

MINUTES OF THE MEETING
OF THE
LUDLOW HOUSING AUTHORITY
April 19, 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	David Sepanek
Absent:	Victor Jay Field	

The Secretary posted the Notice of Meeting at the Town's Clerk office on April 14, 2017 at 10:35 am.

Also in attendance: Secretary Robin Carvide

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

Relator: Kirk Weingarten from KellerWilliams Realty

Agreed to go out of sequence to have Mr. Weingarten speak.

Mr. Weingarten introduced himself and spoke about the company. He explained that he had done a Comparative Market Analysis of our off-line houses. The next step is to view houses and analyze to get a sale price of what they might go for and help make decision as to sell, sell "as is" or complete some work in them. Many questions were asked. There will be no costs unless we sign to hire him to sell or buy. It is the standard rate of 6%(half for them half for the other realtor)

Once the analysis is in we will then go to DHCD and compare all our options.

Acceptance of the minutes from March 15, 2017.

Upon a motion made by Susan Stanek which was seconded by David Sepanek, it was unanimously voted to accept the March 15, 2017 minutes as written.

All in favor.

Upon a motion made by David Sepanek, which was seconded by Patricia Holley, it was unanimously voted to pay the bills. Detailed Disbursement Journal attached for total of \$44,753.97 for checks paid to date for March, Check #'s 18952 to 18991. All in favor.

Financial Report:

- A. Accountant report ending February 28, 2017. Max reserve is at 17.0% fiscal year to date. Operating Income is \$13,097.

- B. Accountant report ending March 31, 2017. Max reserve is at 15.1% fiscal year to date. Operating income is \$5,48.00.

Quarterly Operational Statement and Mod reports have been completed, and will be sent in,

- C. AUP Audit results: We had our audit on March 23, 2017. We did very well. Out of 86 check points we only received recommendations for 6 issues. This was the last audit which included when Chicopee Housing Authority was running Ludlow Housing Authority. All issues in format have been fixed and inventory numbered tags have been ordered.

- D. DHCD sent Amendment to extend Ludlow 689-1 CFA 06/30/2017 to 06/30/2020 funding.

Amendment was explained.

Board wants to ask how we can utilize these monies. Is there something we can do to build on presently owned land, with these funds? Who would have to request use of these monies?

Robin will direct these questions to DHCD to Colleen Votour and Gay Eng.

Board voted to extend funds to see how they can be utilized in the future.

Amendment to Contract for Financial Assistance (CFA) Extension 689-1

The following Resolution was introduced by Susan Stanek, read in full and considered.

RESOLUTION NO. 12

RESOLUTION AUTHORIZING to approve and accept the motion made by Susan Stanek, which was seconded by Patricia Holley, it was unanimously voted to accept the Amendment to extend Ludlow 689-1 CFA 06/30/2017 to 06/30/2020

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE MEMBERS OF THE LUDLOW HOUSING AUTHORITY, AS FOLLOWS:

Section 1. The Authority shall enter into a contract with the Commonwealth of Massachusetts in the form submitted at this meeting and contract in the name of Ludlow Housing Authority under its corporate seal, and the Secretary is hereby authorized to attest the same.

Section 2. The Authority hereby requests the Director of the Department of Housing and Community Development (Commissioner of the Department of Community Affairs) enter in such contract.

Section 3. The Officers of the Authority shall be, and they are authorized and directed, on and after the execution of such contract by the respective parties thereto, to do and perform on behalf of the Authority all acts and the things required of the Authority to perform full all its obligations thereunder.

Section 4. This resolution shall take effect immediately. Susan Stanek moved that the foregoing resolutions be adopted as introduced and read which motion was seconded by Patricia Holley, and upon roll call the "Ayes" and "Nays" were as follows:

AYES:	David Sepanek	NAYS: NONE
	Susan Stanek	
	Patricia Holley	

The Chairperson thereupon declared said motion carried and said resolution adopted.

- E. Employee Wages: Maintenance Wages were set in by Executive Office of Labor and Workforce Development Division of Occupational Safety. Our maintenance our classified as Maintenance Crew Person and are currently at the rate of 22.48 per hour.

Administration raises are not set on a yearly basis, and if raises are to be given, this year it is at a rate of 3% of Administrative wages. That means we have 0.92 per hour to give.

Upon a motion made by Susan Stanek, which was seconded by David Sepanek, it was unanimously voted to give the Tenant Lease Coordinator 0.92 cents per hour raise. All in favor.

