

MINUTES OF THE MEETING
OF THE
LUDLOW HOUSING AUTHORITY
July 18, 2018

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2018 JUL 20 P 2:28
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 July 12, 2018 at 10:07 am

Also, in attendance: Secretary Robin Carvide

Tenants: L. Barsalou, P. Charbonneau, J. Bowen, R. & S. Anderson (Wilson Street)

2. Acceptance of the minutes from June 20, 2018.

Upon a motion made by David Sepanek, which was seconded by Patricia Holley, it was
unanimously voted to accept the June 20, 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 #
19483 to 19518 for a total of \$31,775.21. All in favor.

4. Financial Report:

A. June 2018 Accountant Report for nine months ended.
Reserve at 53.6% Net operating income 166,200.00
Budget Revision 1 2018

Upon a motion made by David Sepanek, which was seconded by Susan Stanek, it
was unanimously voted to accept the June 2018 Accounting Report. All in Favor

Upon a motion made by Patricia Holley, which was seconded by David Sepanek, it was unanimously voted to accept the revision to the FYE budget 09/30/2018: Rev.1 2018. All in Favor

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B. Formula Funding Award Letter: Read and Acknowledged

Upon a motion made by David Sepanek, which was seconded by Patricia Holley, it was unanimously voted to acknowledge and accept the Formula Funding Award for Fiscal Year 2021 in the amount of \$226,448. All in Favor

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: Relator contract and list.

Upon a motion made by David Sepanek, which was seconded by Susan Stanek, it was unanimously voted to approve the Relator RDQ (Request for Quotes) to be sent out, after approved by DHCD. All in Favor

Upon a motion made by Patricia Holley, which was seconded by Susan Stanek, it was unanimously voted to approve the list of Relator's to send the RFQ. All in Favor

Discussion: After contract for RFQ reviewed by DHCD the Board would like three weeks for bidding, unless advised by Lawyer that there is set time limit.

B. Windows: 23 & 25 Butler Street: FISH # 161089

Kick off meeting to be scheduled next week. NTP will be written, windows ordered, and completion will be within 30 days from when windows arrive.

C. 37 Warren Street: FISH # 161093 counter top installed, working on bathroom.

D. Wilson Street Exterior Doors FISH # 161091

Upon a motion made by Patricia Holley, which was seconded by Susan Stanek, it was unanimously voted to accept the lowest reasonable bid from Lizotte Glass, Inc. for \$65,235.00. Alternates 1 and 2 are accepted in this bid. FISH # 161091. All in favor

E. C.I.P. (Capital Improvement Plan) FY2019

Upon a motion made by David Sepanek, which was seconded by Patricia Holley, it was unanimously voted to accept the proposed C.I.P. for FY 2019. All in Favor

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6. Reading of the Correspondence:

Letter read and acknowledges from tenant John Bowen requesting to speak with the Board pertaining to the rules about charcoal grills. Executive Director explained that Mr. Bowen had requested a meeting after receiving a letter about him using his charcoal grill on Ludlow Housing Authority property. He was shown the welcome/rule packet and replied that he had never received this packet and the flyers mailed to residents only mentioned gas or propane grills. I offered to reimburse him for the grill, to make him whole, but he could not use the grill in the backyard area. Mr. Bowen spoke of his concerns and how he used every safety precaution when grilling and he felt the policy should be changed so tenants can grill. Discussion ensued, and the Chair said thank you and they would discuss later.

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

Patricia Holley nominated David Sepanek for the Chairperson position, which was seconded by Susan Stanek. David Sepanek accepted nomination.

Upon a motion made by Patricia Holley, which was seconded by Susan Stanek, it was unanimously voted to appoint David Sepanek the new Chairperson of the Board. All in Favor

Susan Stanek nominated Patricia Holley for Vice-Chairperson, which was seconded by David Sepanek. Patricia Holley accepted nomination.

Upon a motion made by Susan Stanek, which was seconded by David Sepanek, it was unanimously voted to appoint Patricia Holley as Vice-Chairperson of the Board. All in Favor.

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

8. New Business:

Board discussed tenant request to entertain changing the grill policy. Due to safety concerns they will not consider changing the policy.

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 4:00 p.m.

The next regular meeting is scheduled to be held on Wednesday, August 15, 2018 at 3:00 p.m.

Attest: Secretary Robin Carvide