

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

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2018 APR -4 P 4: 36
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.

1. 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 March 19, 2018 at 11:06 am

Also, in attendance: Secretary Robin Carvide

Tenants: P. Charbonneau (Wilson Street)

2. Acceptance of the minutes from February 21, 2018.

Upon a motion made by Patricia Holley, which was seconded by Susan Stanek, it was
unanimously voted to accept the February 21, 2018 minutes as written. All in favor.

3. Payment of Bills:

Upon a motion made by Susan Stanek, which was seconded by Patricia Holley, it was
unanimously voted to pay bills. Detailed Disbursement Journal attached for Check #
19347 to 19373, For a total of \$39,105.17. All in favor.

4. Financial Report:

A. Reports will be updated for next month, as 2018 Budget was approved by DHCD.

B. Amendment #5 to CFA 5001 in the amount of \$250,422.00 was read and voted on as follows:

The following Resolution was introduced by Susan Stanek, read in full and considered.

RESOLUTION NO. 19

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RESOLUTION AUTHORIZING to approve and accept the motion made by Susan Stanek, which was seconded by Patricia Holley, it was unanimously voted to accept the amendment #5 award of 250,422 in Formula Funding for service dates June 30, 2019 to June 30, 2020.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE MEMBERS OF THE LUDLOW HOUSING AUTHORITY, AS FOLLOWS:

Section 1. The Authority shall enter into a contract with the Commonwealth of Massachusetts in the form submitted at this meeting and contract in the name of Ludlow Housing Authority under its corporate seal, and the Secretary is hereby authorized to attest the same.

Section 2. The Authority hereby requests the Director of the Department of Housing and Community Development (Commissioner of the Department of Community Affairs) enter in such contract.

Section 3. The Officers of the Authority shall be, and they are authorized and directed, on and after the execution of such contract by the respective parties thereto, to do and perform on behalf of the Authority all acts and the things required of the Authority to perform full all its obligations thereunder.

Section 4. This resolution shall take effect immediately. Susan Stanek moved that the foregoing resolutions be adopted as introduced and read which motion was seconded by Patricia Holley, and upon roll call the "Ayes" and "Nays" were as follows:

AYES:	David Sepanek	NAYS: NONE
	Susan Stanek	
	Patricia Holley	

The Chairperson thereupon declared said motion carried and said resolution adopted.

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

5. Modernization Report:

- A. Off line Houses: Motion made by Susan Stanek, which was seconded by Patricia Holley to contact Paul McPartland and ask when we can move forward in either selling or buying houses. Board would like to proceed immediately to solve vacant house issues. Check into reviewing with State Representative Mr. Petrolati. It was unanimously voted to accept. All in favor
- B. Colonial Manor Exterior Doors FISH # 161091 Test for abatement have been done. Once we have results bidding design will come next.
- C. Windows: 23 & 25 Butler Street: FISH # 161089 They came to measure windows. We had company come in and clean windows and frame, 2nd time.
- D. Floors Colonial Manor-FISH # 161092 Vacant Unit: Abatement will be starting March 26, 2018.
- E. 37 Warren Street: FISH # 161093 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

6. Reading of the Correspondence:

- A. Public Housing Notice 2018-6 (Winter Storm Damages Insurance Claims)
All our damages have been reported and are being addressed:
State/Hampden/Meadow Street: (2) hallway heaters are being replaced next week
Wilson Street Community Hall hallway and Chestnut Street are being completed by same company. Chestnut Street passed all testing. Workers will be starting to repair. Questions came up about responsibility about Chestnut Street building. Get copies of contract with Town, pertaining to Chestnut Street building, to Board Members to review.
- 7. Old Business:
 - A. Board Member on-line training: (2) 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. Solar Net Credits.

Upon a motion made by David Sepanek, which was seconded by Susan Stanek, it was unanimously voted to reach out to two vendors and get their best contract, send contracts to be reviewed by DHCD and then our attorney and results brought back to the Board for voting. All in favor

- E. Reviewing Personnel Policies: Each Board member was given a copy to read and make changes to be reviewed at a special meeting that will be scheduled after training. There is a training on May 9, 2018 that all were invited to come about different disciplinary policies. Definite Yes: Susan, Patricia, Robin, No: David and Maybe: Chester.

- F. Hiring Maintenance: All applications are in and will be reviewed and 1st interviews will be scheduled. The Director will hire maintenance and office staff.

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8. New Business: Upon a motion by David Sepanek, which was seconded by Susan Stanek, it was unanimously voted to cancel April's Regular Board meeting due to scheduling and vacations. If needed a special meeting will be called. All in favor

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 David Sepanek, which was seconded by Susan Stanek, Chester Giza adjourned the meeting at 4:10 p.m.

The next regular meeting is scheduled to be held on Wednesday, May 16, 2018 at 3:00 p.m.

Attest: Secretary Robin Carvide