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TOWN OF LUDLOW

MINUTES OF THE MEETING
OF THE
LUDLOW HOUSING AUTHORITY
September 18, 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 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 September 13, 2019 at 1:27 p.m.

2. Acceptance of the minutes from August 14th & 30th, 2019

   Upon a motion made by Patricia Holley, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the August 14, 2019 minutes, as written. All in favor

   Upon a motion made by Patricia Holley, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the August 30, 2019 minutes, as written. All in favor

3. Payment of the Bills- Warrant report

   Upon a motion made by Patricia Holley, which was seconded by Audrey Polmanteer, it was unanimously voted to accept and pay the bills. Checks 20054 to 20065 voided. Check # 20042 to Check # 20096 for $41,713.89 All in favor

4. Financial Report:

   A. July Accountant Report: Reserve at 63.7% and income at $39,354
   B. August Accountant Report: Reserve at 63.9% and income at $39885

   Upon a motion made by Susan Stanek, which was seconded by Patricia Holley, it was unanimously voted to accept the July and August Accountant's Reports. All in favor

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The following resolution was introduced by Patricia Holley, read in full and considered:

RESOLUTION AUTHORIZING CONTRACT FOR FINANCIAL ASSISTANCE FOR STATE-AIDED CAPITAL IMPROVEMENT WORK PLAN 5001 FOR HOUSING PROGRAM STATE-AIDED HOUSING

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE MEMBERS OF THE Ludlow Housing authority, AS FOLLOWS,

Section 1. The Authority shall enter into a contract with the Commonwealth of Massachusetts in the form submitted at this meeting and contract in the name of Ludlow Housing authority under its corporate seal, and the Secretary is hereby authorized to attest the same.

Section 2. The Authority hereby requests the Director of the Department of Housing and Community Development, (Commissioner of the Department of Community Affairs) enter into such contract with the Authority and the Commonwealth of Massachusetts to approve such contract.

Section 3. The Officers of the Authority shall be, and they are hereby authorized and directed, on and after the execution of said contract by the respective parties thereto, to do and perform on behalf of the Authority all acts and the things required of the Authority to perform fully all of its obligations thereunder.

Section 4. This resolution shall take effective immediately. Patricia Holley moved that the foregoing resolutions be adopted as introduced and read, which motion was seconded by David Sepanek, and upon roll call the "Ayes" and "Nays" were as follows:

(4) Ayes (0) Nays

The Chairperson thereupon declared said motion carried and said resolution adopted.

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5. Modernization Report:

   A. Offline Houses: FISH # 161075
   Upon a motion made by Patricia Holley, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the highest bidder for the houses at 668 Center Street and 7 Maple Street, contingent on the approval of DHCD. All in favor

   B. Vestibule Repairs FISH # 161088: Will be starting the beginning of October 2019

   C. PHN 2019-13 Technical Assistance for Vacant Land Development: Waiting to hear our options of feasibility

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

   E. 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.

   F. Driveway 37 Warren Street: FISH # 161106 Scope is complete. Went out for bids. We received no responses. RCAT was asked to help find contractor.

   G. Boilers at Building 7 & Building 3 Wilson Street: Should be completed around October 1, 2019

   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 2019-19 was read, reviewed and acknowledged. Meeting to be held to discuss Tuesday, October 1, 2019 at 11:00 a.m.
   B. PHN 2019-20 was read, reviewed and acknowledged.

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7. Old Business:
   A. Employee Personnel Policies: Meeting Tuesday, October 1, 2019 11:00 a.m. to go over packets completed.

   B. Tabled: Response to CHD asking to have laundry privileges re-instated.
   C. Fab for entrance door at Chestnut Street: Motion made by David Sepanek to approve to get fab keys for entrance at Chestnut Street. No second. Motion declined
   D. Meeting with tenants at Wilson Street: Handout of responses to items brought up in meeting.

   New Business:

   A. Chestnut Street Lobby/Community Room repairs: Paint has been ordered and getting prices for painting labor and will proceed.

   B. Regular Board Meetings time.

   Upon a motion made by David Sepanek, which was seconded by Audrey Polmanteer, it was unanimously voted to change the Regular Board Meeting time to 11:00 a.m.
   All in favor
   Upon a motion made by David Sepanek, which was seconded by Patricia Holley, it was unanimously voted to approve the purchase of coffee, water, refreshment or a light lunch for Board Meetings. All in favor

8. 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 4:05 p.m.

   Respectively Submitted
   Robin Carwide