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

The Secretary gave the following Modernization update.

- A. Fire Alarm Phase II: Still having a glitch in the system. Presently working on it with Electrician, and panel company.
- B. Off line Houses Update FISH # 161075: Prices came in to fix houses. Came in real high. We would have to use 385,000 of our Formula Funding. As earlier explained, we are considering other options, of maybe selling and buying some other properties. Once all analysis is received we can be better prepared to make decisions.
- C. RCAT is getting prices to set up the installation of (2) new water heaters at Meadow Street.

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

Correspondence:

Public Housing Notices 2017-07 to 2017-9 were reviewed and acknowledged.

Letter in response to our request was received from CHD Meadow Homes was read and acknowledged. Get price to install plumbing for washer plumbing and hookup. Consult with attorney to review to see what our options are.

Old Business:

A. Cable/Jacks: Review Policy

Policy was reviewed and accepted

B. Board Members on-line training: Susan Stanek is completed. Others will come to office to start their training. All trainings must be completed by mid June 2017.

C. Board Member Attendance – All members were given a copy of Original By-Laws, I am still going through all of the minutes from 1950's until present to see what Amendments if any have been added to the By-Laws. Nothing in original minutes pertaining to Board member attendance.

D. Laundry Rooms: Review Policy

Check with Washer company to see if we can place timers on the washer machines at Chestnut Street.

Policy was reviewed and accepted.

E. Cameras at Chestnut Street: Place back on agenda and get prices to install camera at front locked door entrance so tenants can see through their television who is buzzing at the door.

Questions of homeless man sleeping in hallways at 112 Wilson Street. Trespass order was placed on person and said person was arrested twice and has not been back. We added a lock to the back door at 112 Wilson and the rest of the back doors at building 3 & 4. Situation seems under control, no one has been back.

Locks should be placed on back doors of buildings 1 & 2 and get estimated price on how much to add locks to the front doors of all (4) buildings #1, #2, #3 and #4

Upon a motion made by David Sepanek, which was seconded by Susan Stanek, it was unanimously voted to approve the acceptance of both the Laundry Room Policy and the Cable Policy and information given in Old Business report. All in favor.

New Business:

A. Resolution to accept: Memorandum of Understanding: Congregate 39 Chestnut Street # 204-1,2,3/Summit Eldercare Questions to be asked and answered about laundry issues; to make sure we do not run into the same issue as before.

Resolution to accept Memorandum of Understanding: LHA and Summit Eldercare for 39 Chestnut Street Apt 204- 1,2,3

The following Resolution was introduced by David Sepanek, read in full and considered.

RESOLUTION NO. 13

RESOLUTION AUTHORIZING to approve and accept the motion made by David Sepanek, which was seconded by Patricia Holley, it was unanimously voted to accept the Memorandum of Understanding between Ludlow Housing Authority and Summit Eldercare.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE MEMBERS OF THE LUDLOW HOUSING AUTHORITY, AS FOLLOWS:

Section 1. The Authority shall enter into a contract with the Commonwealth of Massachusetts in the form submitted at this meeting and contract in the name of Ludlow Housing Authority under its corporate seal, and the Secretary is hereby authorized to attest the same.

Section 2. The Authority hereby requests the Director of the Department of Housing and Community Development (Commissioner of the Department of Community Affairs) enter in such contract.

Section 3. The Officers of the Authority shall be, and they are authorized and directed, on and after the execution of such contract by the respective parties thereto, to do and perform on behalf of the Authority all acts and the things required of the Authority to perform full all its obligations thereunder.

Section 4. This resolution shall take effect immediately. David Sepanek moved that the foregoing resolutions be adopted as introduced and read which motion was seconded by Patricia Holley, and upon roll call the "Ayes" and "Nays" were as follows:

AYES:	David Sepanek	NAYS: NONE
	Susan Stanek	
	Patricia Holley	

The Chairperson thereupon declared said motion carried and said resolution adopted.

- B. Board Meeting Time Change: with drew
- C. Office Closing April 26, 2017 for Employee CPR Training. Board Members interested in taking CPR. Check with Board of Health to see if room in class.

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 David Sepanek, Chester Giza adjourned the meeting at 5:05 p.m.

The next regular meeting is scheduled to be held on Wednesday, May 17, 2017 at 3:00 p.m.

Attest: Secretary Robin Carvide