

MINUTES OF THE MEETING  
OF THE  
LUDLOW HOUSING AUTHORITY  
November 14, 2018

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2018 NOV 19 A 9:21  
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 David Sepanek at 3:00 p.m.

1. Upon roll call those present were as follows:

Present: Patricia Holley Susan Stanek  
David Sepanek  
Absent: Chester Giza

The Secretary posted the Notice of Meeting at the Town's Clerk office  
on November 8, 2018 at 3:03 pm

Also, in attendance: Secretary Robin Carvide, Jenna Milne CPA  
Tenants: L. Barsalou, P. Charbonneau, (Wilson Street)

2. Acceptance of the minutes from October 17, 2018

Upon a motion made by Patricia Holley, which was seconded by Susan Stanek, it was  
unanimously voted to accept the October 17, 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 # 19621  
to #19656 for a total of \$58,267.26. All in favor.

4. Financial Report:

A. Jenna Milne CPA went over all the FYE 09/30/2018 statements, including TAR, Top 5,  
Lead Certifications and Modernization Reports. FYE 2018 ended at 56.1% reserves  
and Net operating income 32,365.00.

Resolution to accept Financial Reports, TAR, Top 5, Lead Certifications and Modernization reports for FYE 09/30/2018.

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The following Motion was introduced by Susan Stanek, read in full and considered:  
RESOLUTION NO. 21

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 Financial Reports, TAR, Top 5, Lead Certifications and Modernization Report for FYE 09/30/2018

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, motion was seconded by Patricia Holley, and upon roll call the "Ayes" and "Nays" were as follows:

|       |                 |            |
|-------|-----------------|------------|
| AYES: | Patricia Holley | NAYS: NONE |
|       | Susan Stanek    |            |

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

B. Jenna Milne PCA reviewed line by line the FYE 09/30/2019 Budget Proposal

Resolution to accept Proposed budget for FYE 09/30/2019

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

RESOLUTION NO. 22

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 proposed budget for FYE 09/30/2019.

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, motion was seconded by Patricia Holley, and upon roll call the "Ayes" and "Nays" were as follows:

|       |                 |            |
|-------|-----------------|------------|
| AYES: | Patricia Holley | NAYS: NONE |
|       | Susan Stanek    |            |

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

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## C. Executive Directors contract

Resolution to accept The Executive Director's contract for 3 years and 9 months and all other terms and conditions as written.

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

## RESOLUTION NO. 23

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 Executive Directors contract as written.

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, motion was seconded by Patricia Holley, and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Patricia Holley  
Susan Stanek

NAYS: NONE

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

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5. Modernization Report:

A. Off line Houses: FISH # 161075 update

Bidding for the sale of 96 Aldo Drive and 96 Prospect Street are due in by November 27, 2018 at 11:00 am.

Need to set a date for Special Meeting to open sealed proposals and decide what to do if there happens to be a tie.

Motion made by Susan Stanek, which was seconded by Patricia Holley, was unanimously voted to set the special meeting on November 27, 2018 at 11:02 am. Lawyer and realtor to be present. All in favor.

Motion by Patricia Holley, which was seconded by Susan Stanek, was unanimously voted that if there is a tie to give the tied top bidders, until Friday, November 30, 2018 at 11:00 am to submit their sealed "best and final offer". These offers, if needed, will be opened at a Special Meeting on Friday, November 30, 2018 at 11:02 am. If after opening "best and final offers" and there is still a tie for top proposal then we will deal playing cards, to the top tied proposals, and high card wins, if first rounds ends in tie, only tied top cards will get another card until there is a winner. All in favor

B. Wilson Street Exterior Doors FISH # 161091

Permits have taken longer than expected. Construction will be starting Thursday, November 15, 2018 or Monday, November 19, 2018

6. Reading of the Correspondence:

A-C. PHN 2018-19,20-21 were read and acknowledged.

D. Response from DHCD to hold off filling the voted in by tenants' vacant seat on the Board was read and acknowledged.

7. Old Business:

A. Board Member on-line training: (1) not completed, David Sepanek completed all of the on-line trainings.

B. By-Laws: Susan Stanek issued the revised By-Laws from review last meeting. This was reviewed and accepted as follows:

Resolution to accept Revised By-Laws as written

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The following Motion was introduced by Patricia Holley, read in full and considered.

RESOLUTION NO. 24

TOWN OF LUDLOW

RESOLUTION AUTHORIZING to approve and accept the motion made by Patricia Holley, which was seconded by Susan Stanek, it was unanimously voted to accept the revised By-Laws as written.

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. Patricia Holley moved that the foregoing resolutions be adopted as introduced and read, which motion was seconded by Susan Stanek, and upon roll call the "Ayes" and "Nays" were as follows:

AYES: Patricia Holley  
Susan Stanek

NAYS: NONE

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

C. Employee Personnel Policies and Progressive Discipline: tabled

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8. New Business:

- A. Mass Nahro Fall Conference: Administrative staff and (3) Board of Commissioners attending training. Office will be closed December 2-4, 2018. Maintenance emergencies can be reached through service.
- B. Fire Alarm Inspections: Wilson Street: November 26 & 27, 2018  
Chestnut Street: November 28, 2018  
Notices will be posted for tenants and senior center.
- C. Ludlow Housing Authority Tenant holiday luncheon will be held on Friday, December 14, 2018 at 11:00 am. at Colonial Sunshine Manor Community Hall.

9. Motion to Adjourn

There being no further business to come before the meeting, therefore, upon a motion made by Patricia Holley, which was seconded by Susan Stanek, David Sepanek adjourned the meeting at 5:30 p.m.

The next regular meeting is scheduled to be held on Wednesday, December 19, 2018 at 3:00 p.m.

Attest: Secretary Robin Carvide