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TOWN OF LUDLOW

MINUTES OF THE BOARD MEETING OF THE LUDLOW HOUSING AUTHORITY

June 17, 2020 11:00 am

REGULAR MEETING

GO TO MEETING & CONFERENCE CALL

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 Joshua Carpenter

   Also, present: Robin Carvide

The secretary posted the Notice of Meeting at the Town Clerk's office 06/12/2020

2. Acceptance of the Minutes of Meeting:

   Upon a motion made by Audrey Polmanteer, which was seconded by Joshua Carpenter, it was unanimously voted to accept the May 20, 2020 minutes as written. All in favor

3. Payment of Bills:

   Upon a motion made by Susan Stanek, which was seconded by Audrey Polmanteer, it was unanimously voted to pay the bills. Check # 20470 to Check # 20516 for a total of $77,931.91. All in favor

4. Financial Report:
   A. May Accountant report: 51.7% reserve. Showing actual to date amount -37,753 which will be adjusted once we get reimbursed for allowed monies for purchase of 236 Center Street.
   B. Contract for Financial Assistance (CFA) Extension 689-1

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The following resolution was introduced by Joshua Carpenter, read in full and considered:

RESOLUTION AUTHORIZING CONTRACT FOR FINANCIAL ASSISTANCE FOR STATE-AIDED CAPITOL IMPROVEMENT WORK PLAN OR DEVELOPMENT NO. 5001 FOR HOUSING PROGRAM 689-1

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 Susan Stanek moved that the foregoing resolutions be adopted as introduce and read, which motion was seconded by Joshua Carpenter, and upon roll call the "Ayes" and "Nays" were as follows: Ayes 4 Nay 0

The Chairperson there upon declared said motion carried and said resolution adopted.

Board Meeting Minutes
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The following resolution was introduced by Susan Stanek, read in full and considered:

RESOLUTION AUTHORIZING CONTRACT FOR FINANCIAL ASSISTANCE FOR STATE-AIDED CAPITOL IMPROVEMENT WORK PLAN OR DEVELOPMENT NO. 5001 FOR HOUSING PROGRAM #8

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 Audrey Polmanteer moved that the foregoing resolutions be adopted as introduce and read, which motion was seconded by Susan Stanek, and upon roll call the "Ayes" and "Nays" were as follows: Ayes 4 Nay 0
The Chairperson there upon declared said motion carried and said resolution adopted.

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5. Modernization Report:
   A. Offline Houses: FISH # 161075 Next bid opening is June 19, 2020 at 11:05 am
   B. PHN 2019-13 Technical Assistance for Vacant Land Development:
   C. FISH # 161103 Chestnut Street trees: Pete trimmed going to start getting bids.
   D. FISH # 161107-161110 Health & Safety (4) projects

6. Reading of the Correspondence:
   Review & Acknowledged PHN 2020-22

7. New Business:
   A. COVID update: Office and community halls will remain closed. Hired Servpro to sanitize 39 Chestnut Street development all high touch areas and floors. Maintenance will do high touch areas all other days including week ends.
   B. Ludlow Annual re-organization of Board.
   Joshua Carpenter nominated David Sepanek for Chairperson; Susan Stanek seconded. David Sepanek accepted.
   Susan Stanek nominated Audrey Polmanteer for Vice-Chairperson; David Sepanek seconded. Audrey Polmanteer accepted.
   David Sepanek nominated Susan Stanek for Treasurer, Joshua Carpenter seconded, Susan Stanek accepted.

   Chairperson: David Sepanek
   Vice-Chairperson: Audrey Polmanteer
   Treasurer: Susan Stanek

8. Motion made by Joshua Carpenter to adjourn meeting; Chairperson David Sepanek adjourned the meeting at 12:20 p.m.

Respectively Submitted
Robin Carvide