277

MINUTES OF THE REGULAR MEETING
OF THE LUDLOW HOUSING AUTHORITY
November 20, 2019

RECEIVED
TOWN CLERK'S OFFICE
2019 NOV 22 A 9:02
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 11: a.m.

1. Upon roll call those present were as follows:
   Present: David Sepanek Susan Stanek Audrey Polmanteer Patricia Holley
   Also, in attendance: Secretary Robin Carvide
   Tenants: P. Charbonneau & L. Barsalou

The secretary posted the Notice of Meeting at the Town Clerk's office 11/14/2019 at 9:02 a.m.

2. Acceptance of the Minutes of the Meeting:

   Upon a motion made by Patricia Holley, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the minutes of October 16, 2019, as written.
   All in favor

3. Payment of Bills:
   Upon a motion by Patricia Holley, which was seconded by Audrey Polmanteer, it was unanimously voted to approve the payment of bills from check # 20135 to 20187 for a total of $65,187.75 All in favor.

4. Financial Report: FYE 2019 09/30/2019 Report
   FYE 2019 ended with 53.6% Reserves and net income of 8,437.00.

   Upon a motion made by Susan Stanek, which was seconded by Patricia Holley, it was unanimously voted to approve the FYE 2019 09/30/2019 Reports. All in favor

   Upon a motion made by Susan Stanek, which was seconded by Patricia Holley, it was unanimously voted to approve the Top 5 Compensation and Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws. All in favor.

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5. Modernization Report:
   A. Offline Houses: FISH # 161075
      1. Upon a motion by Susan Stanek, which was seconded by Audrey Polmanteer, it was unanimously voted to send out RFP Ad notice for a publishing date of 11/27/2019 to purchase two housing unit(s). All in favor
      2. Upon a motion by Susan Stanek, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the RFP and RFP ad as written. All in favor
   B. Vestibule Repairs FISH # 161088:
      Upon a motion by Susan Stanek, which was seconded by Patricia Holley, it was unanimously voted to accept the Substantial Completion and Final Completion for FISH # 161088. All in favor
   C. PHN 2019-13 Technical Assistance for Vacant Land Development: waiting for Engineering Company to contact for meeting.
   D. State Street Trees: FISH # 161098 Bids are being taken.
   E. Chestnut Street Trees: FISH # 161103 Town came and marked trees. Waiting for Town to cut down and trim trees in question.
   F. Driveway 37 Warren Street FISH # 161106: RCAT had contractor look at for estimate
   G. Boilers at buildings 3 & 7 Wilson Street FISH # 161090: Ran into some issues, change order has been sent in and approved.

6. Correspondence:
   A. PHN 2019-25 was reviewed & acknowledged.
   B. PHN 2019-26 was reviewed & acknowledged. Looking into ideas to apply.

7. Old Business:
   A. Employee Personnel Policies & Progressive Discipline: Packet 4 reviewed and approved. Waiting for answers to questions in drug/alcohol issues from attorney. Susan Stanek will merge with other reviewed packet and we will give to attorney for review, changes & comments.
   B. Tabled: Response to letter from CHD asking to have laundry room privileges re-instated. Laundry facilities is in CIP to be revamped.

8. Motion to adjourn:
   Upon a motion by David Sepanek, which was seconded by Audrey Polmanteer, it was unanimously voted to adjourn the meeting. All in favor
   Chairperson David Sepanek adjourned the meeting at 11:58 a.m.

Respectively Submitted
Robin Carvide