

MINUTES OF THE MEETING
OF THE
LUDLOW HOUSING AUTHORITY

May 18, 2017 4:00 p.m.

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2017 JUN 13 P 3: 35
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 4:00 p.m.

Upon roll call those present were as follows:

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

The Secretary posted the Notice of Meeting at the Town's Clerk office on May 15, 2017 at 2:16 pm.

Also in attendance: Secretary Robin Carvide

Tenants: P. Charbonneau, K. Bentley & L. Barsalou from Wilson Street

Acceptance of the minutes from April 19, 2017.

Upon a motion made by Susan Stanek which was seconded by David Sepanek, it was unanimously voted to accept the April 19, 2017 minutes as written.

All in favor.

Upon a motion made by Susan Stanek, which was seconded by David Sepanek, it was unanimously voted to pay the bills. Detailed Disbursement Journal attached for Check # 18992 \$140.00 left from April and for total of \$80,399.54 for checks paid to date for March, Check #'s 18993 to 19032. All in favor.

Financial Report:

- A. Accountant report ending April 30, 2017. Max reserve is at 15.6% fiscal year to date. Operating Income is \$7,765.

B. Resolution to accept award for Formula Funding Fiscal Year 2020

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The following Resolution was introduced by Patricia Holley, read in full and considered.

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RESOLUTION NO. 13

RESOLUTION AUTHORIZING to approve and accept the motion made by Patricia Holley, which was seconded by Susan Stanek, it was unanimously voted to accept the award of 221,902 in Formula Funding for Fiscal Year 2020 (FY20)

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. Patricia Holley moved that the foregoing resolutions be adopted as introduced and read which motion was seconded by Susan Stanek, and upon roll call the "Ayes" and "Nays" were as follows:

AYES:	David Sepanek	NAYS: NONE
	Susan Stanek	
	Patricia Holley	
	Victor Jay Field	

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

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- C. Emergency/CIP Revision: Boiler at 114 Wilson Street and dangerous trees that must be removed from State/Hampden/Meadow & 40 Benton Street. Applied for revision. The CIP revision (v17.01) that was submitted through CIMS was approved. These items are FISH project 161083 removal of damaged trees 4,025.00 and FISH project 161084 Community Room Boiler replacement 21,468.00.
- D. Training to be certified to conduct inspections: Robin, James & Glenn
Went to training, took tests, all passed. Waiting for certificates.
- E. Meeting with tenants at State/Hampden/Meadow

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: Found problem, waiting one week for final test estimated date of final testing. May 24, 2017
- B. Off line Houses Update FISH # 161075: Analysis received: Sent to DHCD to decide monetarily how to handle.
- C. RCAT is getting prices to set up the installation of (2) new water heaters at Meadow Street. Revision accepted CIP. To be scheduled.

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 2017-10 to 2017-12 were reviewed and acknowledged.

Old Business:

- A. Board Member on-line training: Susan Stanek handed in her completion Certification.
- B. By-Laws: still researching
- C. Utilization of Ludlow 689-1 CFA: sent to DHCD, Hopefully find out more at conference.
- D. Camera's at Chestnut Street: Meeting set with NetCenergy at conference.

- E. Received Quote for washer plumbing at 136 Wilson Street.
After reviewing options and quote of 8,700.00 to place adequate plumbing in for washer, with other expenses to cosmetically place apartment back to original condition:

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Upon a motion made by Patricia Holley, which was seconded by David Sepanek, it was unanimously voted to deny the request to alter the apartment to accommodate a washer at Ludlow Housing Expense.

New Business:

1. Office closed Mon-Wed for Annual Conference. All emergency calls will go to service and service will dispatch maintenance.
2. State Survey results came out good. We achieved state average and better on almost all areas.

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 5:15 p.m.

The next regular meeting is scheduled to be held on Wednesday, June 21, 2017 at 3:00 p.m.

Attest: Secretary Robin Carvide