

MINUTES OF THE MEETING
OF THE
LUDLOW HOUSING AUTHORITY
August 16, 2017 3:00 p.m.

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TOWN CLERK'S OFFICE
2017 SEP 11 A 11:35
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 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 August 11, 2017 at 1:09 pm.

Also in attendance: Secretary Robin Carvide
Tenants: P. Charbonneau, Shawn Woolsey & L. Barsalou (Wilson Street)

Acceptance of the minutes from June 21, 2017.

Upon a motion made by Susan Stanek which was seconded by David Sepanek, it was
unanimously voted to accept the June 21, 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 bills. Detailed Disbursement Journal attached for Check #'s 19069
to 19099. For a total of \$28,522.54. All in favor.

Upon a motion made by David Sepanek, which was seconded by Patricia Holley, it was
unanimously voted to pay bills. Detailed Disbursement Journal attached for Check #'s 19100
to 19133. Void check # 19101 for a total of \$31,482.56. All in favor.

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4. Financial Report:

A. Accountant report ending June 30, 2017. Max reserve is at 15.1% fiscal year to date.
Operating Income is \$5,882.00

Accountant report ending July 31, 2017. Max reserve is at 19.5% fiscal year to date.
Operating Income is \$22,323.00

B. Revise budget for 10% over/under. Revision attached

Upon a motion made by Susan Stanek, which was seconded by David Sepanek, to approve the proposed Operating Budget for State-Aided Housing of the Ludlow Housing Authority, Program 4001 for fiscal year ending 09/30/2017 showing total revenue of \$735,646 and total expenses of \$749,775, thereby requesting a subsidy of \$9,248 be submitted to the Department of Housing and Community Development for its review and approval. Motion passed by a vote of 3 For and 0 Against.

C. Quarterly Statements, Moderation Reports & Vacancy Reports have been submitted to DHCD.

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

5. Modernization Report:

A. Off Line Houses: Waiting to hear from Paul McPartland to see if DHCD will let us borrow money to buy replacements then sell current properties in question.

B. Boiler/water heater Wilson Street Building #5 out for bid.

C. Electrical issue in Building #1 Wilson Street on 8/7/2017. Ground wire broke loose in main electrical panel box and caused surges throughout building. Damaging GFI breakers, GFI outlets, Computer panel and motor on boiler/hot water heater and miscellaneous tenant items. Our insurance will not cover.

D. Tenant input meeting will be held on Friday, August 18, 2017 at 10:00 a.m.

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

Correspondence:

Old Business:

A. Board Member on-line training: (3) not completed

B. By-Laws: Susan Stanek requesting other by-laws for us to reference to update ours.

C. Utilization of Ludlow 689-1 CFA: sent to DHCD, Waiting for response from DHCD

Old Business: continued

- D. Camera's at Chestnut Street: Upon a motion by Patricia Holley, which was seconded by David Sepanek, to not install a camera at the entrance door of 39 Chestnut Street, Ludlow, MA 01056. 2 For 1 Against. Motion to not install camera passes.
- E. Grievance Panel update: Still collecting names. Mid-September will post all names of candidates that we have for 30 days.

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New Business:

- A. Summit Elder Care/Fallon Health:
Upon a motion made by Patricia Holley, which was seconded by David Sepanek, it was approved to accept the Memorandum of Understanding with Fallon Community Health Plan, Inc./Summit Eldercare in its new format. All in favor
- B. Upon a motion by David Sepanek, which was seconded by Patricia Holley, it was voted to scrap/dispose of old trailer and miscellaneous scrap metal around developments. All in favor
- C. MAHAMS Conference October 1-3, 2017 Upon a motion made by David Sepanek, which was seconded to send maintenance for the three days, 2 nights and send office for two days, one night, unless agenda calls for need of three days. All in favor

Chair opened floor to tenants.

Motion to Adjourn

There being no further business to come before the meeting, therefore, upon a motion made by Susan Stanek, which was seconded by David Sepanek, Chester Giza adjourned the meeting at 4:15 p.m.

The next regular meeting is scheduled to be held on Wednesday, September 20, 2017 at 3:00 p.m.

Attest: Secretary Robin Carvide