

MINUTES OF THE MEETING
OF THE
LUDLOW HOUSING AUTHORITY
February 21, 2018

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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 February 15, 2018 at 12:11 pm

Also, in attendance: Secretary Robin Carvide, Accountant Jenna Milne

Tenants: P. Charbonneau, L. Barsalou, A. Manuel (Wilson Street)

Audrey Polmanteer (Chestnut Street): Lodestar: Jamie Smith

Acceptance of the minutes from January 17, 2018.

Upon a motion made by David Sepanek which was seconded by Patricia Holley, it was
unanimously voted to accept the January 17, 2018 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 # 19310 to
19346, For a total of \$58,617.00 All in favor.

Jamie Smith for Lodestar gave a brief presentation on Solar net metering credits and potential
saving to Ludlow Housing Authority over the next 10 to 20 years if join. Jenna Milne did report
that a couple of her housing authorities are receiving these credits and it is helping them
financially. Board wants to do more research and talk to housing authorities who are already
receiving these credits, and which company's they are with. Susan & Robin will talk to others,
retrieve more information and Chester will call a Special Meeting to review proposals and
findings.

4. Financial Report: Given by Accountant Jenna Milne

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A. Upon a motion made by David Sepanek which was seconded by Patricia Holley it was unanimously voted to accept the 1st quarter financial report for Oct, Nov, Dec 2017, Quarterly Operating Statements and Moderation Reports. All in favor

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B. The Accountant went over the FYE 2018 budget line by line with the Board Including PHN 2018-1 Executive Director Salary Increase, Administrative Increases & Reserve Exemption Threshold.

Upon a motion made by David Sepanek, which was seconded by Patricia Holley it was unanimously voted to accept the FYE 2018 budget as proposed.

C. PHN 2018-1 Executive Directors Salary Increase:

Upon a motion made by Susan Stanek, which was seconded by Patricia Holley, it was unanimously voted to approve the Executive Directors Salary Increase to the allowable amount in the DHCD worksheet. All in favor

D. Administrative Raises were set by DHCD for 5%, which was allowed in the FYE 2018 budget. This was voted in with accepted budget.

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

Modernization Report:

- A. Off line Houses: Received actual value appraisals. Looked up Duplexes for sale in Ludlow and contacted Paul McPartland on next step.
- B. Colonial Manor Exterior Doors FISH # 161091 Project scope complete moving to next step.
- C. Windows: 23 & 25 Butler Street: Scope of services was approved and signed. Moving to next step.
- 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: Received proposals for floor abatement, sent to RCAT team.
- F. 37 Warren Street: All heaters that burst have been fixed at no cost to us.

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. Letter received from CHD stating that they are not at this time going to install plumbing for a washer in their unit was reviewed and acknowledged.
- B. Public Housing Notice 2018-3 was reviewed and acknowledged.
- C. Public Housing Notice 2018-4 was reviewed, acknowledged and discussed.
- D. Public Housing Notice 2018-5 was reviewed, acknowledges and discussed.
- E. Ludlow Housing Annual Report for The Town of Ludlow was read and acknowledged.

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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

New Business:

- A. Review of personal policies: Each Board member to receive current policy's, review and bring to Special Meeting items that they feel need to be revised or changed.
- B. Solar Net Metering: (2) proposals: tabled until obtain more information and Special Meeting called.
- C. Wage Match paperwork: PHN 2018-5, Office employees must complete several training packets and sign forms that they understand about the privacy of information that they receive from the State programs for certifying tenant's income.
Upon a motion made by David Sepanek, which was seconded by Patricia Holley it was unanimously voted to acknowledge the signed packets for wage match security. All in favor
- D. Upon a motion made by David Sepanek, which was seconded by Susan Stanek, it was unanimously voted to place an ad in the paper, example attached, to start the hiring process for a full-time maintenance position.

Chair opened floor to tenants: Nothing

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 5:10 p.m.

The next regular meeting is scheduled to be held on Wednesday, March 21, 2018 at 3:00 p.m.

Attest: Secretary Robin Carvide