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MINUTES OF THE SPECIAL MEETING
OF THE LUDLOW HOUSING AUTHORITY
October 1, 2019

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TOWN OF LUDLOW

SPECIAL 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 11:10 a.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, Accountant Jenna Milne
   Tenants: L. Barsalou

The secretary posted the Notice of Meeting at the Town Clerk's office 09/27/2019 at 8:46 a.m.

2. Financial Report: Budget FYE 2020 was reviewed including changing office structure and administrative pay scales.
   Upon a motion made by Susan Stanek, which was seconded by Audrey Polmanteer, it was unanimously voted to accept proposed budget for FYE 2020. All in favor

   Upon a motion made by Patricia Holley, which was seconded by Audrey Polmanteer, it was unanimously voted to accept proposed executive director salary schedule increase, administrative job structure and pay rates. All in favor

3. Public Housing Notice 2019-19 was reviewed, discussed and Ludlow Housing is not going to try to initiate this program at this time.

4. Old Business:
   Employee Personnel Policies & Progressive Discipline: All completed packets were reviewed and suggestions and comments were received. Changes will be made to draft and sent to attorney for legal comments and suggestions.

5. 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 3:10 p.m.

Respectively Submitted

Robin Carvide