

156
MINUTES OF THE MEETING
OF THE
LUDLOW HOUSING AUTHORITY
January 18, 2017 3:00 p.m.

RECEIVED
TOWN CLERK'S OFFICE
2017 JAN 20 P 3 20
TOWN OF LUDLOW

REGULAR MEETING
AT THE COLONIAL SUNSHINE MANOR COMMUNITY ROOM,
LOCATED AT 114 WILSON STREET, LUDLOW, MASSACHUSETTS

The meeting was called to order by Vice-Chairperson Patricia Holley at 3:00 p.m.

Upon roll call those present were as follows:

Present:	Patricia Holley	Susan Stanek
	David Sepanek	
Absent:	Chester Giza	Victor Jay Field

The Secretary posted the Notice of Meeting at the Town's Clerk office on January 12, 2017.

Also in attendance was Secretary Robin Carvide, tenant Patricia Charbonneau from Wilson Street Development.

Acceptance of the minutes from December 21, 2016.

Upon a motion made by Susan Stanek which was seconded by David Sepanek, it was unanimously voted to accept the December 21, 2016 minutes as written.

All in favor.

Upon a motion made by David Sepanek, which was seconded by Susan Stanek, it was unanimously voted to pay the bills. Warrant Report attached for total of \$54,599.12 for checks paid to date for January, Check #'s 18844 to 18881. All in favor.

Financial Report:

Monthly Financial Report October 2016:	Net Income: \$5675.00
	Reserve at 15.1 %
Monthly Financial Report thru November 2016:	Net Income \$ 4,185.00
	Reserve at 14.7 %
Monthly Financial Report thru December 2016:	Net Income (\$16,771.00)
1 st quarter end	Reserve at 9.1 %

Budget will be reviewed with accountant to see where we can move budget lines. Executive Director explained that she will review and make necessary cuts to areas that we are under. After review and consulting DCHD, we may have to make decisions about eliminating a position.

The house is ready to rent and we are working on paperwork to approve tenant's occupancy. Tenant should be in by end of month. We rented three apartments out in January so far. We have one empty at Wilson which was vacated 12/31/2016 and we have the congregate which we are working with several PACE programs to see which would be the better fit with us to fill the (3) congregate units. We are receiving one unit at State Street on January 31, 2017.

Upon a motion made by David Sepanek, which was seconded by Susan Stanek, it was unanimously voted to accept the Financial Report. All in favor.

The Secretary gave the following Modernization update.

Fire Alarm Phase II: Last phase are the panels, which we are still waiting for.
(4) off-line houses is in final schematic stage, hopefully can start next phase of bidding in early spring.

We had a washer machine fire at Chestnut Street, luckily no one was hurt and there was no damage to the property.

The elevator at Chestnut Street broke down last week. It is all fixed. Scheduled for State inspection January 23, 2017 at 7:30 a.m.

Slate roof repairs at Chestnut Street are all completed.

Upon a motion by Susan Stanek, which was seconded by David Sepanek, it was unanimously voted to accept the Modernization Report.

Correspondence:

Public Housing Notices 2016 -40,41 were reviewed and acknowledged.

Public Housing Notices 2017- 1,2 were reviewed and acknowledged.

Letter was received by Eunice Pellerin stating that Glenn has been doing a wonderful job and is a terrific worker. Copy of the letter to be placed in his file.

Letter received from an anonymous tenant family member that they have donated two brand new cabinets to be used for the BINGO program and card program supplies.

Ludlow Housing Authority Yearly Report for the Town of Ludlow was reviewed and upon a motion by David Sepanek which was seconded by Susan Stanek it was unanimously voted to approve this Report for the Town. All in favor

Old Business:

- A. Update: On hold, camera at entrance doorway 39 Chestnut Street:
- B. Cable/Jacks: On hold in communication with cable

New Business:

Vice-Chair opened floor to tenants.

Motion to Adjourn

There being no further business to come before the meeting, therefore, upon a motion made by David Sepanek, which was seconded by Susan Stanek, Patricia Holley adjourned the meeting at 4:00 p.m.

The next regular meeting is scheduled to be held on Wednesday, February 15, 2017 at 3:00 p.m.

Attest: Secretary Robin Carvide