approve Certificate of Final Completion for WPI Construction for roof repair at Depot Court. Payment of \$79,000.00 issued to contractor.
Unanimous vote 3 to 0. Ayes: Horacek, Houlihan, DeVerry.
3. Meeting Date – Upon the motion of Commissioner DeVerry and seconded by Commissioner Houlihan it was
VOTED: to commence next Board Meeting on Wednesday January 25, 2023, at 10:30 a.m. Unanimous vote 3 to 0. Ayes: Horacek, Houlihan, DeVerry.

IX ADJOURNMENT

Upon the motion of Commissioner Houlihan and seconded by Commissioner DeVerry it was
VOTED: to adjourn at 10:54 a.m.



Daniel J. Kelly
Secretary and Managing Agent