

REGULAR MEETING OF THE SOUTHWICK HOUSING AUTHORITY

May 31, 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 and Commissioner S. Horacek. 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 Upon the motion of Commissioner J. Horacek and seconded by Commissioner S. Horacek it was
VOTED: That the minutes of the Regular meeting of March 22, 2022 and Special meeting of April 25, 2022 be approved as printed. Unanimous vote 4 to 0. Ayes: Reed, J. Horacek, Houlihan, S. Horacek.

- III PAYMENTS
 1. Payments were read and upon the motion of Commissioner Houlihan and seconded by Commissioner S. Horacek it was
VOTED: That all bills be paid. Unanimous vote 4 to 0. Ayes: Reed, J. Horacek, Houlihan, S. Horacek.

- IV COMMITTEE REPORTS
 1. Upon the motion of Commissioner S. Horacek and seconded by Commissioner J. Horacek it was
VOTED: To accept the Treasurer's Report. Unanimous vote 4 to 0. Ayes: Reed, J. Horacek, Houlihan, S. Horacek.
 2. Upon the motion of Commissioner J. Horacek and seconded by Commissioner Houlihan it was
VOTED: to accept the Consolidated Expenditure Report. Unanimous vote 4 to 0. Ayes: Reed, J. Horacek, Houlihan, S. Horacek.
 3. Upon the motion of Commissioner Houlihan and seconded by Commissioner S. Horacek it was
VOTED: to accept the trial balances for all programs: 400-1, 689 and Modernization. Unanimous vote 4 to 0. Ayes: Reed, J. Horacek, Houlihan, S. Horacek.
 4. Upon the motion of Commissioner J. Horacek and seconded by Commissioner Houlihan it was
VOTED: to accept the Quarterly Operating Statements (3-31-22) for all programs: 400-1, 689 and Modernization. Unanimous vote 4 to 0. Ayes: Reed, J. Horacek, Houlihan, S. Horacek.

V COMMUNICATIONS

1. DHCD – Calendar of Submissions and Certifications
2. DHCD – Transfers Reasonable Accommodations
3. DHCD – Information Grievance Rights
4. DHCD – Formula Funding Award

VI REPORT OF MANAGING AGENT

1. Modernization
 - A. Electrical Panels – RCE to begin installing wall heaters with thermostats beginning June 7th.
 - B. Low Bid Roof – Depot – Board to vote on low bid
 - C. Birchwood Road – Final payment to be made to EG Excavating for \$4,250.00
 - D. 18 Depot – Lighting – Board to vote on Final Completion/Change Order for emergency lighting at 18 Depot.
2. Formula Funding Award (N.B.)
3. Low Bid – Depot Street Roof (N.B.)
4. Board Meeting (N.B)
5. Board Member (Tenant) Glynis DeVerry was only tenant to submit name she will be interviewed on Monday, June 6th.

VII OLD BUSINESS

1. Personnel Update – Ben Sanchez returns to doctor August 9th, continues to be on workman's compensation.
2. Tenant would like to take Authority to Housing Court.

VIII NEW BUSINESS

1. Formula Funding Award – Upon the motion of Commissioner Houlihan and seconded by Commissioner J. Horacek it was
VOTED: to authorize Chairperson to sign Amendment #7 for Contract for Financial Assistance 5001 in the amount of \$163,712.00 for Formula Funding Awards FY 2024 and FY 2025. Unanimous vote 4 to 0. Ayes: Reed, J. Horacek, Houlihan, S. Horacek.
2. Low Bid – Dept Court Roof – Upon the motion of Commissioner S. Horacek and seconded by Commissioner Houlihan it was
VOTED: to accept low bid of WPI Construction of Webster, MA (\$79,000.00) to repair/replace roof at 12 Depot Court. Unanimous vote 4 to 0. Ayes: Reed, J. Horacek, Houlihan, S. Horacek.
3. Board Meeting – Upon the motion of Commissioner J. Horacek and seconded by Commissioner S. Horacek it was

VOTED: to convene next Special (Annual) meeting on Monday, July 25, 2022, at 10:00 am. Unanimous vote 4 to 0. Ayes: Reed, J. Horacek, Houlihan, S. Horacek.


4. Certificate of Final Completion/Change Order Emergency Lighting – 18 Depot Street – Upon the motion of Commissioner Houlihan and seconded by Commissioner J. Horacek it was

VOTED: to approve Change Order (increase of circuit in current panel) and Certificate of Final Completion in the amount of \$11,541.41 to Hickman and Sgroi Electric for upgrade in the emergency lighting at 18 Depot Street. Unanimous vote 4 to 0. Ayes: Reed, J. Horacek, Houlihan, S. Horacek.

IX ADJOURNMENT

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

VOTED: to adjourn at 5:52 p.m. Unanimous vote 4 to 0. Ayes: Reed, J. Horacek, Houlihan, S. Horacek.



Daniel J. Kelly
Secretary and Managing Agent