

SPECIAL ANNUAL MEETING OF THE SOUTHWICK HOUSING AUTHORITY

July 25, 2022

PUBLIC PARTICIPATION – The following tenants were present and talked under public participation: Terri Palmer, Steve Brudzinski, Michelle Gilberti, Lori Hoschouer and Wolfgang Meier. Topics discussed were client's behavior from 18 Depot; Tenant problem with sink; weeds at Depot Court and smoking issues. Commissioner DeVerry discussed issues with mold underneath building 14 at Depot Court.

I The meeting was called to order at 10:14 A.M. in person at the Authority office by Chairperson Reed with the following members present: Commissioner Reed Commissioner Houlihan, Commissioner J. Horacek Commissioner S. Horacek and Commissioner DeVerry. Also present: Daniel J. Kelly, Managing Agent and Karen Casey, Operations Manager, Administrative.
At this time the Chairperson announced that no video or audio recording was being made of this meeting.

II Election of Officers – 1. Upon the motion of Commissioner Houlihan it was VOTED: Unanimously to elect Commissioner Reed as Chairperson. Roll call vote 5 to 0; Ayes: Reed, S. Horacek, J. Horacek, Houlihan, DeVerry.
2. Upon the motion of Commissioner S. Horacek it was VOTED: Unanimously to elect Commissioner J. Horacek Vice Chairperson and as the representative to the Community Preservation Committee. Roll call vote 5 to 0; Ayes: Reed, S. Horacek, J. Horacek, Houlihan, DeVerry.
3. Upon the motion of Commissioner J. Horacek it was VOTED: Unanimously to elect Commissioner Houlihan as Treasurer. Roll call vote 5 to 0; Ayes: Reed, S. Horacek, J. Horacek, Houlihan, DeVerry.

III Upon the motion of Commissioner J. Horacek and seconded by Commissioner Houlihan it was VOTED: That the minutes of the Regular meeting of May 31, 2022, be approved as printed. Roll call vote 5 to 0; Ayes: Reed, S. Horacek, J. Horacek, Houlihan, DeVerry.

IV 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. Roll call vote 5 to 0; Ayes: Reed, S. Horacek, J. Horacek, Houlihan, DeVerry.

V COMMITTEE REPORTS

1. Upon the motion of Commissioner S. Horacek and seconded by Commissioner Houlihan it was

VOTED: To accept the Treasurer's Report. Roll call vote 5 to 0; Ayes: Reed, S. Horacek, J. Horacek, Houlihan, DeVerry.

2. Upon the motion of Commissioner J. Horacek and seconded by Commissioner S. Horacek it was

VOTED: to accept the Consolidated Expenditure Report. Roll call vote 5 to 0; Ayes: Reed, S. Horacek, J. Horacek, Houlihan, DeVerry.

3. Upon the motion of Commissioner Houlihan and seconded by Commissioner J. Horacek it was

VOTED: to accept the trial balances for all programs: 400-1, 689 and Modernization. Roll call vote 5 to 0; Ayes: Reed, S. Horacek, J. Horacek, Houlihan, DeVerry.

4. Upon the motion of Commissioner Houlihan and seconded by Commissioner J. Horacek it was

VOTED: to accept the Quarterly/Year End Statements (6-30-22) for all programs – 400-1, 689-C and Modernization. Roll call vote 5 to 0; Ayes: Reed, S. Horacek, J. Horacek, Houlihan, DeVerry.

VI COMMUNICATIONS

1. DHCD – Updates to Performance Management Review (PMR)
2. DHCD – Revised PMR Maintenance Metrics
3. DHCD – ARPA Funding
4. DHCD – Updates – 689 Contracts

VII REPORT OF MANAGING AGENT

1. Modernization
 - A. Electrical Panels (Depot Court) – Authority waiting on final review from Electrical Inspector to approve Substantial/Final Completion of electrical panel replacement at Depot Court. Final review will not be satisfactory.
 - B. Roof Depot Court – Authority waiting on bid procedures to begin.
 - C. Birchwood Avenue – Final payments made to EG Excavating for tree/brush removal and landscaping work done at 46 & 48 Birchwood Road.
 - D. Emergency Lighting 18 Depot Street – Final Payment made to Hickman/Sgroi Electric for replacement of emergency lighting at 18 Depot.
2. Substantial/Final Completion Electrical Panels – Depot Court (N.B.)
3. Year End Statements (N.B.)

VIII OLD BUSINESS

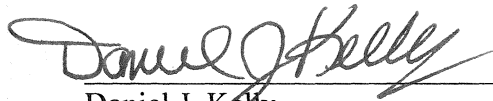
1. Personnel – Ben Sanchez still on workman's comp, with doctor appointment scheduled for August 9th.
2. Tenant Updates – One vacancy at Depot Court with notice given to another tenant who has been in a nursing home with no contact with family.

IX NEW BUSINESS

1. Substantial/Final Completion Electrical Panels – Upon the motion of Commissioner J. Horacek and seconded by Commissioner Houlihan it was VOTED: to approve Change Order along with Substantial/Final Completion for the electrical panels at 12 Depot Street once all inspections are done by the town electrical inspector and Authority/DHCD representatives. Roll call vote 5 to 0; Ayes: Reed, S. Horacek, J. Horacek, Houlihan, DeVerry.
2. Year End Statements (6-30-22) – Upon the motion of Commissioner J. Horacek and seconded by Commissioner S. Horacek it was VOTED: to approve and sign all Year End Statements and forward to DHCD for approval. Roll call vote 5 to 0; Ayes: Reed, S. Horacek, J. Horacek, Houlihan, DeVerry.
3. Board Meeting – Authority will contact Board once budget guidelines are approved, tentative date September 26th.

X ADJOURNMENT

Upon the motion of Commissioner Houlihan and seconded by Commissioner S. Horacek it was
VOTED: to adjourn at 10:51 A. M. Roll call vote 5 to 0; Ayes: Reed, S. Horacek, J. Horacek, Houlihan, DeVerry.



Daniel J. Kelly
Secretary and Managing Agent