MINUTES OF THE MEETING
OF THE
LUDLOW HOUSING AUTHORITY
March 19, 2020 11:00 am

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TOWN CLERK'S OFFICE
2020 MAR 19 P 3:09
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 11:00 a.m.

1. Upon roll call those present were as follows:
   Present: David Sepanek Susan Stanek Audrey Polmanteer
   Absent: Patricia Holley

Also, in attendance: Secretary Robin Carvide

The secretary posted the Notice of Meeting at the Town Clerk's office on March 16, 2020 at 3:17 pm

2. Acceptance of the minutes from February 19 & 28th, 2020

   Upon a motion made by Susan Stanek, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the February 19 & 28th, minutes as written, with the addendum of changing the write off rental amount in the February 19th , 2020 minutes to $503.00. 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 # 20322 to Check #20369 for $47,427.31. All in favor

4. Financial Report:

   A. February 29, 2020 Report 109.4% Reserve and Net Income $201,607
   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 Audrey Polmanteer, it was unanimously voted to accept February 2020 Financial Reports.
   All in Favor.

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Financial Report: continued

B. (4) Floods, All repairs complete. All tenants back in their apartments. Now waiting for reimbursement from Insurance company, to see what our out of pocket damages will be.
C. Boiler at New Wilson in building #6 is being funded through our CIP. Revision made.
D. We have (3) vacant apartments: One is being rented for April 1, 2020, One apartment is for a tenant being transferred (due to major structural floor repairs), and One is a FISH for tenant damages, should be completed by April 30, 2020. We will be receiving (4) more units in April.

5. Modernization Report:

A. Offline Houses: FISH # 161075: entered in Purchase & Sale of 236 Center Street. All inspections have been completed and waiting for results.
Next Bid opening is scheduled for March 27, 2020 at 11:10 a.m.
B. PHN 2019-13 Technical Assistance for Vacant Land Development: Meeting cancelled. It will be rescheduled after State of Emergency lifted
C. FISH # 161103. Waiting for Town to cut/trim their portion and then we will complete the rest.

6. Reading of the Correspondence:

A. Public Housing Notice 2020-2 to 2020-09 were 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.

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8. New Business:
   State of Emergency: Office closed to all public. All work with tenants will be through, email, mail, & phone. We will be cleaning and sanitizing common areas. All community halls are CLOSED and activities in the community halls are cancelled until further notice. We will still be having Board Meetings, but if meeting in person is not possible, we will cancel or set up by new amended state of emergency open meeting law rules. Applicants can apply online or print an application and either mail in or drop off in outside correspondence box. All conferences and trainings have been cancelled. Maintenance will only be completing emergency or health and safety work orders until things have settled.
   Town elections will be postponed so Patricia Holley will continue to hold her seat until the postponed election is held.

9. Motion to adjourn:

   Upon a motion by Susan Stanek, which was seconded, by Audrey Polmanteer, it was unanimously voted to adjourn the meeting. All in favor Chairperson David Sepanek adjourned the meeting at 11:35 a.m.

Respectively Submitted
Robin Carvide

The next regular meeting is April 15, 2020 at 11:00 a.m.