

MINUTES OF THE MEETING  
OF THE  
LUDLOW HOUSING AUTHORITY  
January 16, 2019

RECEIVED  
TOWN CLERK'S OFFICE  
2019 JAN 24 A 10: 59  
TOWN OF LUDLOW

REGULAR MEETING  
AT THE COLONIAL SUNSHINE MANOR COMMUNITY ROOM,  
LOCATED AT 114 WILSON STREET, LUDLOW, MASSACHUSETTS 01056

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: David Sepanek Susan Stanek Patricia Holley Chester Giza

Also, in attendance: Secretary Robin Carvide

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

The secretary posted the Notice of Meeting at the Town Clerk's office on January 14, 2019 at 11:53 a.m.

2. Acceptance of the minutes from December 19, 2018 & January 2, 2019  
Upon a motion made by Patricia Holley, which was seconded by Susan Stanek, it was unanimously voted to accept the December 19, 2018 & January 2, 2019 minutes as written. All in favor
3. Payment of the Bills- Warrant report  
Upon a motion made by Patricia Holley, which was seconded by Chester Giza, it was unanimously voted to accept and pay the bills. Check # 19699 to Check #19734 for \$60,958.01.  
All in favor
4. Financial Report:  
November Report 59.1% Reserve Net Income 20,063,  
December Report 60.0% Net Income \$23,932  
Upon a motion made by Patricia Holley, which was seconded by Susan Stanek, it was unanimously voted to accept November & December 2018 Financial Reports.  
All in Favor.  
Have two apartments ready to rent. One apartment just received January 1, 2019,  
House through eviction received January 2, 2019. And one other house target date for completion February 2019.

5. Modernization Report:

- A. Off Line Houses: 96 Aldo Drive is SOLD and off our books. Closing Date for 96 Prospect Street is scheduled for January 18, 2019.  
RFP to purchase a multi-family home will be posted in the Central Register and the newspaper starting January 23, 2019.  
First date for closing of Proposals is February 25, 2019.
  
- B. Wilson Street Replacement Doors FISH # 161091: We have a change order to repair (2) rotted thresholds totaling \$1,326.25 and Install (3) more doors at 16,575.00.  
Upon a motion by Susan Stanek, which was seconded by Chester Giza, it was unanimously voted to accept the change order for the repair of the rotted thresholds and the addition of three new doors. All in favor  
Also, we have a work order in for the door at 111 Wilson Street. It is too heavy, and the tenant's arm is bruising when she is trying to open door to get out. They came and tried resetting the door closer and removing rubber piece from bottom of door. When foreman gets back, he will check into thinner, lighter window, if that does not work, we can check into handicapped electronic opener.

6. Reading of the Correspondence:

- A. Public Housing Notice 2018-24
- B. FF Award Letter (FY22)
- C. Memo NAHRO ACT H4981
- D. Letter from Chester Giza and Town of Ludlow accepting resignation from the Ludlow Housing Authority Board of Directors effective March 24, 2019
- E. FY19 Sustainability Initiative Award Letter
- F. Budget Approval Letter FYE 09/30/2019

All the above correspondence was read, acknowledged and accepted.

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7. Old Business:

- A. Board Member online training (1) not complete: When new members are voted in will be required to take Ethics on line training, immediately and Board Training within two months of accepting position.
- B. Employee Personnel Policies and Progressive Discipline
- C. Followed up with Ben Stone about utilizing land at Grandview Avenue and Wedgewood Drive.

8. New Business:

A. Illegal trash dumping at Grandview Avenue & Wedgewood Drive

Letter to be sent to tenants explaining that they can keep the wood there to burn through this winter, in the spring remainder must be removed. There is to be no other storage on our property.

Upon a motion made by Susan Stanek, which was seconded by Patricia Holley, it was unanimously voted to allow Jose Santos and neighbor to store the current wood piles on our property, with the understanding that nothing else can be stored there, and in the spring of 2019 any remaining items will be removed from Ludlow Housing Authority property and there will be no future storage of any items on our property.  
All in favor

9. Motion to adjourn:

Upon a motion by Patricia Holley, which was seconded, by Susan Stanek, it was unanimously voted to adjourn the meeting. All in favor Chairperson David Sepanek adjourned the meeting at 4:05 p.m.

Respectively Submitted

*Robin Carvide*

The next regular meeting is February 20, 2019 at 3:00 p.m.