

MINUTES OF THE MEETING
OF THE
LUDLOW HOUSING AUTHORITY
November 15, 2017

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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 (resigned)	

The Secretary posted the Notice of Meeting at the Town's Clerk office
on November 9, 2017 at 2:06 pm

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

Acceptance of the minutes from October 18, 2017.

Upon a motion made by David Sepanek which was seconded by Susan Stanek, it was
unanimously voted to accept the October 18, 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 bills. Detailed Disbursement Journal attached for Check # 19203
\$110.00 left from October, Check #'s 19204 to 19238, For a total of \$46,002.32 All in favor.

4. Financial Report:

A. FYE 09/30/2017 Financial report, Top five earners, FYE moderation report, lead
certification were all handed out and reviewed.

1. Motion made by Susan Stanek, which was seconded by David Sepanek, to accept
Top Five Earners report FYE 09/30/2017. All in favor

2. Motion made by Patricia Holley, which was seconded by Susan Stanek, to certify that
we have complied with Certification of Compliance with Procedures for Federal and
State Lead Paint Laws form FYE 09/30/2017. All in favor

3. Motion made by David Sepanek, which was seconded by Susan Stanek, to approve the FYE 09/30/2017 Moderation Report. All in favor

4. Motion made by David Sepanek, which was seconded by Susan Stanek, to accept the FYE 09/30/2017 budget report. All in favor

Office hours for December will be shortened. Notices will be posted with revised hours. Service will receive any calls when the office is closed, and all emergencies will be reported to maintenance immediately.

B. Resolution to accept all FYE 09/30/2017 Reports

The following resolution was introduced by Patricia Holley, read if full and considered.

RESOLUTION NO. 18

Whereas, the Ludlow housing Authority is certifying that they have complied and accepted the following FYE 09/30/2017 Reports: FYE Budget Report, Lead Certification Report, FYE 09/30/2017 Moderation report and Top Five FYE Earners Report.

Now, therefore, be it hereby resolved by the Members of the Ludlow Housing Authority unanimously voted to sign the documents certifying that the Ludlow Housing Authority has complied the following:

1. Certification of Compliance with Procedures for Federal and State Lead Paint Laws form FYE 09/30/2017. All in favor
2. FYE 09/30/2017 Budget Report
3. FYE 09/30/2017 Top Five Earners Report
4. FYE 09/30/2017 Moderation Report

David Sepanek moved that the foregoing resolution be adopted as introduced and read, which was seconded by Susan Stanek, and upon roll call the "Ayes" and "Nays" were as follows:

Ayes: Patricia Holley
David Sepanek
Susan Stanek

Nays: None

The Chairman thereupon declared said motion carried and said that the resolution was adopted.

- C. FYE 09/30/2018 Budget: Guide lines from DHCD have not been released yet.

Modernization Report:

- A. Off-line houses FISH # 161075: no changes
- B. Accept Completion of CIP FISH # 161084.
Upon a motion made by Patricia Holley, which was seconded by David Sepanek, it was unanimously voted to accept the "Final Completion" for FISH # 161084 Boiler replacement Community Building Wilson Street Development Building 5. All in favor
- C. Upon a motion made by Susan Stanek, which was seconded by David Sepanek, it was unanimously voted to approve the motion to pay Boston Mechanical for completed job, only after all credits have been applied to the bill. All in favor

Correspondence:

- A. Public Housing Notice 2017-24 was reviewed and acknowledged.
- B. Public Housing Notice 2017-25 was reviewed and acknowledged.
- C. Letter read and acknowledged from Victor Jay Field that effect November 14, 2017 he has stepped down from his Commissioner's position from the Ludlow Housing Authority Board.
Upon a motion from Susan Stanek, which was seconded by David Sepanek, it was voted unanimously to accept Victor Jay Field's letter of resignation. All in favor

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: Decided length of position: Question? Who can decide who will serve each set position out of candidates. LHA? Does that mean Board or Tenant's?

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

New Business:

- A. December Meeting:
Upon a motion by Susan Stanek, which was seconded by David Sepanek, it was unanimously voted to cancel December 2017's board meeting. All in favor
- B. Open Board position: Find the procedure for interested parties to apply for Governor's appointed position on Board.
- C. Mold in windows: We received the mold results back for 23 Butler Street near windows.

1st floor came back clean and 2nd floor other bedroom came back clean : 2nd floor remediation is to wash windows and surround with Anti-microbial agent. We will be hiring a company to remove mold professionally in both 1st and 2nd floor window areas. The windows need to be replaced. We already have the window replacement in our CIP. We, myself and RCAT are going to put in to move to replace now by asking for approval to use the funds early, due to situation. LHA will also provide an air purifier for the second floor, as precaution of any future mold resettling.

Chair opened floor to tenants.

No questions

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 4:35 p.m.

The next regular meeting is scheduled to be held on Wednesday, January 18, 2018 at 3:00 p.m.

Attest: Secretary Robin Carvide