

MINUTES OF THE MEETING
OF THE
LUDLOW HOUSING AUTHORITY
December 19, 2018

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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 2:45 pm

1. Upon roll call those present were as follows:

Present: David Sepanek Susan Stanek Patricia Holley Chester Giza 3:10 pm

The secretary posted the Notice of Meeting at the Town's Clerk office on December 17, at 10:36 a.m.

Also, in attendance: Secretary Robin Carvide

Tenant: L. Barsalou, P. Charbonneau (Wilson Street)

2. Acceptance of the minutes from November 14 & 27 2018 & December 5, 2018

Upon a motion by Susan Stanek, which was seconded by Patricia Holley, it was unanimously voted to accept the November 14 & 27th, 2018 and December 5, 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 bills. Detailed Warrant Report attached for balance of November & December 2018 Checks number 19657 to 19698 for a total of \$82,749.43. All in favor

4. Financial Report:

A. Accountant will have October & November's reports in January,

We have two apartments 108C Wilson and 7 Hampden Street #3 and (1) house vacant.

We are getting one more vacancy for January 1, 2019

Upon a motion by Patricia Holley, which was seconded by Susan Stanek, it was unanimously voted to accept the Financial Report. All in favor

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5. Modernization Report:

A. Off-Line Houses: FISH # 161075 P & S agreements are ready to be signed for 96 Aldo Drive and 96 Prospect Street. Estimated closing dates January 17 & 18, 2019 respectively.

RFP draft to purchase a two-family home in Ludlow to replace the two units sold was presented. The board reviewed and approved with the following changes.

Upon a motion made Susan Stanek which was seconded by Chester Giza, it was unanimously voted to accept the RFP after moving "Units that are connected to municipal water & sewer" to the property specification section and approval by DHCD & Attorney. All in favor

Upon a motion made by Susan Stanek, which was seconded by Patricia Holley, it was unanimously voted to post the RFP as soon as possible after approved by DHCD and attorney.

All in favor

B. C. FISH # 161091: Wilson Replacement Doors: Construction is completed. There will be one more final meeting to go over punch list, before final payment. We will be looking into the closers on the doors, some are too heavy for the tenants, numbers on units & locks.

6. Reading of the Correspondence:

Public Housing Notice 2018-22 & 23 were read and acknowledged

7. Old Business:

- A. Board Members on-line training (1) not completed
- B. Employee Personnel Policies and Progressive Discipline.

8. New Business:

A. Susan Stanek brought in materials on LTO (Local Tenants Organization) and the legislation about a tenant voted Tenant Board Member Position. Heated discussion ensued about LTO's, until chairperson ended the discussion, until further information is received.

B. Chester Giza informed the Board that he will be resigning so he can run for a Town position. He was told we need a letter of resignation. Robin & Chester will contact Town Hall about resignation and getting position of (3) year opening on March's Ballot.

9. Motion to adjourn:

Motion to adjourn made by Patricia Holley, which was seconded by Susan Stanek.

Chairperson David Sepanek adjourned the meeting at 4:10 pm.

The next Board of Commissioner's meeting will be held on January 16th, 2019 at 3:00 pm

Attest: Secretary Robin Carvide