MINUTES OF THE MEETING
OF THE
LUDLOW HOUSING AUTHORITY
February 19, 2020

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2020 FEB 20 P 2:14
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 13:00 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

The secretary posted the Notice of Meeting at the Town Clerk's office on February 13, 2020

2. Acceptance of the minutes from January 15, 17 & 31, 2020:

   Upon a motion made by Patricia Holley, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the January 15, 17 & 31, 2020 minutes as written. All if 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 # 20269 to Check #23321 for $59,597.11. All in favor

4. Financial Report:

   January 31, 2020 Report 111.9% Reserve and Net Income $201,763
   Numbers are inflated due to sale of (2) off-line houses that were sold. Once they are replaced proceeds from homes will be used decrease the net income and reserve.

   Upon a motion made by Susan Stanek, which was seconded by Patricia Holley, it was unanimously voted to accept January 2020 Financial Reports.
   All in Favor.

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Financial Report: continued

We have (3) vacant apartments: One will be available beginning of March for a transfer, one is in a FISH account for extreme tenant damage repair, and one we just received February 12, 2020 for medical transfer to first floor. We will be receiving one more at the end of the month. Peter is returning to work Thursday, February 20, 2020.

We had a tenant who fell ill and went into hospital and was supposed to come home but after two months was unable to come home being terminal. Rent was not paid during this time. We were in contact with tenant and then with their POA and there are no estate assets, no family stepping forward or monies to pay back rent.

Upon a motion by Susan Stanek, which was seconded by Patricia Holley, it was unanimously voted to write-off $1,509.00 for bad debt from vacate of tenant, L. Haimann. All in favor

Several 14-day notices were sent out and several payment agreements made. We have a physical eviction set for March 3, 2020 if tenant does not vacate on own by then.

We completed our PMR audit and our AUP audit.
PMR we had a few minor findings that have been taken care of and one that is being changed in how it is handled to adhere to what the PMR requirements are.
AUP we passed completely with "No Findings". Both audits will be publicly posted by DHCD.

5. Modernization Report:

   A. Off Line Houses: FISH # 161075
      Next Bid opening is scheduled for February 28, 2020 at 11:10 a.m.
   B. PHN 2019-13 Technical Assistance for Vacant Land Development: Engineer still looking for some documentation will reschedule. Attached please find the break down of legal plots for Grandview Avenue.

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C. FISH # 161103. Waiting for Town to cut/trim their portion and then we will complete the rest.
D. FISH # 161106 37 Warren Street Driveway: take off agenda until addressed by RCAT
E. FISH # 161090 Boilers at 3 & 7 Wilson Street. In final warranty stage.

6. Reading of the Correspondence:

   A. Public Housing Notice 2020-2 was read, acknowledged and accepted.
   B. Public Housing Notice 2020-3 was read, acknowledged and accepted.
   C. Ludlow Housing Authority 2019 Annual Report for the Town of Ludlow was read, acknowledged and accepted.

7. Old Business:

   A. Employee Personnel Policies and Progressive Discipline: sent to lawyer for review.
   B. Tabled: Response from letter from CHD asking to have laundry privileges re-instated. Laundry facilities is in a CIP to be revamped.

8. New Business:

9. Motion to adjourn:

Upon a motion by Patricia Holley, which was seconded, by Susan Stanek, it was unanimously voted to adjourn the meeting. All in favor Chairperson David Sepanek adjourned the meeting at 12:10 p.m.

Respectively Submitted
Robin Carvide

The next regular meeting is March 18, 2020 at 11:00 a.m.