313

MINUTES OF THE BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY
October 21, 2020
REGULAR MEETING
GOTO MEETING & CONFERENCE CALL

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The meeting was called to order by Chairperson David Sepanek at 11:02 a.m.

1. Upon roll call those present were as follows:
   Present: David Sepanek Susan Stanek
   Joshua Carpenter

   Also, present: Robin Carvide, Jenna Milne, PCA
   Absent: Audrey Polmanteer

The secretary posted the Notice of Meeting at the Town's Clerk's office October 19, 2020.

2. Acceptance of the Minutes of Meeting:
   Upon a motion made by Susan Stanek, which was seconded by Joshua Carpenter, it was unanimously voted to accept, the September 23, 2020 minutes as written. All in favor

3. Payment of Bills:
   Upon a motion made by Joshua Carpenter, which was seconded by Susan Stanek, it was unanimously voted to pay the bills. Check # 20651 to Check # 20694 for a total of $62,513.16. All in favor

4. Financial Report:
   A. FYE 2020 will be given next month
   B. Budget for FYE 2021:

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Financial Report Continued:

B. PCA Jenna Milne went over proposed budget section by section. All questions answered.

Motion: Joshua Carpenter moved that the proposed Operating Budget for State-Aided Housing of the Ludlow Housing Authority (Chapter 220/667/705/689/MRVP), Program Number 400-1 for fiscal year ending 09/30/2021 showing total revenue of $879,183 (Account No. 3000) and Total Expenses of $920,435 (Acct No. 4000) thereby requesting a subsidy of $137,455 (Acct No.3801), and further that the Executive Director's total annual salary of $84,697 for fiscal year ending 09/30/2021 be submitted to the Department of Housing and Community Development for its review and approval. Susan Stanek seconded the motion which, upon roll-call, was passed by a vote of (3) For to (0) Against.

C. Annual Plan & CIP were approved by DHCD

D. Corey Gamache gave his notice. His last official day of work will be 10/25/2020. Full time maintenance position is incorporated into the FYE 2021 Budget. Once Board approves FYE2021 budget it gets sent to DHCD for approval, we are not to offer the position to anyone until we have approval from DHCD.

5. Modernization Report:
   A. FISH # 161107 Lighting: Health & Safety (3 Completed)
   B. Flood 106A Wilson Street: Vendor Insurance
   C. FISH # 161100 Laundry Room reconfiguration Wilson Street: DHCD
   D. FISH # 161116 Replace Water Heater 26 Meadow Street Building
   E. FISH # 161118 Remove and replace floor Meadow Street Compliance
   F. FISH # 161124 Remove & Replace gas furnace 229 Howard Street
   G. FISH # 161117 Vanity & Lighting State Street Development: DHCD

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6. Reading of the Correspondence:
    A. Reviewed Public Housing Notices 2020-30-32:
    B. Correspondence from tenant at 101B Wilson Street: copy of email requesting to be reimbursed for damages of $180.00 from the pipe that burst in my (the tenant's) closet, pictures of damages and letter from insurance company that damages did not exceed deductible.

       After discussion:

       Motion was made by Joshua Carpenter, which was seconded by Susan Stanek, it was unanimously voted to deny payment on damaged personal property due to lease agreement. All in favor

7. Old Business:
    A. Updated Policy and Procedures: Answered Attorney's questions, Susan Stanek made suggested changes and sent back to attorney.
    B. At November's meeting we can start review of miscellaneous policies.
    C. PHN 2019-13 Technical Assistance for Vacant Land Development Still working on title, needs more detailed research. Will contact Laura and ask about boundaries because it looks like someone is clearing a cart path through our or alongside of our property.
       Letter needs to be sent to Maria Crespo on Grandview about removing the wood from our property.

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.
    B. Chestnut Street: Senior Center Moving Plan: Setting up meeting with Town Manager and Selectman to go over plan.
    C. Congregate Housing: We have a 4 room congregate. I would like to set a meeting with Summit to see if they can set up a system that we want with three tenants and a house worker. Susan volunteered to be involved with the search process.

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9. Adjourn Meeting: Upon a motion by Joshua Carpenter, which was seconded by David Sepanek, it was unanimously voted to adjourn meeting at 12:30 p.m.

Sincerely Submitted:
Robin Carvide
Robin Carvide

Next Regular Scheduled meeting will be November19, 2020