310

MINUTES OF THE BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY
SEPTEMBER 23, 2020
REGULAR MEETING
GOTO MEETING & CONFERENCE CALL

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TOWN CLERK'S OFFICE
2020 SEP 24 P 3:25
TOWN OF LUDLOW

The meeting was called to order by Chairperson David Sepanek at 11:10 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 September 17, 2020 at 4:06 p.m.

2. Acceptance of the Minutes of Meeting:
   Upon a motion made by Joshua Carpenter, which was seconded by Audrey Polmanteer, it was unanimously voted to accept (after amending the next meeting date to September 23, 2020), the August 19, 2020 minutes as written. All in favor
3. Payment of Bills:
   Discussion of some bills and WB MASON' different prices for same items.
   Upon a motion made by Joshua Carpenter, which was seconded by Susan Stanek, it was unanimously voted to pay the bills. Check # 20597 to Check # 20650 for a total of $52,855.75. All in favor
4. Financial Report:
   A. Reviewed July 31, 2020 ending Accountant report: Reserve at 63.1% and Net Operating income at -22,511. Talked about COVID 19 expenses, flood expenditures and funding for last unit purchased from FISH # 161075 Reviewed August 31, 2020 ending Accountant report: Reserves at 67.3% and Net Operating Income at -8,175.00. We are getting some reimbursements from formula funding, insurance and COVID costs will be divided per PHN 2020-29

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Financial Report Continued:

B. FYE 2021 Budget Guidelines came out. They can be found online at Public Housing Notices for Massachusetts. There is a 4% decrease off last year's ANNUEL.

5. Modernization Report:
   a. Offline Houses: FISH # 161075 We have completed the sale of (4) off-line units and replaced them with (4) occupiable units. 236 Center Street & 58 Cady Street should both be completed and occupied at the beginning of October 2020.
   b. PHN 2019-13 Technical Assistance for Vacant Land Development: David Sepanek explains that the wood should be removed in the next two weeks and Robin will check with lawyer to see where we are at with title search for property on Summer Avenue. David Sepanek wants to know what information Susan Stanek found out from her investigation of modular home prices and quotes. Susan explained that they will not give you a quote unless you have a design with specific details.
   c. FISH # 161103 Trees at Chestnut Street: Completed: storm and hanging trees at Wilson Street and 176 East Street were also trimmed or taken down in this project.
   d. FISH # 161107-110: Health & Safety (3) completed, (1) left but has lighting that workers will need to get into tenants' apartments, may change to another project.
   e. Water loss at 106A Wilson Street: Vendor Insurance to cover
6. Reading of the Correspondence:
   a. Reviewed Public Housing Notices 2020-29: Allocation of Supplemental Funding for Coronavirus Response. Read and acknowledged.
7. Old Business:
   A. Update on Full Time maintenance position: Now that we received the budget guidelines, we will have to see if we can accommodate the position with Fee Accountant and DHCD Financial department, once we find if it will fit in our ANNUEL then we can reapproach DHCD for answer.
   B. Policy and Procedures: Lawyer is compiling questions. Robin will contact lawyer to see when we can get the questions.

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8. New Business:
   A. 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.

9. Adjourn Meeting: Upon a motion by David Sepanek, which was seconded by Susan Stanek, it was unanimously voted to adjourn meeting at 12:09 p.m.

Sincerely Submitted:
Robin Carvide

Next Regular Scheduled meeting will be October 21, 2020