

MINUTES OF THE MEETING
OF THE
LUDLOW HOUSING AUTHORITY
April 17, 2019

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2019 APR 19 A 8:44
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 Audrey Polmanteer

Also, in attendance: Secretary Robin Carvide

Tenants: P. Charbonneau

The secretary posted the Notice of Meeting at the Town Clerk's office on April 11, 2019 at 10:20 a.m.

2. Acceptance of the minutes from March 20, 2019:

Upon a motion made by Patricia Holley, which was seconded by Susan Stanek, it was unanimously voted to accept the March 20, 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 # 19836 to Check #19883 for \$64,282.47 All in favor

4. Financial Report:

March Report 61.8% Reserve and Net Income \$31,170

Upon a motion made by Susan Stanek, which was seconded by Audrey Polmanteer, it was unanimously voted to accept March 2019 Financial Reports.

All in Favor.

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Financial Report: continued

We rented (5) apartments and (1) house in the last month. We are getting keys to two more apartments next week.

5. Modernization Report:

A. Off Line Houses: FISH # 161075

Letter of approval from DHCD for purchase of 229-231 Howard Street, Ludlow, MA 01056. Patricia Holley, myself and realtor had meeting and made list of requests for items to be fixed. The entire list was agreed upon. Tentative closing date 5-11-2019.

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 Audrey Polmanteer, it was unanimously voted to accept the bid from Oneway Painting Inc., 328 Broadway Lynn, MA 01904 for the bid price plus the Alternate #1 for a total of \$113,000, with letter of recommendation from Steve VanDyke, from Nault Architects, Inc. for the roof replacement FISH # 161096 at development 667-4. All in favor.

D. FISH # 161088 Vestibule Repairs 39 Chestnut Street Assigned Engineer: Roy Brown working on scope.

6. Reading of the Correspondence:

A. B. & C. Public Housing Notice 2019-6,7 & 8 were read, acknowledged and accepted.

B. Above

C. Above

D. Letter from CHD was read and acknowledged asking if they can use the laundry facilities again since they are under new management. Discussion ensued about sanitary conditions of laundry room. Tabled

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- E. Upon a motion made by Patricia Holley, which was seconded by Susan Stanek, it was unanimously voted to table the request until answers are obtained from Board of Health and RCAT about sanitary state codes and project for pipe inspection, for cleanliness and urine smells from laundry room. All in favor
7. Old Business:
- A. Employee Personnel Policies and Progressive Discipline Tabled
 - B. Mass Nahro Conference: Call Board members Monday to verify attendance.
8. New Business:
- A. Annual Meeting: Vote in new officers: Positions are from 04/01/2019 to 03/2019
 - 1. Patricia Holley made a motion, which was seconded by Audrey Polmanteer, to make David Sepanek the Chairperson of the Board. David accepted. All in favor.
David Sepanek is Chairperson of the Ludlow Housing Authority Board of Commissioners.
 - 2. David Sepanek made a motion, which was seconded by Audrey Polmanteer, to make Patricia Holley Vice-Chairperson of the Board. Patricia accepted. All in favor.
Patricia Holley is Vice-Chairperson of the Ludlow Housing Authority Board of Commissioners.
 - 3. Audrey Polmanteer made a motion, which was seconded by David Sepanek, to make Susan Stanek the Treasurer of the Board. Susan accepted. All in favor.
Susan Stanek is the Treasurer of the Ludlow Housing Authority Board of Commissioners.
 - B. MAHAMS Training May 7,8 MMT (Peter & Robin) & 9, MMS (Jim, Peter & Robin) 2019
 - C. Request from Robin Carvide to reimburse maintenance employees for a pair of safety toed footwear. Upon a motion made by Susan Stanek, which was seconded by Audrey Polmanteer, it was unanimously voted to approve request to reimburse employees for purchase of safety toed footwear for work, including new part-time employee. All in favor

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New Business Continued:

D. Waiting for reply from Ben Stone about building or developing our vacant plots of land.

9. Motion to adjourn:

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

Chairperson David Sepanek adjourned the meeting at 4:30 p.m.

Respectively Submitted

Robin Carvide

The next regular meeting is May 15, 2019 at 3:00 p.m.