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

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2019 JUL -9 P 3:33
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, L. Barsalou

The secretary posted the Notice of Meeting at the Town Clerk's office on June 18, 2019 at 10.55 a.m.

2. Acceptance of the minutes from May 15, 2019

   Upon a motion made by Patricia Holley, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the May 15, 2019 minutes as written. All if favor

3. Payment of the Bills- Warrant report
   Discussion to check into Midas & Tire Warehouse invoices before paying.

   Upon a motion made by Patricia Holley, which was seconded by Audrey Polmanteer, it was unanimously voted to accept and pay the bills. Check # 19926 to Check # 19968 for $83,213.44 All in favor

4. Financial Report:

   May Report 63.1% Reserve and Net Income $36,675
   Upon a motion made by Susan Stanek, which was seconded by Susan Stanek, it was unanimously voted to accept May 2019 Financial Reports.
   All in Favor.

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5. Modernization Report:

   A. Offline Houses: FISH # 161075
   As of May 16, 2019, we are owners of 229-231 Howard Street. We are in the process of having it painted, clean and carpets changed. Then our maintenance will do a few small maintenance repairs and two units will be rented out.
   Working with Paul McPartland and Ben Stone about funding so we can start with selling 668 Center Street and 7 Maple Street. Hoping to have monies, and RFP ready for next meeting.

   B. Wilson Replacement Doors: FISH # 161091

   All exterior doors at Development 667-2 have had the locks re-keyed and all the back doors will be locked as of July 1, 2019. Flyers went out to the tenants at those addresses.

   C. Roof Replacement 667-4: FISH # 161096 In process

   D. Vestibule Repairs FISH # 161088: Completion date for bidding is June 28, 2019.

   E. PHN 2019-13 Technical Assistance for Vacant Land Development: Board to write Letter of support for next meeting and then we can send all information in to be processed, to see if we can proceed.

   F. Boilers 667-2 building 3 and 667-4 building 7: Scheduled to start this week. Waiting for boilers to come in.

6. Reading of the Correspondence:

   A, B, C, PHN 2019-13-15 were read, reviewed and acknowledged.
   D PHN 2019-16 Wage Match. Signed Verifications were shown that Norma & Robin, received read and acknowledged the rule and regulations for processing Wage Match. Upon a motion made by Audrey Polmanteer, which was seconded by Susan Stanek, it was unanimously voted to accept & acknowledge the Acknowledgement Form. All in Favor

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7. Old Business:
   A. Employee Personnel Policies: Handout that Susan Stanek prepared were reviewed. Sections will be reviewed each month until Policies & Procedure and Personnel Handbook is completed.
   Upon a motion made by David Sepanek, which was seconded by Patricia Holley, it was unanimously voted to raise the rate of the beeper from $60.00 to $80.00 weekly. All in favor
   Upon a motion made by David Sepanek, which was seconded by Patricia Holley, it was unanimously voted to make the Friday after Thanksgiving a paid holiday. All in favor
   B. Board Member training: All complete! Audrey Polmanteer our newest member completed all her online training and turned in her certificate.
   C. Tabled: Response to CHD asking to have laundry privileges re-instated.
   D. Review and update policies. Add to Policy's and Handbook. See A

8. New Business:
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 4:30 p.m.

Respectively Submitted
Robin Carvide

The next regular meeting is July 19, 2019 at 10:00 am