MINUTES OF THE BOARD MEETING
OF THE LUDLOW HOUSING AUTHORITY
REGULAR MEETING
February 17, 2021
GOTO MEETING & CONFERENCE CALL

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2021 FEB 18 A 11:50
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 02/12/2021.

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 January 20, 2021 minutes as written. All in favor

3. Payment of Bills:
   Upon a motion made by Joshua Carpenter, which was seconded by Audrey Polmanteer, it was unanimously voted to pay the bills. Check # 20822 to Check # 20870 for a total of $66,809.73. All in favor

4. Financial Report:
   A. December 2020 Accountant Report 71.3% unrestricted funds
      net income 12,528
   B. Update vacancies: (13) vacancies:
      (4) FISH projects start 07-01-2021
      (4) 1 congregate working with Summit
      (1) insurance claim & (1) family house
      (1) New Wilson, (1) Chestnut Street, (1) Hampden Street

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C. Amendment #10 to CFA
Upon a motion made by Joshua Carpenter, which was seconded by Susan Stanek, it was unanimously voted to accept Amendment #10 to the contract for Financial Assistance (CFA) 5001 in the amount of $243240.00 and extends the contract dates to June 30,2024. This includes FY2024 Formula Funding award for $236,090 and PH Compliance Reserve Award of 7,150 for asbestos removal at State Street Development. All in favor

D. Tenant Board Member: Will be effective May 15, 2021. We already placed a waiver to have Susan Stanek as out tenant Board Member until 2023. New guidance came out and they will not be reviewing waivers until after May 15, 2021.

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: Done
   E. FISH # 161118 Remove & replace floor Meadow Street Compliance: Done
   F. FISH # 161124 Remove & Replace gas furnace 229 Howard Street: Done
   G. FISH # 161117 Vanity & Lighting State Street Development: DHCD

6. Reading of the Correspondence:

7. Old Business:

   A. Updated Policy and Procedures:
      1. Credit Card Policy: Upon a motion made by Joshua Carpenter, which was seconded by Audrey Polmanteer, it was unanimously voted to approve the Updated Credit Card Policy as written. All in favor

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Old Business: continued

2. Upon a motion made by Joshua Carpenter, which was seconded by Audrey Polmanteer, it was unanimously voted to approve the update Personnel Policy, after inserting changes to EPA.
   All in favor
3. Upon a motion made by Joshua Carpenter, which was seconded by Audrey Polmanteer, it was unanimously voted to approve the updated Alcohol/Drugs/Marijuana Policy. All in favor

B. PHN 2019-13 Technical Assistance for Vacant Land Development
C. Senior Center Movement Plan: Still in process of moving.

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 Audrey Polmanteer, it was unanimously voted to adjourn meeting at 11:59 a.m.

Sincerely Submitted:
Robin Carvide
Robin Carvide

Next Regular Scheduled meeting will be March 17, 2021.