

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

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2019 MAR 22 A 8:31
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, S Sai & L. Barsalou (Wilson)

A. Polmanteer (Chestnut)

The secretary posted the Notice of Meeting at the Town Clerk's office on March 18, 2019 at 1:02 p.m.

2. Acceptance of the minutes from February 20, 2019 & February 25, 2019:

Upon a motion made by Patricia Holley, which was seconded by Susan Stanek, it was unanimously voted to accept the February 20, 2019 & February 25, 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 Chester Giza, it was unanimously voted to accept and pay the bills. Check # 19788 to Check #19835 for \$98,088.18 All in favor

4. Financial Report:

February Report 59.1% Reserve and Net Income \$20,166

Upon a motion made by Susan Stanek, which was seconded by Chester Giza, it was unanimously voted to accept February 2019 Financial Reports.

All in Favor.

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Financial Report: continued

Have three apartments ready to rent. (3) more will be ready to rent by April 1, 2019. One vacant house should be completed by April 15, 2019. We will be getting (4) more apartment between April 15th and May 1, 2019

5. Modernization Report:

A. Off Line Houses: FISH # 161075

Upon a motion by Susan Stanek which was seconded by Chester Giza it was unanimously voted to give the power to Realtor Michael Parker, Patricia Holley and Robin Carvide to work together and approve of negotiations of repairs/monetary adjustments to be made with the seller and not have to come back to the Board for acceptance, unless they are in disagreement on issues. All in favor

B. Wilson Street Replacement Doors FISH # 161091: Waiting for warmer weather to complete caulking, sealants and punch list.

C. FISH # 161096. Roof Replacement 667-4

Upon a motion made by Patricia Holley, which was seconded by Susan Stanek it was unanimously voted to pay accept the Sustainability Finds of 44,000 for insulation and sealing. All in favor

D. FISH # 161088 Vestibule Repairs 39 Chestnut Street Assigned Engineer: Roy Brown Performing asbestos testing Thursday, March 21, 2019.

6. Reading of the Correspondence:

A. B. & C. Public Housing Notice 2019-3,4 & 5 were read, acknowledged and accepted.

B. Department of Labors Standards: Wage Rates Starting April 1, 2019 Maintenance Crew Person's hourly rate will be increased to \$23.57 an hour. Groundskeeper/Custodian's pay rate will be \$21.59 an hour.

C. Raymond Anderson: Letter of retirement date of April 28, 2019 was read, acknowledged and accept.

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7. Old Business:

- A. Employee Personnel Policies and Progressive Discipline Tabled
- B. All Board Members must complete the 2019 Ethics Municipality on-line training by April 1, 2019.
- C. Health Fair March 22, 2019 12:00 to 3:00 and Diabetic Clinic April 23, 2019 at 10:00
- D. Mass Nahro Conference: Waiting for agenda to see who will be going.

8. New Business:

- A. Try to get more information about Leasing vacant land to Private Venders.
- B. Susan Stanek gave some information about a committee for Public Housing Training Development through the Mel King Institute and training of Board Members and TLO's.
- C. Thanked Chester Giza for his service and time spent as a Commissioner on the Ludlow Housing Authority Board.

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 4:00 p.m.

Respectively Submitted

Robin Carvide

The next regular meeting is April 17, 2019 at 3:00 p.m.