

MINUTES OF THE MEETING
OF THE
LUDLOW HOUSING AUTHORITY
May 16, 2018

RECEIVED
TOWN CLERK'S OFFICE
2018 MAY 30 P 4: 00
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 Vice-Chairperson Patricia Holley at 3:10 p.m.

1. Upon roll call those present were as follows:

Present:	Patricia Holley	Susan Stanek
	Chester Giza (3:20pm)	David Sepanek

The Secretary posted the Notice of Meeting at the Town's Clerk office
on May 14, 2018 at 9:48 am

Also, in attendance: Secretary Robin Carvide

Tenants: L. Barsalou (Wilson Street), T. Couture (Hampden Street),
A. Polmanteer (Chestnut Street)

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

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

3. Payment of Bills:

- A. Upon a motion made by David Sepanek, which was seconded by Patricia Holley, it
was unanimously voted to pay bills. Detailed Warrant Report attached for Check #
19374 to 19416, For a total of \$70,129.93. All in favor.
- B. Upon a motion made by Patricia Holley, which was seconded by David Sepanek, it
was unanimously voted to pay bills. Detailed Warrant Report attached for Check #
19417 to 19442, For a total of \$34,341.63. All in favor.

4. Financial Report:

- A. January 2018 Accountant Report for four months ended.
Reserve at 16.3% Net operating income 16,760.00.
- B. February 2018 Accountant Report for five months ended.
Reserve at 15.6% Net operating income 13,918.00
- C. Review next month
- D. Review next month

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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: Conference call with Paul McPartland and Linda project manager and we have three choices of how to handle houses. 1. Sell 2 grandfathered houses and refurbish other two. 2. Sell 2 highest value houses, buy duplex (or two unit building) and refurbish other two houses. 3. Sell all four houses and by four units.
Motion made by David Sepanek, which was seconded by Susan Stanek, to contact DHCD and find out what we must do for realtor and lawyer, costs etc. and if information comes back quickly, call a special meeting to review. All in favor
- B. Colonial Manor Exterior Doors FISH # 161091 Scheduled to be out for bid May 24, 2018
- C. Windows: 23 & 25 Butler Street: FISH # 161089 Scheduled to be out for bid next week.
- D. Floors Colonial Manor-FISH # 161092 Vacant Unit: All complete.
- E. 37 Warren Street: FISH # 161093 Obtaining bids for countertops and wood floor care.
- F. The following Resolution was introduced by Susan Stanek, read in full and considered.

RESOLUTION NO. 20

RESOLUTION AUTHORIZING to approve and accept the motion made by Susan Stanek, which was seconded by David Sepanek, it was unanimously voted to accept and approve the Certificate of Completion for FISH # 161084

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.

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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.

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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 David Sepanek, 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.

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. Letter read and acknowledged from tenant Sandra Dutilly resigning from Grievance Committee.
- B. C. D. PHN 2018-7,8&9 read and acknowledged
- E. Letter read and acknowledged from DHCD informing us that Susan Stanek has been appointed to the state seat on the Ludlow Housing Authority's Board for a term of office which will expire March 30, 2023.

Motion made by Patricia Holley, which was seconded by David Sepanek, accepting the Reading of Correspondence. All in favor

7. Old Business:

- A. Board Member on-line training: (2) not completed
- B. By-Laws: Researching other Housing Authorities By-Laws
- C. Utilization of Ludlow 689-1 CFA: no changes

D. Solar Net Credits: Two proposals were received.

Upon a motion made by Patricia Holley which was seconded by Susan Stanek, it was unanimously voted to accept the proposal #2 from DD Solar: Representative Todd Bard. Both proposals were the same except this proposal had no floor, to protect if electric costs went lower. Final contract to be approved by DHCD before we sign the contract. All in favor.

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E. Reviewing Personnel Policies: Sections will be worked on monthly until finished.

F. Hiring Maintenance: New employee offered a position, accepted position. Waiting on all background information, physicals etc. to come back. Tentative starting date May 29, 2018

8. New Business:

A. Annual Meeting to vote in new officers: table for next month.

Upon a motion made by Susan Stanek, which was seconded by Patricia Holley, it was unanimously voted to solicit the Town of Ludlow selectmen to fill our missing Board position. All in favor.

B. Ethics Training: May 30, 2018 9:00 am for All employees and Board Members.

C. Handed out flyers from Town of Ludlow for Community Housing Forum Meeting May 17, 2018 at 7:00 p.m.

9. Chair opened floor to tenants: Brief discussion on solar next credits and unused credits.

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 Patricia Holley, Chester Giza adjourned the meeting at 4:40 p.m.

The next regular meeting is scheduled to be held on Wednesday, June 20, 2018 at 3:00 p.m.

Attest: Secretary Robin Carvide