323

MINUTES OF THE BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY
REGULAR MEETING
JANUARY 20, 2021
GOTO MEETING & CONFERENCE CALL

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TOWN CLERK'S OFFICE
2021 JAN 22 A 8:53
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	Audrey Polmanteer

Also, present: Robin Carvide

The secretary posted the Notice of Meeting at the Town's Clerk's office 01/14/2021.

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, the December 16, 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 # 20774 to Check # 20821 for a total of $66,610.88. All in favor

4. Financial Report:
   A. November 2020 Accountant Report 73.3% unrestricted funds
      net income 21,358 Due to State budget acceptance the 4% decrease in Annuel is being given back to budgets.

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

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C. Employment update: Cut off for applications was Monday, January 18, 2021. Interviews will start for full-time Landscaper/custodian position.

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 February 1, 2021
   G. FISH # 161117 Vanity & Lighting State Street Development: DHCD

6. Reading of the Correspondence:
   A. Reviewed Public Housing Notices 2020-40-41

7. Old Business:

   A. Updated Policy and Procedures:

      1. Progressive Discipline Policy:

Upon a motion made by Joshua Carpenter, which was seconded by Audrey Polmanteer, it was unanimously voted to approve the Progressive Discipline Policy as written. All in favor

      2. Personnel Policy: Working with lawyer for detailed changes.

   B. PHN 2019-13 Technical Assistance for Vacant Land Development
   C. Senior Center Movement Plan: Working on setting meeting with Town to make final arrangements.

Board Meeting Minutes
January 20, 2021

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8. New Business:
   A. COVID updates: Due to continuing high numbers of COVID-19, Ludlow is in the red. 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 11:23 a.m.

Sincerely Submitted:
Robin Carvide
Robin Carvide

Next Regular Scheduled meeting will be February 17, 2021.