

MINUTES OF THE MEETING
OF THE
LUDLOW HOUSING AUTHORITY
March 15, 2017 3:00 p.m.

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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 Chairperson Chester Giza at 3:00 p.m.

Upon roll call those present were as follows:

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

The Secretary posted the Notice of Meeting at the Town's Clerk office on March 10, 2017.

Also in attendance: Secretary Robin Carvide

Tenant P. Charbonneau, J. Moore & L. Barsalou from Wilson Street

Acceptance of the minutes from February 15, 2017.

Upon a motion made by Patricia Holley which was seconded by Susan Stanek, it was unanimously voted to accept the February 15, 2017 minutes as written.

All in favor.

Upon a motion made by Patricia Holley, which was seconded by Susan Stanek, it was unanimously voted to pay the bills. Detailed Disbursement Journal attached for total of \$59,365.92 for checks paid to date for March, Check #'s 18918 to 18951. All in favor.

Financial Report:

Accountant report ending January 31, 2017. Max reserve is at 18.9% fiscal year to date.

Operating Income is \$20,118.

We have one empty apartment, besides congregate, which should be rented by the end of this month. We are getting two apartments for April 1, 2017

Sent Memorandum of Understanding with Summit Eldercare, pertaining to congregate at 39 Chestnut Street, to DHCD for final approval.

Robin Carvide explained that Kiarra Sanders had given her notice and today was her last day. She found a full-time job, that coincided with her hours. We are going to hold off filling the position now.

Upon a motion made by Patricia Holley, 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: All panels are in. They are having a trouble signal which they are trying to find problem. Once that is fixed, engineer will perform a punch list of anything that needs to be seen to, once these are performed project will be complete.

We have two hot water heaters that need to be changed soon. They are not allotted until July 2017 CIP but we received permission for DHCD that they will release the monies early due to emergency. RCAT will start working on prices.

We also have a situation with windows at 23 Butler Street. This windows will probably need to be replaced. We are considering the funding for this.

The roof at 361 West Street is in very poor shape. RCAT came to look at and pieces of shingle are falling off the roof. This roof is allotted to be completed for CIP starting July 1, 2017.

Chester Giza wants information pertaining to if insurance will cover this roof.

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

Correspondence:

Public Housing Notices 2017-06 were reviewed and acknowledged.

Old Business:

- A. Update: On hold, camera at entrance doorway 39 Chestnut Street:
- B. Cable/Jacks: Spoke with technician and they will not drill holes or do any alterations to property without written permission from Ludlow Housing Authority.
Draw up policy for Board to review whether to leave as is or vote in policy.
- C. Information was given about the Board Members attending Board Member Training May 20-23, 2017 at the Annual Conference. Due to prior trainings attended by some Board Members and the scheduling of the classes, and costs the following motion was made.

Upon a motion made by Patricia Holley, which was seconded by Susan Stanek, it was unanimously voted for the Board to not attend the Annual Conference for Board Training Sessions, but to see if we can host a class that all members are missing, and to watch when other missed classes are close, so they can go to those. All in favor.

New Business:

- A. CORI Information: MassNahro offers a course to go over CORI and new laws etc. When they have the next class, Executive Director will attend and notify Board if they want to send representative.
- B. Policy on Laundry Rooms: We have been having complaints of laundry room(s) smelling like urine at Wilson Street Development. Housing has had lines power washed several times, to keep clean and drain properly. Notices went out to all tenants stating that no urine soaked products can go into our washers for sanitary reasons.
Draw up laundry policy that if seen placing urine or feces products or clothing into washers or dryer laundry privileges will be suspended, for sanitary reasons, bring to Board next month.
CHD Meadow Homes has agreed to place a portable washer and a dryer into the unit at 136 Wilson Street so they can do their participants laundry separate, but not until after July 1, 2017. (Their fiscal year)
Upon a motion by Patricia Holley, which was seconded by Susan Stanek, a certified letter to CHD is to be sent stating that they have 30-days to install the portable washer and dryer into the unit, for their own laundry purposes.
- C. Homeless Sleeping in Hallways at Wilson Street: There has been a homeless man spotted sleeping in the hallways at 112 Wilson Street. The police have been called. Have tenants call police so we can identify person(s) and place trespass order on such person(s).

New Business- Continued:

CIP for new doors, locks and intercom systems not for another (2) years. Consider installing locks into outside entrance doors to hallways on Building 1,2,3,4 Wilson Street to obtain security until CIP MOD project is in progress.

Chair opened floor to tenants.

Motion to Adjourn

There being no further business to come before the meeting, therefore, upon a motion made by Patricia Holley, which was seconded by Susan Stanek, Chester Giza adjourned the meeting at 4:20 p.m.

The next regular meeting is scheduled to be held on Wednesday, April 19, 2017 at 3:00 p.m.

Attest: Secretary Robin Carvide