MINUTES OF THE MEETING
OF THE
LUDLOW HOUSING AUTHORITY
August 14, 2019

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2019 AUG 16 A 8:34
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 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, C. Danek, R&S Anderson, & L. Beauchesne

The secretary posted the Notice of Meeting at the Town Clerk's office on August 12, 2019 at 8:36 a.m.

Chairperson David Sepanek let public attendance aware that we were not talking about the happenings lately around Wilson Street Development. Robin Carvide said she could have a meeting with all interested Wilson Street tenants later and that they could go over the items on the recently distributed letter.

2. Acceptance of the minutes from July 19, 2019

   Upon a motion made by Patricia Holley, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the July 19, 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 # 20004 to Check # 20041 for $171,449.43 All in favor

4. Financial Report:

   Accountant July Financial Report was not complete, will have July and August next month.
   Papers were given that showed that Veteran Family Housing was the program that Board Members get paid for.

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5. Modernization Report:

   A. Offline Houses: FISH # 161075
   Bidding will end on August 30, 2019 at 11:00 am. There will be a special meeting of the Board, held on August 30, 2019 at 11:10 am to open all the sealed bids for the RFP of 7 Maple Street and 668 Center Street.

   B. Vestibule Repairs FISH # 161088: Contract in process of being signed and a kickoff meeting will be scheduled to agree on start date and sign a NTP.

   C. PHN 2019-13 Technical Assistance for Vacant Land Development: Chairperson and Executive Director have a meeting today at 1:00 pm with Massachusetts Housing to see what options we have with vacant land and creating more housing in Ludlow.

   D. Hampden Street Zones valves FISH # 161087 completed

   E. State Street Trees: FISH # 161098 Town completed their trimming and we will draw up a scope and go out for bids.

   F. 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.

   G. Driveway 37 Warren Street: FISH # 161106 Scope is complete. Went out for bids. We received no responses will send more request for quotes out.

   H. Boilers at Building 7 & Building 3 Wilson Street, will be getting under way soon.

   Upon a motion made by Patricia Holley, which was seconded by Susan Stanek, it was unanimously voted to accept the Modernization report. All in favor

6. Reading of the Correspondence:

   A. PHN 2019-18 was read, reviewed and acknowledged.

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7. Old Business:
   A. Employee Personnel Policies: One full packet and half of another packet were reviewed and edited of the drafts that Susan Stanek made.

      Upon a motion made by David Sepanek, which was seconded by Patricia Holley, that the beeper weekly pay to be increased from $80 to $100 a week. Votes as follows: Audrey Polmanteer, Susan Stanek Nay, Patricia Holley Yeh. Motion denied.

      Upon a motion made by Patricia Holley, which was seconded by Susan Stanek, it was unanimously voted to a pay part-time employees for the State Mandated Sick Time. All in favor

      Upon a motion made by David Sepanek, which was seconded by Audrey Polmanteer, it was unanimously voted to appoint Susan Stanek the AA/EEO Officer and Patricia Holley the Assistant AA/EEO Officer. All in favor

      Upon a motion made by Susan Stanek, which was seconded by Audrey Polmanteer, it was unanimously voted to let the Chairperson have access to Employees files, only in an emergency, when Executive Director is not available, and access is immediately needed. All in Favor

   B. Tabled: Response to CHD asking to have laundry privileges re-instated.
   C. Federal Housing Results: Answered above in Finance
   D. Board Appreciation Dinner:
      Upon a motion made by Patricia Holley, which was seconded by Audrey Polmanteer, it was unanimously voted to allow the Board Members to go to a local restaurant and have an appreciation dinner on the Housing Authority. All in favor

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Minutes of Board Meeting

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8. New Business: (For next agenda)
   A. 39 Chestnut Street Fab Entry: Agenda next meeting. Board members to go to David's Development on the 19th at 10:00 to see how they work.

   B. David Sepanek opened the floor to see if tenants had any questions. P. Charbonneau asked that the letter for the tenant meeting contain the following: Date, Time, what questions they can or cannot ask and what their statements and opinions can or cannot contain.

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 12:30 p.m.

Respectively Submitted
Robin Carwide