306

MINUTES OF THE BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY
AUGUST 19, 2020
REGULAR MEETING
GOTO MEETING & CONFERENCE CALL

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2020 AUG 20 A 8:37
TOWN OF LUDLOW

The meeting was called to order by Chairperson David Sepanek at 11:07 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's Clerk's office August 13, 2020 at 12:17 p.m.

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 July 15, 2020 minutes as written. All in favor
3. Payment of Bills:
   Upon a motion made by Joshua Carpenter, which was seconded by Audrey Polmanteer, it was unanimously voted to pay the bills. Check # 20550 to Check # 20596 for a total of $42655.04
4. Financial Report:

   A. Reviewed June ending Accountant report: Reserve at 57.3% and Net Operating income at -14,326. Talked about COVID 19 expenses, Bed Bug expenses and other expenses that have not been part of regular spending.

   B. Vacancies: We have (3) vacancies at State Street that will be on CIP for remodeling & abatement. We have (1) vacancy at Chestnut Street on CIP to restructure floor (slanting floor), We have (2) apartments that will be rented by September 1. 2020. We have (2) houses, one we are working on CHAMP list to fill and the other needs many repairs, painting etc. We have waivers for anything that is major and is using FISH project financing.

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Financial Report Continued:

We have two accounts that need to be written off one from a tenant death and the other from a tenant that just left, with no notice. These two accounts total 1,407.00.

Upon a motion made Susan Stanek, which was seconded by Audrey Polmanteer it was unanimously voted to write off the two rental accounts totaling 1,407.00. All in favor

5. Modernization Report:
    a. Offline Houses: FISH # 161075 We received approval from the under secretary to purchase 58 Cady Street. The granted amount balance was entered into our project budget. The closing is set for August 27, 2020.
    b. PHN 2019-13 Technical Assistance for Vacant Land Development: Working on title searches & the removal of wood storage on our property.
    c. FISH # 161103 Trees at Chestnut Street: The company that was hired did not work out. We went out for more prices and the trees will be removed and trimmed starting Monday, August 24, 2020.
    d. FISH # 161107-110: Health & Safety (2) completed, sidewalks at Wilson Street getting paperwork in order and will be setting a start date.
6. Reading of the Correspondence:
    a. Reviewed Public Housing Notices 2020-27 & 28
7. New Business:

A. Annual Plan: All changes from hearing meeting on July 8, 2020 were made and entered into the online Annual Plan, the adjusted CIP plan was distributed to the Board to review.

Upon a motion made by Joshua Carpenter, which was seconded by Audrey Polmanteer, it was unanimously voted to accept the Annual Plan with changes as written. All in favor

B. COVID updates: Office will remain closed to the public. All community Rooms will still be closed until further notice. We will still be using PPE and sanitizing.

C. Funding for FISH # 161075: 58 Cady Street will be the final purchase to close out this project. We took 4 off-line homes and sold and purchased newer occupiable homes. We were granted funding for 705's vacant unit funding. The last of the funding needed has been approved as follows:

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The Following resolution was introduced by Audrey Polmanteer, 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 AMENDMENT #9. AMENDMENT AS FOLLOWS PROJECT 161075 ADDITIONAL VACANT UNIT FUNDING 705'S AWARD $140,000.00.

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 Officer's of the Authority shall be, and they hereby authorized and directed, on and after 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 introduced and read, which motion was seconded by Susan Stanek, and upon roll call the "Ayes" and "Nays" were as follows: Ayes 4 Nays 0

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

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NEW BUSINESS – Continued

D. Discussion perused about workload and hours for maintenance:

Upon a motion made by Joshua Carpenter, which was seconded by Susan Stanek, it was unanimously voted to change Corey Gamache's position to a full-time maintenance crew benefited position starting October 1, 2020 with FYE 2021 Budget. All in favor

8. Adjourn Meeting: Upon a motion by Joshua Carpenter, which was seconded by Audrey Polmanteer, it was unanimously voted to adjourn meeting at 12:01 p.m.

Sincerely Submitted:
Robin Carvide

Next Regular Scheduled meeting will be September 16, 2020