

MINUTES OF THE MEETING
OF THE
LUDLOW HOUSING AUTHORITY
February 20, 2019

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2019 MAR 18 P 2:05
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 3:05 p.m.

1. Upon roll call those present were as follows:

Present: David Sepanek Susan Stanek Patricia Holley

Absent: Chester Giza

Also, in attendance: Secretary Robin Carvide

Tenants: P. Charbonneau, S Sai & L. Barsalou (Wilson)

A. Polmanteer (Chestnut)

The secretary posted the Notice of Meeting at the Town Clerk's office on February 14, 2019 at 1:43 p.m.

2. Acceptance of the minutes from January 16, 2019:

Upon a motion made by Patricia Holley, which was seconded by Susan Stanek, it was unanimously voted to accept the January 16, 2019 minutes as written. All in favor

3. Payment of the Bills- Warrant report

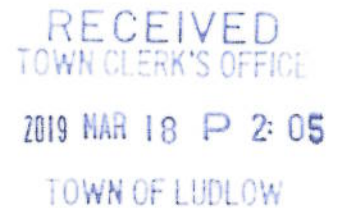
Upon a motion made by Susan Stanek, which was seconded by Patricia Holley, it was unanimously voted to accept and pay the bills. Check # 19735 to Check #19787 for \$64,096.42
All in favor

4. Financial Report:

January Report 60.7% Reserve and Net Income \$26,921

Upon a motion made by Susan Stanek, which was seconded by Patricia Holley, it was unanimously voted to accept January 2019 Financial Reports.

All in Favor.



Financial Report: continued

Have two apartments ready to rent. (4) more will be ready to rent by April 1, 2019. One vacant house should be completed by April 15, 2019. We have 2 more vacancies as of April 1, 2019.

We had one court eviction at 40 Benton Street. They left a balance of 3,419.58 of bad debt to be written off.

Upon a motion by Patricia Holley, which was seconded by Susan Stanek, it was unanimously voted to write-off 3,419.58 for bad debt from eviction of tenants, Stephanie Gow and Eric Hunter at 40 Benton Street, Ludlow, MA 05106 All in favor

5. Modernization Report:

A. Off Line Houses: FISH # 161075

Set Meeting to open seller's proposals February 25, 2019 at 4:10 p.m.

B. Wilson Street Replacement Doors FISH # 161091: Upon a motion made by Susan Stanek, which was seconded by Patricia Holley it was unanimously voted to pay Lizotte Glass. All in favor

C. FISH # 161084. Upon a motion made by Patricia Holley, which was seconded by Susan Stanek it was unanimously voted to pay Final Completion payment to Boston Mechanical. All in favor

D. FISH # 161090. Upon a motion made by Susan Stanek, which was seconded by Patricia Holley, it was unanimously voted to accept the bid from Adams Plumbing & Heating, Inc. to replace two (2) boilers in 667-2 and 667-4. All in favor

6. Reading of the Correspondence:

A. Public Housing Notice 2019-1 & 2 were 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. The door at 11 Wilson Street was adjusted and fixed, by Lizotte Glass.

8. New Business:

- A. LHA 2018 Annual Report for Town was read, acknowledged and accepted.
- B. Board members to complete 2019 Ethics for Municipalities by April 1, 2019 for Town Clerk.
- C. Health Fair to be held at 114 Wilson Street, March 22, 2019 and Diabetic clinic on April 23, 2019.
- D. Informing the Board that our office will be closed February 28, 2019 for office personnel training in Holyoke, MA.

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 4:10 p.m.

Respectively Submitted

Robin Carvide

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