

Ludlow Housing Authority

Special Board Meeting

May 15, 2019, 3:00 P.M.

AT THE COLONIAL SUNSHINE MANOR COMMUNITY ROOM

LOCATED AT 114 WILSON STREET, LUDLOW, MA 01056

AGENDA

1. Roll Call, Members of Authority

Patricia Holley

David Sepanek

Susan Stanek

Audrey Polmanteer

2. Acceptance of the Minutes of the Meeting:

Minutes from April 17, 2019

Minutes from April 25, 2019 Special Meeting

3. Payment of Bills-Warrant Report

March 2019 Bills

4. Financial Report:

March Accountant report

PHN 2019-06 and outcome

5. Modernization Report:

A. Offline Houses: FISH # 161075 Closing is May 16, 2019 at 11:00.

1. Motion needed for authorization to sign contracts, documents & deed in reference for the purchase of 229-231 Howard Street, Ludlow, MA 01056.

2. Motion needed for 2 Board Members to inspect and accept walk through of house on 229-231 Howard Street, Ludlow, MA 01056 on May 16, 2019 at 10:00 am.

RECEIVED
TOWN CLERK'S OFFICE
2019 MAY 10 A 11:38
TOWN OF LUDLOW, MA

- B. Wilson Replacement doors: FISH # 161091.
 - 1. Motion needed to accept Substantial Completion of project.
 - 2. Motion needed to accept Final Completion of project.
 - 3. Motion needed to pay Contractor Final Payment of \$23,001.00
Ludlow Housing Authority will be responsible for rekeying all exterior doors to the same key and administering the new keys to tenants. Goal to complete in 28 days from this meeting.
- C. Roof Replacement 667-4: FISH # 161096 Owner contract agreement has been signed. Sent to DHCD for final approval and then designer will set first construction meeting to sign (NTP) notice to proceed.
- D. Vestibule Repairs FISH # 161088. Update
- E. CIP 5-year Plan starting 2019-2023
Motion needed to accept proposed CIP Plan for Capital Improvements.

6. Reading of the Correspondence:

- A. Public Housing Notices 2019-09
- B. Public Housing Notices 2019-10
- C. Public Housing Notices 2019-11
- D. Public Housing Notices 2019-12
- E. Letters from a tenant's family members.
- F. Letter from Interim Undersecretary Commonwealth of MA: 44,000 Sustainability Initiative Award for FISH # 161096 Roof insulation and sealants.
- G. Minutes from Resident Meeting by EX Dir Chelmsford Housing Authority.
For information purposes.

7. Old Business:

- A. Employee Personnel Policies and Progressive Discipline
- B. Board Member training: Ethics all completed. All complete except new member still has time.
- C. Tabled: Response to letter from CHD asking to have laundry room privileges re-instated. Update to be given on findings from review of codes and CIP monies for repair.
- D. Waiting reply Ben Stone: received reply. Will discuss.

8. New Business:

- A. Change date for June 2019 Board Meeting
- B. Review and update "Pet Policy", "Vehicle Policy", "Gift and compensation Policy"
- C. Reminder of office hours last two week of May 2019.
May 20-22 closed, open 8:30 to 4:30
May 27-29 12:30 to 4:30 May 30 8:30 to 12:00

COMMUNITY DEVELOPMENT
MAY 10 2019

Meeting Posted by Ludlow Housing Authority: May 10, 2019