

MINUTES OF THE MEETING
OF THE
LUDLOW HOUSING AUTHORITY
May 15, 2019

RECEIVED
TOWN CLERK'S OFFICE
2019 MAY 17 P 2:59
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 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 May 10, 2019 at 11:37 a.m.

2. Acceptance of the minutes from April 17, 2019 & April 25, 2019

Upon a motion made by Susan Stanek, which was seconded by Patricia Holley, it was unanimously voted to accept the April 17, 2019 minutes as written. All in favor

Upon a motion made by Patricia Holley, which was seconded by Susan Stanek, it was unanimously voted to accept the April 25, 2019 minutes as written. All in favor

3. Payment of the Bills- Warrant report

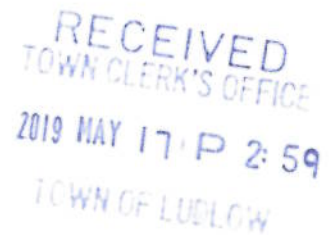
Upon a motion made by Patricia Holley, which was seconded by Audrey Polmanteer, it was unanimously voted to accept and pay the bills. Check # 19883 to Check # 19925 for \$73,017.77 All in favor

4. Financial Report:

April Report 62.1% Reserve and Net Income \$32,448.00

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

All in Favor.



5. Modernization Report:

A. Offline Houses: FISH # 161075

Upon a motion made by David Sepanek, which was seconded by Audrey Polmanteer, it was unanimously voted to give Patricia Holley and Susan Stanek the power to accept or decline the walk through, on Thursday, May 16, 2019 at 10:00 am for the closing of purchase at 229-231 Howard Street, Ludlow, MA 01056. All in favor.

B. Wilson Replacement Doors: FISH # 161091

1. Upon a motion made by Susan Stanek, which was seconded by Audrey Polmanteer, it was unanimously voted to approve the Substantial Completion of FISH # 161091 Door replacement at Development 667-2 Wilson Street, Ludlow, MA 01056. All in favor
2. Upon a motion made by Patricia Holley, which was seconded by Susan Stanek, it was unanimously voted to approve the Final Completion of FISH # 161091 Door replacement at Development 667-2 Wilson Street, Ludlow, MA 01056. All in favor
3. Upon a motion by Audrey Polmanteer, which was seconded by Patricia Holley, it was unanimously voted to pay final payment to Lizotte Glass, Inc. for \$23,001.00. All in favor

All exterior doors at Development 667-2 will have the locks rekeyed at LHA expense. This project goal for final completion is 28 days from this meeting.

C. Roof Replacement 667-4: FISH # 161096 Waiting for sign off from DHCD and then date first construction meeting can be set.

D. Vestibule Repairs FISH # 161088: Completion date for bidding is May 16, 2019.

E. CIP 5-year plan 2019 to 2023

Proposed plan reviewed by line item and discussed.

Upon a motion made by Susan Stanek, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the proposed CIP Plan. All in favor

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6. Reading of the Correspondence:

A, B, C, D, PHN 2019-09,10,11,12 were read, reviewed and acknowledged.

E. Letters from family members of tenant about conditions of the hallways at Chestnut Street Development were read and acknowledged. Letter of response to be sent to the two writing family members.

F. Letter from the Interim Undersecretary of the Commonwealth that we received an Sustainability Award of 44,000 for insulation and sealants with roofing project FISH # 161096.

G. Minutes from resident Meeting with Chelmsford Housing Authority were read and acknowledge.

7. Old Business:

A. Employee Personnel Policies: Tabled

B. Board Member training: One left new member

C. Motion made by Patricia Holley, which was seconded by Audrey Polmanteer, to table request from CHD pertaining to re-instating laundry room privileges until after all construction to the laundry facilities is complete and then Board will re-address the concerns. All in favor

D. Hand out Ben Stone's information and answer. Waiting for PHN on issue to be released.

8. New Business:

A. Date for June's Board Meeting being changed to Thursday, June 20, 2019 at 3:00 pm. Due to Western Massachusetts Executive Director Training Meeting being held on Wednesday, June 19, 2019.

B. Will work on updated or new policies for review next Board Meeting.

C. Reminder office hours. Correction closed the 27th for Memorial Day 28th and 29th 12:30 to 4:30 and 30th 8:30 to 12:00

9. Motion to adjourn:

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

Chairperson David Sepanek adjourned the meeting at 4:59 p.m.

Respectively Submitted

Robin Carvide

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