

MINUTES OF THE MEETING
OF THE
LUDLOW HOUSING AUTHORITY
OCTOBER 17, 2018

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2018 OCT 22 A 8:31
TOWN OF LUDLOW

REGULAR MEETING

AT THE COLONIAL SUNSHINE MANOR COMMUNITY ROOM
LOCATED AT 114 WILSON STREET, LUDLOW, MASSACHUSETTS

The secretary posted the Notice of the Meeting at the Town Clerk's office on October 15, 2018 at 12:08 pm.

The meeting was called to order by Chairperson David Sepanek at 3:00 pm

1. Upon roll call those present were as follows:

Present: David Sepanek Susan Stanek Patricia Holley Chester Giza

Also, in attendance: Secretary Robin Carvide

Tenants: L. Barsalou & P. Charbonneau (Wilson Street)

2. Acceptance of the minutes from September 19, 2018

Upon a motion made by Susan Stanek, which was seconded by Patricia Holley, it was unanimously voted to accept the September 19, 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 the bills. Detailed warrant report attached for balance of September and October 2018. Check number 19591 to 19620 for a total of \$33,336.09. All in favor

4. Financial Report: September Monthly Report, FYE 2018 Report and new budget FYE 2019 will be presented by Accountant next month.

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5. Modernization Report:

- A. Off Line Houses Update FISH # 161075 All changes are made in the RFP. Once ads are accepted into the Central Register we can go live on Wednesday, October 24, 2018. The bid packages can be obtained by interested parties and sealed bids can be accepted until November 27, 2018 at 11:00 am. Robin will contact each Board member when dates have been confirmed.
- B. Wilson Street replacement doors: FISH # 161091: waiting for start date
- C. Boilers 667-2 & 667-4: Getting ready to go out for bid. This project is thru DHCD and is being funded through sustainability funds. (Does not come from our FF)
Upon a motion made by Susan Stanek, which was seconded by Patricia Holley, it was unanimously voted to accept the Modernization Report. All in favor

6. Reading of the Correspondence:

Public Housing Notice 2018-18 was read and acknowledged.

7. Old Business:

- A. Board Members on-line training: (2) not completed
- B. Up-dating By-Laws: Packets were sent to each Commissioner containing a set of By-Laws to be reviewed. These packets were reviewed and discussed, additions and deletions were reviewed. Packet will be updated with changes and brought back to Board next month for final review and voting if no further changes are necessary.
- C. Review Employee Personnel Policies and Progressive Discipline.

8. New Business:

A. Executive Directors Contract:

Upon a motion made by Susan Stanek, which was seconded by Chester Giza, it was unanimously voted to offer the Executive Director a renewal contract for a term of 3.9 years, to be effective January 1, 2019 to September 30, 2022. which will be drawn up and voted on next month. All in favor

B. Administrative Raise:

Upon a motion made by Chester Giza, which was seconded Susan Stanek, it was unanimously voted to give the Tenant Lease Coordinator, Norma Hernandez, a 4% raise, which falls into the DHCD new budget guidelines. All in favor

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- C. November's Board Meeting: The accountant requested to change the date and time. Upon a motion by Chester Giza, which was seconded by Susan Stanek, it was unanimously voted to change November's meeting to November 14, 2018 at 3:00 p.m.
 - D. MASS NAHRO Fall Conference agenda was handed out. Interested parties: P. Holley, S. Stanek, and D Sepanek. Will check back with each, next week to verify before sending in registrations.
 - E. New Board Member: Two potential Commissioners wrote letters to the Town, to fill the vacant Board seat. These were referred to us, because this position is the tenant voted seat. I have the question into DHCD to find out if we can appoint or how to vote someone into this position.
 - F. Chair offered tenants to speak if had questions. All set.
9. Motion to adjourn made by Chester Giza, which was seconded by Susan Stanek. Chairperson David Sepanek adjourned the meeting at 4:05 pm.

The next Board of Commissioner's meeting will be held on November 14, 2018 at 3:00 pm

Attest: Secretary Robin Carvide