

MINUTES OF THE MEETING  
OF THE  
LUDLOW HOUSING AUTHORITY  
January 17, 2018

RECEIVED  
TOWN CLERK'S OFFICE  
2018 JAN 22 A 8:59  
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

The Secretary posted the Notice of Meeting at the Town's Clerk office  
on January 12, 2018 at 1:58 pm

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

Acceptance of the minutes from November 15, 2017.

Upon a motion made by Susan Stanek which was seconded by David Sepanek, it was  
unanimously voted to accept the November 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 bills. Detailed Disbursement Journal attached for Check # 19239 &  
19240 \$79.73 left from November, Check #'s 19241 to 19275, For a total of \$71,139.50 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 #19276 to  
19309 for a total of \$131,093.80

4. Financial Report:

A. Will have Budget and Oct to Dec reports next month. Budget Guidelines recently  
released.

Motion made by David Sepanek, which was seconded by Patricia Holley to accept Financial  
Report. All in Favor

## Modernization Report:

- A. Off line Houses: Getting actual value appraisals. Once received will speak with DHCD.
- B. Colonial Manor Exterior Doors FISH # 161091 Engineering is made scope of project.
- C. Windows: 23 & 25 Butler Street: Purchased air purifier, had windows professionally clean, mold has already returned. Received approval from DHCD for monies and to move project forward.
- D. Frozen Pipe damage. (2) hallway heaters burst (State/Hampden/Meadow (1) bathroom wall pipe (flooded senior center) 39 Chestnut Street, (1) ceiling pipe burst 114 Wilson street Community Room hallway, (1) all radiators burst at vacant 37 Warren Street (Plumbing company covering repairs). The insurance company has been contacted and claims have been placed for repair.
- E. Floors Colonial Manor-Vacant Unit: When State came for audit some of the floors were in question for repair. Thomas Boyer, our construction manager, came one apartment got the ok to rent, one didn't and other needs to be checked further. Thomas Boyer will be in contact to get funding to make the necessary repairs.

A motion was made by David Sepanek, which was seconded by Patricia Holley, to accept the Modernization Report as written. All in favor

## Correspondence:

- A. Public Housing Notice 2017-26 was reviewed and acknowledged.
- B. Public Housing Notice 2017-27 was reviewed and acknowledged.
- C. Public Housing Notice 2018-01 was reviewed, acknowledged and discussed.
- D. Public Housing Notice 2018-02 was reviewed, acknowledges and discussed.

## 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 David Sepanek, which was seconded by Patricia Holley, it was voted unanimously to at this time have (2) 1-year terms and (2) 2-year terms for the Grievance, due to the lack of participants. Board members can fill as needed. All in favor (4) eligible tenants were drawn for terms as follows:

1-year term: Michael Wagenbach      2-year term: Audrey Polmanteer

1-year term: Jon Baldwin      2-year term: Sandra Dutilly

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

New Business:

We will be taking part and hosting a meeting commencing a trial test for a new system for preventive, scheduled and routine maintenance. The first meeting is scheduled for Tuesday, January 23, 2018 from 2:00 to around 3:30. We will have RCAT here and members of maintenance supervisors, crew from other testing housing authorities. The Wilson Street community hall will be closed at that time.

Chair opened floor to tenants.

Tenant's had concerns about another tenant cutting bushes and killing them. Will be discussed in another forum.

Due to privacy issues of several tenants Board will go into Executive Session: 3:45 p.m  
Board resumes regular session 4:30 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 4:35 p.m.

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

Attest: Secretary Robin Carvide

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