

MINUTES OF THE MEETING
OF THE
LUDLOW HOUSING AUTHORITY
September 20, 2017 3:00 p.m.

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2017 SEP 22 A 8:40
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 September 18, 2017 at 11:48 a.m.

Also in attendance: Secretary Robin Carvide
Tenants: P. Charbonneau, Claire McKenny & L. Barsalou (Wilson Street)
Audrey Polmanteer (Chestnut Street)

Acceptance of the minutes from August 16, 2017 and Special meeting September 11, 2017.

Upon a motion made by Susan Stanek which was seconded by David Sepanek, it was
unanimously voted to accept the August 16, 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 accept the September 11, 2017 Special meeting 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 bills. Detailed Disbursement Journal attached for Check #'s 19134 to
19170, For a total of \$35,794.50. All in favor.

4. Financial Report:

- A. Accountant report ending August 31, 2017. Max reserve is at 15.9% fiscal year to date. Operating Income is \$23,168

Upon a motion by Susan Stanek, which was seconded by David Sepanek, it was voted unanimously to accept the Accounting Report for period end August 31, 2017. All in favor

- B. Tenant Bad Debt write-off:

Upon a motion by David Sepanek, which was seconded by Susan Stanek, it was voted unanimously to accept write of balance of \$8,062.47 for a bad debt, from tenant who was physically evicted from 37 Warren Street, Ludlow, MA 01056 on September 5, 2017. This figure includes rents, owed rent from unreported income, court, interest and any filing/sheriff fees. 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. No changes.

- B. Capital Improvement Plan: Meeting was held with tenants from the housing authority. We had 19 tenants attend and one letter written with suggestions.

Upon a motion made by Susan Stanek, which was seconded by David Sepanek, it was unanimously voted to approve the attached 5-year CIP for 2018. All in favor

- C. Lead Certification Form: FYE 09/30/2017. Tabled to next meeting. Cannot vote on until after FYE is completed.

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

Correspondence:

Public Housing Notices 2017-13 to 2017-22 were all reviewed and acknowledged.

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
- D. Grievance Panel update: Collected tenant's letters of interest. Office will post names, for 30 days, in each development and each tenant will also get list in letter, with instructions with explanation of what tenant's can to do now.

Upon a motion made by David Sepanek, which was seconded by Susan Stanek, it was voted unanimously to post all the interested tenants names for 30 days, as per policy. All in favor

New Business:

- A. Refrigerators: Discussion ensued. Patricia Holley would like to table until next meeting so cost figures can be obtained. Tabled until October Meeting.

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Chair opened floor to tenants.

Audrey Polmanteer voiced her opinion on LHA providing refrigerators. She stated she is against changing the current structure where the LHA provides refrigerators to tenants.

Meeting went into Executive Session to speak privately to a tenant who requested to speak with Board: 4:20 p.m.

Meeting went back to Regular Session 4:45 p.m.

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 4:45 p.m.

The next regular meeting is scheduled to be held on Wednesday, October 18, 2017 at 3:00 p.m.

Attest: Secretary Robin Carvide

