MINUTES OF THE BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY
November 25, 2020
REGULAR MEETING
GOTO MEETING & CONFERENCE CALL

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2020 NOV 30 A 11:37
TOWN OF LUDLOW

The meeting was called to order by Chairperson David Sepanek at 11:04 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 November 17, 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 October 21, 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 # 20695 to Check # 20738 for a total of $43,623.43. All in favor

4. Financial Report:
   A. Jenna Milne gave FYE 09/30/2020 report

      Upon a motion made by Joshua Carpenter, which was seconded by Susan Stanek, it was unanimously voted to accept the FYE 09/30/2020 Financial Report and the Top 5 Compensation Report. All in favor

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Financial Report Continued:

Upon a motion made by Susan Stanek, which was seconded by Joshua Carpenter, it was unanimously voted to accept the Lead Compliance Form. All in favor.

B. Update on vacancies and waivers: We currently have 13 vacancies.

(3) will be rented beginning of December 2020
(3) have waivers and FISH #'s can't start until July 1, 2021
(1) has FISH # abatement December 11, 2020
(1) is an insurance apartment waiting for insurance to settle
(4) are one congregate unit: working with Summit Health Care
(1) house should be completed by end of February 2021

We have been approved for waivers of the apartment that will be empty for more than 60 days due to FISH Funding, work required, Insurance and congregate contracts

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: Abatement of flooring scheduled 12-11-2020
   F. FISH # 161124 Remove & Replace gas furnace 229 Howard Street: Scheduled December 10, 2020
   G. FISH # 161117 Vanity & Lighting State Street Development: DHCD

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6. Reading of the Correspondence:
    A. Reviewed Public Housing Notices 2020-33-36:
    B. Tenant at 101B was given (3) minutes uninterrupted to speak about decision that was made last month about denial of reimbursement of property. No new motions were made, decision to deny stands.
7. Old Business:
    A. Updated Policy and Procedures: Attorney sent list for personnel policy changes. Susan to make changes and bring finals to next meeting.
        1. Employee use of vehicle policy:
        Upon a motion made by Joshua Carpenter, which was seconded by David Sepanek, it was unanimously voted to approve new "Employee use of vehicle policy", after date is updated and new Board member signature line added. All in favor
        2. Privacy Policy:
        Upon a motion made by Joshua Carpenter, which was seconded by David Sepanek, it was unanimously voted to approve new "Privacy Policy", after date is updated and new Board member signature line added. All in favor
    B. PHN 2019-13 Technical Assistance for Vacant Land Development
    Lawyer sent land records of all the properties that Ludlow Housing Authority has records for in the Hampden County Deeds Registry.
    Sent list to Laura. Maria Crespo called and asked if wood pile could stay until burned off this winter. She was supposed to send a letter to the Board asking permission. I have not received a letter.

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: Met with Town Manager and Selectman to go over plan, meeting again after holidays.
    C. Congregate Housing: Summit viewed congregate. They are interested. Summit, Susan Stanek & Director will meet in couple weeks to go over details.

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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 12:17 p.m.

Sincerely Submitted:
Robin Carvide
Robin Carvide

Next Regular Scheduled meeting will be December 16, 2020