

MINUTES OF THE MEETING
OF THE
LUDLOW HOUSING AUTHORITY
June 20, 2018

RECEIVED
TOWN CLERK'S OFFICE
2018 JUN 22 A 8:30
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 3:07 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 June 18, 2018 at 1:18 pm

Also, in attendance: Secretary Robin Carvide

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

2. Acceptance of the minutes from May 16, 2018.

Upon a motion made by Susan Stanek, which was seconded by Patricia Holley, it was
unanimously voted to accept the May 16, 2018 minutes as written. All in favor.

3. Payment of Bills:

A. Upon a motion made by Patricia Holley, which was seconded by Susan Stanek, it was
unanimously voted to pay bills. Detailed Warrant Report attached for Check # 19443
to 19482 for a total of \$70,419.27. All in favor.

4. Financial Report:

- A. March 2018 Accountant Report for six months ended.
Reserve at 31.3% Net operating income 76937.00
- B. April 2018 Accountant Report for seven months ended.
Reserve at 47.5% Net operating income 141,810.00
- C. May 2018 Accountant Report for eight months ended
Reserve at 49.6% Net operating income 150,072.00

- D. Quarterly Operating reports and Modernization Reports all filed in timely manner.
- E. Electronic Funds Grant: Ordered (3) tablets for in house preventative maintenance, apartment inspections, work orders etc... (3) portable cameras to help with problem solving, fraud and security.

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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: Working on scopes to go out for lawyers and realtors to sell off line houses and replace with livable units.
- B. Colonial Manor Exterior Doors FISH # 161091 Bids close June 20, 2018 at 2:00 pm
- C. Windows: 23 & 25 Butler Street: FISH # 161089 Lowest bidder Buildex 20,000 all references came back super. See List

Motion made by David Sepanek, which was seconded by Patricia Holley to accept the bid from Buildex to supply and install new windows at 23 & 25 Butler Street, Ludlow, MA 01056 FISH # 161089. All in favor

- D. 37 Warren Street: FISH # 161093 counter top bids completed, flooring in progress

Motion made by David Sepanek, which was seconded by Patricia Holley, to accept the modernization Report. All in favor

6. Reading of the Correspondence:

- A. Public Housing Notice 2018-10 (CHAMP rollout)
- B. Public Housing Notice 2018-11 (Insurance claims information)

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. Personnel Policies: Sample Guidance from DHCD
- E. Annual Meeting: To vote in new officer's

David Sepanek nominated Susan Stanek for Treasurer. Susan Stanek Accepted.

Motion made by David Sepanek, seconded by Patricia Holley, to make Susan Stanek Treasurer. All in favor.

Other nominations will be tabled. All to stay the same currently.

Motion made by David Sepanek, which was seconded by Susan Stanek to accept Old Business.
All in favor

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8. New Business:

Conflict of Interest Summary was given to all Board members and
Acknowledgement forms were signed and returned.

9. 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 Patricia Holley, Chester Giza adjourned the meeting
at 4:29 p.m.

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

Attest: Secretary Robin Carvide