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TOWN OF LUDLOW

MINUTES OF THE MEETING
OF THE
LUDLOW HOUSING AUTHORITY
July 19, 2019

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 10:00 a.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 July 16, 2019 at 1:02 p.m.

2. Acceptance of the minutes from June 20, 2019

   Upon a motion made by Audrey Polmanteer, which was seconded by Patricia Holley, it was unanimously voted to accept the June 20, 2019 minutes, after amending section 4 and changing that Audrey Polmanteer seconded the motion, not Susan Stanek, as written. All if favor

3. Payment of the Bills- Warrant report

   Upon a motion made by Susan Stanek, which was seconded by Audrey Polmanteer, it was unanimously voted to accept and pay the bills. Void Check #19947 & 19969 Check # 19970 to Check # 20003 for $30,583.44 All in favor

4. Financial Report:

   June Report 61.1% Reserve and Net Income $28,213
   Upon a motion made by Audrey Polmanteer, which was seconded by Patricia Holley, it was unanimously voted to accept June 2019 Financial Reports. All in Favor.

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Motion made by David Sepanek, which was seconded by Susan Stanek, it was unanimously voted to investigate about types of programs where Board members are compensated. All in favor

5. Modernization Report:

   A. Offline Houses: FISH # 161075
   229-231 Howard Street in final prep stage to be rented. We have one side over housed to transfer and have been working on CHAMP list to find tenant for other side.
   We received the approval to move forward with the sale of 7 Maple Street & 668 Center Street. The attached RFP is for your review and approval. It has already been approved through Pau McPartland (DHCD). We also received additional funding so we can replace both units.

   Motion made by Audrey Polmanteer, which was seconded by Patricia Holley, it was unanimously voted to sell 7 Maple Street and 668 Center Street, and to replace both units. All in favor

   Motion made by Patricia Holley, which was seconded by Susan Stanek, it was unanimously voted to accept the RFP for both houses and have it go live as of July 31, 2019. All in favor

   B. Roof Replacement 667-4: FISH # 161096 Roofs and insulation complete. It was found that the gutters needed to be replaced at a cost of 22,000. This went to DHCD as a change order and was approved. Old gutters were removed and replaced with new leaf guard gutters. Project completed.

   Motion made by Susan Stanek, which was seconded David Sepanek, it was unanimously voted to acknowledge and accept the change order, Certificate of Substantial completion and the Certificate of Final Completion and payment of FISH # 161096. All in favor

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C. Vestibule Repairs FISH # 161088: Bids were received for this project. RCAT and architect/engineer Roy S Brown recommend Inglewood Development Corporation.

Motion made by Audrey Polmanteer, which was seconded by Patricia Holley, it was unanimously voted to award the bid from Inglewood Development Corporation for the vestibule repairs at 39 Chestnut Street, Ludlow, MA 01056 at $36,745 FISH # 161088 All in favor

D. PHN 2019-13 Technical Assistance for Vacant Land Development: Tabled: 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.

E. Hampden Street Zones valves FISH # 161087 received prices waiting for Alves to schedule work start date.

F. State Street Trees: FISH # 161098 Checked with town. They are going to trim and cut down some, then we will draw up a scope and go out for bids.

G. Chestnut Street Trees: FISH # 161103 Checked with town for approval of trees close to property line. Once get response will continue with scope and go out for bids.

H. Driveway 37 Warren Street: FISH # 161106 Scope is complete. Going out for bids.

6. Reading of the Correspondence:

A. PHN 2019-17 was read, reviewed and acknowledged.
B. Mel-King Resident Board Member training July 29, 2019. All resident board members were given flyer to sign up. It is being held at our Community Hall.

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7. Old Business:
   A. Employee Personnel Policies: Tabled: Susan Stanek drafted a seconded section of Policies for review. These sections and additional sections will be reviewed at the next meeting.
   B. Tabled: Response to CHD asking to have laundry privileges re-instated.

8. New Business: (For next agenda)
   A. Federal Housing Results
   B. Holding a Board appreciation dinner.

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 11:30 a.m.

Respectively Submitted
Robin Carwide

The next regular meeting is August 21, 2019 at 3:00 pm