320

MINUTES OF THE BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY
REGULAR MEETING
DECEMBER 16, 2020
GOTO MEETING & CONFERENCE CALL

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TOWN CLERK'S OFFICE
2020 DEC 21 P 4:06
TOWN OF LUDLOW

The meeting was called to order by Vice-Chairperson Audrey Polmanteer at 11:06 a.m.

1. Upon roll call those present were as follows:
   Present: David Sepanek arrived 11:10 am, Susan Stanek, Joshua Carpenter, Audrey Polmanteer

   Also, present: Robin Carvide, Jake Oliveira

The secretary posted the Notice of Meeting at the Town's Clerk's office 12/11/2020.

2. Acceptance of the Minutes of Meeting:
   Upon a motion made by Joshua Carpenter, which was seconded by Susan Stanek, it was unanimously voted to accept, the November 25, 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 # 20739 to Check # 20773 for a total of $85,556.17. All in favor

4. Financial Report:
   A. Update vacancies: (10) vacancies:
      (4) FISH projects start 07-01-2021
      (4) 1 congregate working with Summit
      (1) insurance claim & (1) family house

We completed and rented (3) units in December 2020

   B. Formula Funding Award Letter FY 2024 of $236,090

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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: Scheduled December 10, 2020 Cancelled due to illness of vender
    G. FISH # 161117 Vanity & Lighting State Street Development: DHCD

6. Reading of the Correspondence:
    A. Reviewed Public Housing Notices 2020-37-39:
    B. Correspondence from Maria Crespo
    Upon a motion made by Joshua Carpenter, which was seconded by Susan Stanek, it was unanimously voted to approve Maria Crespo's request to leave the wood pile at Grandview and they burn it down through the winter and remove any left by April 2, 2021 and if we must clear the land before that to move forward, we will notify her that the wood pile is to be removed with a two-week notice. All in favor

7. Old Business:
    A. Updated Policy and Procedures: Tabled until next meeting
        1. Progressive Discipline Policy
        2. Personnel Policy
    B. PHN 2019-13 Technical Assistance for Vacant Land Development Letter voted on in Correspondence.

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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 Joshua Carpenter, which was seconded by David Sepanek, it was unanimously voted to adjourn meeting at 12:01 p.m.

Sincerely Submitted:
Robin Carvide
Robin Carvide

Next Regular Scheduled meeting will be January 20, 2020